

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: December 5, 2017 / 9:00 – 11:00 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Courtney Bish

- I. **Topic/Question: Office of the Registrar Report (Memorie) *Minors in a 2 Year Program; Extra Semester for a Minor***
 - a. **Data/Discussion:** Minor policies were discussed.
 - b. **Action/Decision: Renee:** Make the following changes to the minor policy in the College Catalog next year.
 - i. Students will be permitted to earn a minor if they are in a two year degree program. They will be required to go through the same approval process as students in a bachelor degree program applying for a minor.
 - ii. Students are permitted to put off their graduation if they wish to take extra course(s) to earn their minor.

- II. **Topic/Question: Office of Admissions Report (Melissa)**
 - a. **Data/Discussion:**
 - b. **Action/Decision:**

- III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah) *Academic Recovery***
 - a. **Data/Discussion:** *Tabled until next week.*
 - b. **Action/Decision:**

- IV. **Topic/Question: Office of Research & Sponsored Programs Report (JoAnne) *Recap of PIF Awards***
 - a. **Data/Discussion:** *Tabled until next week.*
 - b. **Action/Decision:**

- V. **Topic/Question: Felony Question (Doug & Courtney)**
 - a. **Data/Discussion:** Melissa and Courtney have been working on possible ways to address this issue. Options for advising/inquiring about felonies in instances where the student is/will be seeking campus housing, clinical/field experiences, internships or study abroad were discussed. Several good suggestions were made in regards to the advising piece; however the fact that we cannot send a blanket inquiry to all students is causing challenges for us as an applied institution.

- b. **Action/Decision: Courtney:** Check with Penny at SUNY Legal to see if it is at all possible for us to do a blanket inquiry. **Memorie:** Check with the Registrar's list serve to see how other campuses are addressing this issue.

VI. Topic/Question: Leave of Absence Policy (Melissa & Courtney)

- a. **Data/Discussion:** The idea of a leave of absence policy was revisited. A policy draft was shared and reviewed. Advantages for leave of absence are no readmit fees and a "frozen" catalog year for students, as well as being a good retention effort for the College. Concerns surrounding the policy that will eventually need to be addressed are billing, late registration/payment fees, and coding for tracking purposes.
- b. **Action/Decision: Renee:** Tweak the policy per our discussion and send to the group. From here, the policy will need to go to SUNY Legal and then to the College Council.

VII. Topic/Question: Deadline: Fall/Winter 18 Course Demands (Mike)

- a. **Data/Discussion:** The department chairs are trying to wrap up the semester, thus they are having difficulty meeting the course demand deadline (last day of fall classes). Memorie wants to have them so she can work on them during Christmas break, as it is quiet on campus and the parties she needs for other things are not around.
- b. **Action/Decision:** As we ran out of time, this conversation will continue next week. **Renee:** Add to next week's agenda.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: November 28, 2017 / 2:00 - 4:00 p.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt

Guests: Kyle Brown, Michelle Currier, Memorie Shampine

I. Topic/Question: Planning for Panopto

- a. **Data/Discussion:** In regards to converged modality, it is important to remember that this is a pilot and we are learning as we go. Some concerns/topics that were covered included:
 - i. Tracking and SIRIS reporting in Banner: It was agreed that converged modality sections need to have their own code in Banner. If not, we cannot track student success rates, etc.
 - ii. Promoting converged modality sections to students when they are preparing to register for classes.
 - iii. Attendance policy concerns for students who are face to face vs. online.
 - iv. Necessary revisions to our online review policy.
 - v. Technology support for classes being taught after 4:30 p.m.Marela Fiacco will be putting together best practices to share with faculty. Mandatory training for these classrooms and the creation of a more robust intellectual property policy were suggested.
- b. **Action/Decision:** It was decided that the Panopto classrooms will have swipe key access and all faculty and staff should have access to the rooms. **Kyle:** Let Pat Hanss and Mike McCormick know about this decision.

II. Topic/Question: Budgets

- a. **Data/Discussion:** Budgets are tight again this year.
- b. **Action/Decision: Deans:** Let Doug know of any needs.

III. Topic/Question: Shared Rights Criteria

- a. **Data/Discussion:** We currently pay for rights to teach courses, we do not pay for course development. Discussion included the possibility of purchasing work for hire in perpetuity.
- b. **Action/Decision:** It was decided that further work and discussion is needed. Criteria needs to be identified as to what types of courses we may want to purchase in perpetuity, how much we would pay (e.g., \$3000?), and how long they would be valid for? Once the criteria is put in place, this will need to go to faculty governance.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: November 21, 2017 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Kyle Brown

- I. **Topic/Question: Online Ownership (Doug)**
 - a. **Data/Discussion:** A discussion ensued as to whether or not it would make sense to pay \$3000 to own certain online courses in perpetuity. These courses would need to be self-sustainable and not be held by a publisher, as we cannot pay for publisher content. We need courses available for adjuncts, as they are not expected to develop courses; especially when we are hiring them at the last minute due to course demands. Regardless of what decision is made, courses will continue to be required to go through review every three years.
 - b. **Action/Decision: Doug:** Look at our stipend spreadsheet before making any final decisions.

- II. **Topic/Question: Felony Question (Doug and Kyle)**
 - a. **Data/Discussion:** The felony question is now prohibited from being asked on the SUNY application. The group discussed ways to incorporate the felony question where it's needed throughout the campus. Several ideas and points were suggested and considered, such as adding disclaimers on academic program website pages where students with felonies may be affected. Other suggestions were adding the question to the admission check list and implementing a forced survey for all students.
 - b. **Action/Decision:** It was decided that this topic required input from other areas and would be put on our next Deans' Cabinet Plus agenda. Courtney will be invited as well. **Renee:** Invite Courtney and add this to the December 5th Deans' Cabinet Plus agenda.

Deans' Cabinet Plus
Agenda/Action Items

Date/Time/Location: November 7, 2017 / 9:00 - 11:00 a.m. / MAC 620

* Denotes that President Szafran will attend

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

- I. **Topic/Question: Office of the Registrar Report (Memorie) *Certification of Graduation/Degree Works Working Group***
 - a. **Data/Discussion:** In our continuing effort to automate the grade review process, Memorie would like to put together a working group to review our current process and make a plan to get this automated with Degree Works going forward. Her hope is to involve faculty advisors and administrators with valuable knowledge. Memorie is aware there is some scribbling that needs to be fixed and she and Sharon are working on that.
 - b. **Action/Decision: Memorie:** Send out an email to the Deans' offices for suggestions of who would best serve on this working group.

- II. **Topic/Question: Office of Admissions Report (Melissa) *Admissions Decision Process; 2nd Transfer Counselor***
 - a. **Data/Discussion:** Melissa updated the group on the following:
 1. **Albany Meetings:**
 - i. Application Numbers: Application numbers are up SUNY-wide by 25-30%, applicant numbers are only up by 5%.
 - ii. SUNY Admissions Website: SUNY is changing their admissions website to make it more student-centered. There was a lot of discussion regarding "move the box" and beginning spring 2018 we can no longer ask about felony history. Courtney and Melissa will be meeting to discuss other options; it may be necessary to put a notation next to certain programs on our website.
 - iii. EOP Forms: There were conversations regarding implementing one uniform EOP form to be used SUNY-wide. Centralizing the application, as well as the financial aid component, would make it more consistent for students who apply to more than one SUNY college and thus they would not be receiving conflicting information from different campuses.
 2. **Processes Meetings:**
 - i. Renee facilitated meetings between the Deans' Secretary 2's and Melissa in which current transfer processes were reviewed and discussed. One goal is to move transfer students to Degree Works at the time of acceptance rather than time of deposit. This would eliminate a lot of work for both Admissions and the Deans' Offices and would be more transfer student-friendly, as the degree information could be accessed by the student; they would have the ability to see what courses are transferring in and what is still outstanding. We are all bearing the burden of the

Excelsior push so we can no longer lump transfer credits together as in the past.

ii. 2nd Transfer Counselor: Transfer finder is helpful, but it is not fully developed yet. Current student updates take up a great deal of time in Admissions. We will continue to work towards more efficient methods of work distribution before making any decisions regarding a second transfer counselor.

- b. **Action/Decision: Melissa:** Check in with Financial Aid to see what the value is in creating a new record for students who change their majors. Share the mapping that she created with the Deans' Cabinet.

III. Topic/Question: Office of Institutional Effectiveness Report (Sarah)

a. **Data/Discussion:** Sarah shared the Student Achievement Measure and noted that we are about to publish it. The results were reviewed and discussed.

b. **Action/Decision:**

IV. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)

a. **Data/Discussion:** JoAnne reported that the Research Foundation meetings last week went well. She is working on automating the IRB and Conflict of Interest processes so that everything will have to be done through the Research Foundation and will be well monitored going forward. She will be working with Melissa Tulip to show her the post award pieces to give her a good grasp of SUNY awards so she can monitor them for directors of various projects. There will be training next week for Human Resource/Payroll with the Research Foundation. We came through the audit fine, and JoAnne is working on the report for that. She also reported that Steven Wood of the Research Foundation put all the paperwork together that will give the Canino School of Engineering it's second patent. Miles Canino's research on prosthetics will be attached to SUNY Canton.

b. **Action/Decision:**

V. Topic/Question: Honors Convocation Naming Criteria (Erin)

a. **Data/Discussion:** The criteria for Honors Convocation Naming was discussed. There have been nominations and the committee has asked for a list of bullet points that can be put into a rubric/matrix to assist in selection going forward. Suggestions were:

- i. No exclusionary data (i.e., retired in good standing)
- ii. Significant contribution to the academic community; excellence in college service
- iii. Faculty member at one time
- iv. Length of service at SUNY Canton
- v. Some gap since retirement

b. **Action/Decision: Renee:** Forward these suggestions to Michaela.

VI. Topic/Question: Definition of Scholarship (Doug)

- a. **Data/Discussion: FYI:** Doug sent out a revised draft with one small change regarding faculty collaboration after our 2nd Open Forum with the faculty. Doug also mentioned that he has started looking at the 2016 rank matrices.
- b. **Action/Decision:**

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: October 31, 2017/ 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt

Guests:

- I. **Topic/Question: Opening Events Schedule (Doug)**
 - a. **Data/Discussion:** The two options for the Fall 18 Opening Events Schedule were reviewed and discussed. The Deans felt that option 1 would work best.
 - b. **Action/Decision: Renee:** Let Michaela know that Option 1 was the preferred choice of the Deans' Cabinet.

- II. **Topic/Question: SBLA Dean Search Update (Doug)**
 - a. **Data/Discussion:** Doug updated the Deans on where we are with the search. He met with the search committee and discussed the timeline and co-chairs were identified.
 - b. **Action/Decision: Renee:** Communicate the search committee composition to the campus.

- III. **Topic/Question: Scholarship Update (Doug)**
 - a. **Data/Discussion:** Yesterday's scholarship open forum was discussed and next steps were defined.
 - b. **Action/Decision:**

- IV. **Topic/Question: Special Cohort Lists**
 - a. **Data/Discussion:** We will continue to distribute these listings to the faculty advisors for advising, as they are important for assisting students in these cohorts with proper scheduling.
 - b. **Action/Decision: Renee:** Forward the compiled list and Sharon's updated advising tip sheet to the Deans' Offices.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: October 24, 2017 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Research Foundation Group



Intro to Tech Transfer
for Dean Mtg 10.18.17

- I. **Topic/Question: Research Foundation Visit**
 - a. **Data/Discussion:** The Research Foundation presented on Technology Transfer.
 - b. **Action/Decision:**

- II. **Topic/Question: Mid-Term Grade Processes**
 - a. **Data/Discussion:** Mid-term issues visited were; a) how long should we allow faculty to enter their mid-term grades past the deadline, b) should Memorie continue to send the Deans' Offices the mid-term reports, and c) financial obligation holds preventing students and advisors to view their mid-term grades.
 - b. **Action/Decision:** a) It was decided that we will keep the Tuesday at 9:00 a.m. deadline as is, Memorie will close grade entry portal and run the list to see what faculty are missing and let Deans' Offices know. Deans will reach out to those missing faculty. Memorie will re-open mid-terms on Thursday at 9:00 a.m. for those who have not entered their grades and close on Friday at noon. b) Deans still want the mid-term composites sent to them; however, it makes sense to send them on Friday after all grades are entered. Janet can run her cohort reports on Friday as well. c) No financial holds should effect academics. Students and faculty advisors should not be prohibited from seeing mid-term grades due to financial obligation holds. **Renee:** Let Memorie know of these decisions and ask her to uncheck the hold boxes as of now. The only box that will remain checked is the Deceased box.

- III. **Topic/Question: Flash Poll E/NE**
 - a. **Data/Discussion:** Sarah's flash poll results in which students reported whether or not they have had a conversation with their advisors regarding their not engaged status was shared and discussed. The response rate was appropriate for a survey conducted without any incentive and are the results are informative.
 - b. **Action/Decision: Doug:** Will raise this topic with faculty during his visits to department meetings and ask faculty what their experiences have been with their advisees; he encouraged the Deans to do the same in their meetings as well.



Course Enrollments -
End of 3rd Day After I

- IV. **Topic/Question: Enrolled Seats Analysis FYI**
- a. **Data/Discussion:** Sarah calculated our percentage of seats enrolled, based on course enrollments after the drop of schedules at the conclusion of the third day of classes. On average, we are meeting our 80% goal. The scheduling we are doing is appropriate for student needs and we have very few empty seats in classes.
 - b. **Action/Decision:**

- V. **Topic/Question: Retention Rates Data - Fall 2016 Institutional Scholarship**



Fall 2016 Institutional
Scholarship Retention

Recipients - FYI

- a. **Data/Discussion:** Sarah did an analysis looking at the fall retention rates for first-year students who received institutional scholarship aid for fall 2016 compared to those who did not. Funding is given out in a variety of ways and all pots of money can be informed by this data as to how we award money. Any award, no matter how small, bumps up the retention rates.
- b. **Action/Decision:**

Deans' Cabinet Plus
Agenda/Action Items

Date/Time/Location: October 3, 2017 /9:00-11:00 a.m. /MAC 620

* Denotes that President Szafran will attend

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Sharon Tavernier

- I. **Topic/Question: Office of the Registrar Report (Memorie) *Leave of Absence Policy***
 - a. **Data/Discussion:** The possibility of a leave of absence policy was revisited. The logistics such as parameters and length of a leave of absence and what business needs to take place for a student to restart must be defined. Some perks of a leave of absence as opposed to re-admitting are students will no longer need to pay a re-admit fee and may keep the same catalog year.
 - b. **Action/Decision:** It was decided that we will look at what other college leave of absence forms/policies look like, as not to reinvent the wheel. **Memorie and Melissa:** Research this and put something together to bring to an upcoming Deans' Cabinet meeting. Other offices will need to be involved as well at some point, such as financial aid.

- II. **Topic/Question: Office of Admissions Report (Melissa)**
 - a. **Data/Discussion:** Admissions is in full travel swing. We participated in a virtual college fair; 141 students participated, it was a huge success. Most of these students were out of state. Melissa also reported that they have begun to decision Fall 2018 applicants and that they have had solid showings for Open House events.
 - b. **Action/Decision:**

- III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah) *DFW% Analysis***
 - a. **Data/Discussion: DFW:** Sarah's DFW data analysis was shared and discussed.
 - b. **Action/Decision: Deans:** Look at the data and use this as a threshold (over 50%) and identify if there is an explanation as to why this may be (i.e., class of under prepared students, etc.). If there are other possible reasons, these can be discussed at your 1:1 meeting with Doug. **Deans:** Let Sarah know if you would like to see a report of any particular course to see if any improvements have been made.

- IV. **Topic/Question: Office of Research & Sponsored Programs Report (JoAnne): *Professional Development Funding Sources: Off-Term Incentive Monies***
 - a. **Data/Discussion:** JoAnne chairs the IDAP pot of money for professional development, as well as serves as a liaison for the Faculty/Staff Awards Committee and the President's tuition assistance committee. In an effort to better

streamline this process, JoAnne asks that there be at least some minimal monetary commitment from the Deans before sending the request to the Faculty/Staff and IDAP Committees. This also shows that the Dean supports the request. JoAnne also noted that Julie Parkman will take her place as chair of IDAP and the other two committees when she retires.

- b. **Action/Decision:** It was decided that the Deans will show some monetary commitment for professional development requests going forward.

V. **Topic/Question:** *Catalog Year Policy Revisit (Sharon)*

- a. **Data/Discussion:** The policy will be written as follows:

Degree Requirements and Catalog year

Students are enrolled into a catalog year based on the date of admission to their declared program. Students may keep this initial catalog year for up to five years for Certificate/ Associate's degree programs and up to seven years for Bachelor's degree programs. After which the catalog year may be reset to the current catalog year. Students who change programs or have a break in matriculation will be re-admitted to the current catalog year. If program requirements change while the student is enrolled, the student has the right to continue to claim the requirements for the year that they were last admitted to the program. Exceptions may be approved by the academic dean.

- b. **Action/Decision: Renee:** Make sure these changes are added to the 2018 Student Handbook, College Catalog, and let Michaela know the change for the PPM.

VI. **Topic/Question:** *Laddered Curriculum Revisit (Doug)*

- a. **Data/Discussion:** Due to time constraints, this item is tabled until next week.
- b. **Action/Decision:**

VII. **Topic/Question:** *Institute of Arts & Sciences (Doug)*

- a. **Data/Discussion:** The Deans confirmed Canton's pairs for the Institute of Arts and Sciences collaboration with SUNY Potsdam.
- b. **Action/Decision: Doug:** Follow up with Bette in terms of our pairs and put a plan in action for an evening meeting.

VIII. **Topic/Question:** *SBLA Dean Search Committee (Doug)*

- a. **Data/Discussion:** There will be an Open Forum today designed to draw on faculty feedback and answer basic process questions. The group discussed campus representation to serve on the search committee.
- b. **Action/Decision:**

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: September 26, 2017/ 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: New Faculty Orientation (Erin)**
 - a. **Data/Discussion:** As our calendar is changing next year, we need to pin down when the best time to have our New Faculty Orientation will be. It was decided that as long as there are no conflicts with the Human Resource New Employee Orientation, we will have a full day orientation (rather than two half days) on the Monday of the first week of classes (first day of obligation).
 - b. **Action/Decision: Erin:** Confirm with H.R. that Monday will not interfere with their New Employee Orientation activities. *NOTE: There were conflicts due to our opening events schedule so it was decided we will stay with the two half days; New Faculty Orientation will be held on Monday (first day of obligation) from 1:00-5:00, then Wednesday from 8:00-noon.*

- II. **Topic/Question: Honoraria: Assessment in the Major Reviewers (Doug)**
 - a. **Data/Discussion:** Doug asked other CoTs if they pay out honorariums to Assessment in the Major reviewers. Typically online programs are done electronically and on campus program reviewers are face to face. The Deans feel it is appropriate to offer something.
 - b. **Action/Decision:** It was decided that we will pay out \$250 for Assessment in the Major reviewers.

- III. **Topic/Question: Identify Membership & Initial Questions for a Converged Modality/FlexClass Committee (Doug)**
 - a. **Data/Discussion:** Kyle suggested formalizing a small core group of people to map out our converged modality strategy in regards to the Nevaldine 113 space.
 - b. **Action/Decision:** It was decided that we would pull together three different working groups. The first group will include Mike McCormick, Kyle Brown, Pat Hanss, Mike Newtown, Theresa Corbine and Doug to discuss the planning of the NN 113 space, such as the cosmetics (paint, carpet, etc.) and technology for the room. Second, a group will be invited to an upcoming Deans' Cabinet meeting to discuss campus policy issues. This group will include the Deans' Cabinet, Online Learning Advisory Committee Chair, Kyle Brown and Christina Smith. Finally, Molly will work with the academic group of faculty who are (will be) piloting this program to discuss pedagogy and classroom policy. **Renee:** Schedule a meeting for the first working group and invite the second working group to an upcoming Deans' Cabinet meeting.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: September 19, 2017 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- VIII. **Topic/Question: Engaged/Not Engaged: Verbal Follow-Up Survey “Manipulation Check (Doug)**
- a. **Data/Discussion:** In helping us determine whether verbal follow-ups occur and work, it was suggested that we send students reported as not engaged a one question survey at the end of week six to gauge what percentage of them have had an interaction with their advisor. Sarah created a survey that can be emailed to these students. It was decided that this could be valuable, and will be utilized as an attempt to reach more students and see what results we can obtain.
 - b. **Action/Decision: Doug:** Let Sarah know that we will push this out in week six.
- IX. **Topic/Question: New Separations Announced**
- a. **Data/Discussion:** There have been some new separation notifications and we will need to replace them.
 - b. **Action/Decision: Doug:** Email Dr. Szafran and Shawn, make them aware of these separations, and obtain permission to search for their replacements.
- X. **Topic/Question: Converged Modality: Follow-Up (J.D.)**
- a. **Data/Discussion:** J.D. met with his faculty and proposed five courses to be taught in Payson 124 for the spring. His faculty raised some concerns, some of which can be quickly addressed:
 - i. How we keep material secure and safe from hacking?
 - ii. Who owns the material (e.g., intellectual property): *See below*
 - iii. Do faculty have the right whether or not they want to extend permission to others to use their material? *See below*
 - iv. Proctoring concerns: *The Online Learning Advisory Committee is addressing this and will be bringing a proposal for the software to Deans' Cabinet this semester.*
 - v. Potential negative Student Course Comments due to this being new.

Approval and Quality Assurance of Online Courses: Online Course Review Process

Both online and hybrid courses offered online for the first time require review. (*Internships and Senior Projects are exempt from review per Dean's cabinet, 2013.*)

- *Online courses* are delivered strictly in a web-based format.
- *Hybrid courses* combine face-to-face classroom instruction with asynchronous online instruction and have at least 10% of their scheduled class meetings replaced by online instruction (*Online Learning Task Force, 2006*). Hybrid courses are designated by “H” on the Master Schedule.

- *This would be new:* Converged modality courses deliver all modalities simultaneously as one classroom. Students have a choice of attending as a distance learner (online), f2f, or as hybrid learner.

The review process is repeated every three years. A course may be reviewed more frequently if requested by the Academic Dean or if the course undergoes significant changes. *Significant changes* include changes in the course design that affect the quality, integrity, and effectiveness of the course. These would include changes in the organization or design of the course that relate to the essential standards in the rubric.

Ownership of Course Materials: Ownership of the intellectual property for any course resides with the individual who developed the course, pursuant to the Copyright Policy (Title J, section 2) of the Policies of the Board of Trustees of the State University of New York. For those online courses that have been requested by the College, the College will provide compensation of no less than \$1,000, subject to such changes as may be authorized or required by law. This compensation provides the College rights, but not the exclusive rights, to the intellectual property of the course for a maximum of three years. The appropriate academic dean approves course stipend requests.

Work Load/Compensation: A course taught on-line may become part of a teaching faculty member's standard load or may be taught off-load depending on an agreement between the faculty member and the respective school dean. Class size for online courses will be determined through a consultative process that includes Deans, department chairs, and faculty. Class sizes will be revised on a case-by-case basis following experience with course delivery.

Faculty Rights

For all academic and professional employees, the assignment of online courses should always be voluntary, except in rare circumstances, unless specified at the time of hire. All employees will be equally recognized in reappointment, promotion, tenure, and discretionary salary increases for teaching, regardless of the format or medium in which it is conducted. Anyone viewing course material must obtain permission from the faculty member. SUNY Canton administration may have access to online course material provided they advise the faculty member in advance.

- b. Action/Decision: Doug:** Ask Memorie to brainstorm ways to best program these courses.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: September 12, 2017 / 1:00 - 3:00 p.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Converged Modality Scheduling (Molly)**
 - a. **Data/Discussion:** The converged modality is being piloted by a faculty member this semester and the feedback has been very good. Once the final renovations are done to the room, an Open House with a demonstration will be provided to the campus. There is concern that once more faculty wish to utilize this technology, scheduling for Payson 124 will be challenging. Memorie will need a way to identify which faculty wish to use that space going forward.
 - b. **Action/Decision:** It was decided that Payson 124 will be used exclusively for converged modality course sections, lecture capture, and technology training. Another meeting will take place in the near future to determine need for additional converged modality space. **Deans:** Identify the faculty in your school who are interested in teaching using this technology. **Deans:** Send the course information to Memorie as soon as possible to schedule those faculty in Payson 124 for spring 2018; copy the other Deans and Renee. **Doug:** Email Mike McCormick, Kyle Brown & Theresa Corbine regarding the NN 113 renovations.

- II. **Topic/Question: IELTS Scores for Chinese Students (J.D.)**
 - a. **Data/Discussion:** The first cohort of approximately 60 students at Sichuan Post & Telecommunications College in China will be completing their last year there and 2018 would be their first year here. Concerns have been raised in regards to the students' English language proficiency. Sichuan PTC's administration is asking if: 1). we would consider being more flexible with their IELTS scores and 2). we would be willing/able to provide remedial English courses to these students next summer. We do not know at this time how many of these students actually plan on coming, however J.D. suspects that the number will be low. The reason being that the Chinese government is not funding the students to come here. Therefore it is difficult to gauge what we will need in regards to summer programming, and if it is worth it for us to do so. J.D. suggested that we tell them that we will evaluate the students on an individual basis and depending on the number of students and their needs for English proficiency, we will make decisions. At the end of the summer program, the students would have their English proficiency evaluated again to determine if they can be successful for Fall 18.
 - b. **Action/Decision: J.D.:** Reach out to Sichuan PTC and ask if they can give us an approximate number of students who may be coming.

III. Topic/Question: Academic Student Engagement Fund (Molly)

- a. Data/Discussion:** The Academic Student Engagement Fund reimburses faculty who connect with students in or outside of the classroom in curriculum-related activities. Faculty are reimbursed up to \$100 per year. All full-time faculty, traditional and online, are eligible to participate. Requests can be made to cover expenses associated with course-related projects, materials and supplies specific to projects, field trips, and activities such as informal gatherings that foster conversation and academic integration.
- b. Action/Decision: Renee:** Check with Travis to see if we can implement a web-based application form on the Provost's Office webpage.

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: September 5, 2017 / 9:00-11:00 a.m. /MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

- I. Topic/Question: Office of the Registrar Report (Memorie)**
 - a. Data/Discussion:**
 - i. Workflow - Withdrawals:** Memorie reported that the Workflow for withdrawals is up and running and working great with only minor tweaks needed. Students are finding it themselves on UCan Web.
 - ii. Fall 17 Semester Start-Up:** Memorie stated that a number of students were not registered at the close of business on Wednesday. She noted the following trends with regard to the start of the semester:
 1. If schedules were dropped due to non-payment, students put themselves back in their courses on UCan Web.
 2. Other offices (Deans' Offices, Advising Center, etc.) put schedules back on for students, even if billing was incomplete. The reason being that in order to process a bill, a schedule has to be on in Banner; however schedules get dumped if billing is incomplete. Once their schedules were re-added, students were told that they needed to go to the One Hop Shop to complete their billing. Many did not do so. We need solutions on how to avoid this cycle.
 3. Many triage students had their schedule dropped due to incomplete billing.
 - b. Action/Decision:** ii. **Doug:** Raise these issues with the Executive Cabinet. We will also schedule a meeting for the Drop Schedule group.

- II. Topic/Question: Office of Admissions Report (Melissa)**
 - a. Data/Discussion:**
 - i. Target Marketing Groups:** Melissa reported that Admissions is revising the structure of the Target Marketing Groups. The Deans indicated which programs they would like included in this endeavor and which programs could be removed.
 - ii. Revisit - BOCES Credit:** The Deans agreed to grant BOCES credit, regardless of what major the student is enrolled in. The counselors will communicate this information when speaking with potential students while recruiting on the road.
 - iii. Revisit - Non-English Speakers:** Admissions proposed removing SAT/ACT scores as standardized testing, as they are not true English proficiency exams due to the lack of a speaking component and writing section that we use. The Deans agreed.
 - b. Action/Decision:**

- III. Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
- a. Data/Discussion: Surveys**
 - i. NSSE:** The NSSE results are basically identical to the last time we distributed this survey.
 - ii. COACHE:** Sarah will be meeting with the faculty leadership group for the COACHE survey to discuss recommendations on how to share the data.
 - iii. Student Opinion Survey (SOS):** The Student Opinion Survey will be done in the spring. Sarah is working on coming up with groups of individuals across campus, faculty and professionals, to discuss how we can improve the results of the survey. This will be the big survey of the year for us, unless SUNY mandates something else unexpectedly.
 - vi. Sexual Violence Survey:** We had a low response rate, likely due to the timing of so many surveys going out at the same time. However, Sarah found some concerning things in the responses she did receive so she is going to revise the survey to make it shorter and re-send it to the campus during the fall semester to see if we get a better result.
 - v. Jump Start:** Jump Start students are coded as continuing, however that is a problem for reporting purposes. Sarah reached out to SUNY to see if this cohort of students can be rolled in as continuing; otherwise they need to be changed to freshman. **Follow-Up: Sarah reported that SUNY says the Jump Start students need to be coded as freshman. Memorie will fix them.**
 - b. Action/Decision:**
- IV. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)**
- a. Data/Discussion:** Auditors will arrive on Monday, September 11th for the Research Foundation audit. JoAnne does not foresee any issues at this time.
 - b. Action/Decision:**
- V. Topic/Question: Massage Therapy Program**
- a. Data/Discussion:** We were contacted by someone interested in discussing the possibility of a massage therapy program at SUNY Canton.
 - b. Action/Decision: First Steps - Sarah:** Run a market analysis and look at labor statistics to see if this could be a viable program.
- VI. Topic/Question: Academic Student Engagement Fund (Molly)**
- a. Data/Discussion:** We had previously discussed non-competitive access funds for faculty. Similar to what we do with FYEP, this funding would encourage faculty to engage with students outside of the classroom and support things such as field trips.
 - b. Action/Decision: Molly and Doug:** Work out the details at their next one on one meeting.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: August 29, 2017/ 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question:** *Suspension Letter Revisions*
 - a. **Data/Discussion:** Changes to the suspension letter were reviewed and approved.
 - b. **Action/Decision: Renee:** Make the changes and share with the people on campus.

- II. **Topic/Question:** *Sponsored Programs Search Committee (Doug)*
 - a. **Data/Discussion:** We have a job description in place for JoAnne's replacement. Next step is to create a search committee. Some suggestions were made.
 - b. **Action/Decision: Doug:** Share the job description with Deans. **Deans:** Review job description and think about potential search committee members and let Doug know.

- III. **Topic/Question:** *Anticipated Hires (Doug)*
 - a. **Data/Discussion:** Doug spoke with the President regarding hires. The Anticipated Hires spreadsheet was updated.
 - b. **Action/Decision: Renee:** Make updates to the spreadsheet and send to the Deans.

- IV. **Topic/Question:** *Institute of Arts & Sciences (Doug)*
 - a. **Data/Discussion:** When we last discussed this, we left off with Potsdam leadership that we would create a gathering with the pairs at the end of September, early October. In addition, we would like to add Student Affairs and non-credit offerings. Doug suggested a gathering at Jake's on a Monday or Wednesday from 4:00-6:00.
 - b. **Action/Decision: Deans:** Feel out faculty interest on topics 1-6 and look at who we want to include for our half of the "pairs" and let Doug know. **Doug and Renee:** Start trying to plan a date.

NEW BUSINESS

- V. **Topic/Question:** *Veteran Transfer Credit (Molly)*
 - a. **Data/Discussion:** Veterans feel that we are not as transfer friendly as other institutions. Is there a way we can find credit for non-credit military credits? One issue that Ken pointed out is that there is not enough space for the credit in most programs. On the flip side, Mike pointed out that if we could bring the credits in

whether they fit in a program or not, these students would be eligible to register earlier at a higher student classification due to having more earned credit hours.

- b. Action/Decision:** The Enrollment Management Working Group Recruiting Subcommittee will be discussing transfers, including the topic of military-friendly transfer processes this semester. Melissa, as chair of the subcommittee, will be inviting Charles to serve on the group.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: August 22, 2017 / 9:00 – 11:00 a.m. / MAC 620

* Denotes that President Szafran will attend

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt

Guests:

- I. **Topic/Question:** *Orientation: Communication; New Admits w/out Schedules (Mike)*
 - a. **Data/Discussion:** Our summer orientation processes are not consistent and this is causing confusion and frustration for students. Some potential ideas were discussed, however in order to make decisions on change we need to have all the players together.
 - b. **Action/Decision:** It was decided that we will invite Courtney Bish, Lashawanda Ingram, Sharon Tavernier, and Sue Law will attend a Deans' Cabinet Plus meeting during the fall semester. **Renee:** Schedule this for one of our Fall semester DC+ meetings.

- II. **Topic/Question:** *Anticipated Hires (Group)*
 - a. **Data/Discussion:** The group discussed hiring needs for the 18-19 academic year.
 - b. **Action/Decision: Doug:** Forward our needs to Dr. Szafran and Shawn for review.

- III. **Topic/Question:** *OER (Open Educational Resources) Recommendations (Molly)*
 - c. **Data/Discussion:** SUNY has launched a funding initiative to encourage and reward faculty who use, develop, or plan on using/developing OERs. A Task Force will be created and will discuss what this initiative means to our campus and recommend how to strategically use the funds to encourage OER adoption.
 - d. **Action/Decision: Deans:** Send Molly 2 faculty recommendations from your school to serve on the College's OER Task Force.

- IV. **Topic/Question:** *Follow-Up: Transfer Equivalency Tables (Molly)*
 - a. **Data/Discussion:** Ken shared his strategy of making this task less daunting for Department Chairs. He printed off the course descriptions of courses in his school's disciplines from all 64 SUNY campuses. He gave those copies to the appropriate Department Chair/Curriculum Coordinator and asked them to write the equivalency of our courses, if any, on the copies. Although this was quite time consuming for him, it prevented the faculty from having to do the "looking up."
 - b. **Action/Decision:** Molly suggested having one of the clerical staff in Admissions as the point person to do the printing and disburse to the appropriate faculty members.

- V. **Topic/Question:** *State of the Campus – Final Notes (Doug)*
- a. **Data/Discussion:** Due to time constraints, the State of the Campus will be limited to the President and Vice Presidents only this year.
 - b. **Action/Decision:**



2016-17 OLAC End of
Year Memo.pdf

- VI. **Topic/Question:** *OLAC End-of Year Report (Molly)*
- a. **Data/Discussion:** Molly shared the End of Year report for the Online Learning Advisory Committee.
 - b. **Action/Decision:**

NEW BUSINESS

- VII. **Topic/Question:** *Jump Start End of Summer Procedures*
- a. **Data/Discussion:** Although it was determined that we will follow the same end of semester procedures for the summer Jump Start students as we do for a regular semester, there are still some things that need to be tweaked. The re-registration requirements should reflect the part-time hours that students take over the summer. In addition, it was suggested that going forward we be more upfront with our expectations to the students.
 - b. **Action/Decision:** We will discuss this at a future Deans' Cabinet meeting during the fall semester.
- VIII. **Topic/Question:** *New Faculty Orientation Reminder*
- a. **Data/Discussion:** Molly asked that we remember to include new librarians in New Faculty Orientation going forward, as they are faculty as well.
 - b. **Action/Decision: Erin:** Make sure the new librarians are included in any upcoming New Faculty events.

Deans' Cabinet Plus
Agenda/Action Items

Date/Time/Location: August 1, 2017 / 9:00 - 11:00 a.m. / MAC 620

* Denotes that President Szafran will attend

Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Douglas Scheidt, Sarah Todd, Erin Voisin

Guests: Kerrie Cooper

- I. Topic/Question: Office of the Registrar Report (Memorie)
 - a. Data/Discussion: No report
 - b. Action/Decision:

- II. Topic/Question: Office of Admissions Report (Melissa & Kerrie) *Excelsior Scholarship: Grades of "D"; Excelsior Scholarship: BOCES Credits; Adult Education: Current Admissions Policy*
 - a. Data/Discussion:
 - i. **Excelsior Scholarship: Grades of "D"**: Currently we do not transfer in the credits for grades of "D" from another institution unless the student has completed a degree at the other institution. If the student received a "D" in a GER course, we will bring in the requirement, but not the credits. However, this could impact the Excelsior Scholarship credit formula. Kerrie stated that some SUNY colleges do accept D's and wondered if we could consider loosening up our policy in the future. Melissa feels that from an Admissions standpoint, a student is more likely to go where they will be granted the most credit, therefore we would benefit from being more lax with this policy. Ken stated that there have been rare instances when he has made exceptions to this rule but believes that if we plan to do this more often, it needs to be brought before Faculty Governance. He recommended asking Karen to have this put on an Academic Standards meeting agenda.
 - ii. **Excelsior Scholarship: BOCES Credits**: We have articulation agreements with BOCES that state if a student takes coursework in a specific program through BOCES (ex., Criminal Justice) but admits into a different SUNY Canton degree program(ex., Automotive), they will not receive the credit. In an effort to make us friendlier to the BOCES community, Melissa would like to bring those credits in no matter what program a student enrolls in. Ken sees no problem with that. This will also help students gain credit toward their 30 needed credits if they are receiving the Excelsior Scholarship.
 - iii. **Excelsior Scholarship: Adult Education, Current Admission Policy**:
Something to think about for the future: Melissa asked if we could consider requiring a supplemental application to incoming adult students (ex., resume, personal statement, recommendations) so we can see what they have been doing. We may be able to better assist them if we have more information and we are one of the only schools that does not include supplemental applications. We could put it out there as "highly recommended" instead of required. In addition, if they do not meet admission requirements for a degree program they want, they

cannot get funding as non-degree students to take their prep classes. Are there other routes we can consider for our non-traditional students to gain admission so they do not face this barrier? Ideally, these students would be going to a community college if we had one here; however our Admission requirements do not differ much from community colleges. Can we create a "Post Traditional Jump Start" type program for these students? This would be a discussion for the Admissions staff and all of the Deans. If we can come up with something, we can share it with Dave (BOCES) and Larry (One Stop Career Center). They can also assist with filtering these students. Letting adult learners know that we have a program designed specifically for students in their situation will make us more attractive.

b. Action/Decision:

i. Excelsior Scholarship: Grades of "D": Melissa: Ask Karen to have this added to an Academic Standards Committee Meeting (copy Renee).

ii. Excelsior Scholarship: BOCES Credits: Renee: Reach out to the other Deans to make sure they are ok with changing this policy. If they are... **Erin:** Send a memo to BOCES stating that we are going to loosen this policy for students. **Erin:** Create a blanket articulation agreement to reflect these changes.

III. Topic/Question: Office of Institutional Effectiveness Report (Sarah)

a. Data/Discussion: Sarah is working on the results of the COACHE survey and breaking them down for a discussion after the COACHE Faculty Taskforce has had a chance to review them.

i. Sarah mentioned that she looked into where students who applied to SUNY Canton and were denied ended up going, and also found what degrees some of them enrolled in. She found that several students went to other four year institutions, which brings up the question of whether or not we should have taken them or are the other colleges gambling on these students? She is going to research more and find out if these students graduated.

ii. Melissa stated that many times we deny students who apply for select programs even if they are very good students. We do our best to try to convince students to enroll in another program here, but many times they end up going elsewhere. Melissa suggested that it would be valuable to offer more rigorous counseling to these students, with a positive message and not just a "no." Sarah stated that wait listed students for select programs mess up her reporting because if they cannot get into the program, they come through as a denial. A temporary solution is to admit them into a different program. Doug mentioned secondary admission, where students are accepted to the college and then declare their major later. Another suggestion is the possibility of a Liberal Arts, BS (offered online as well) degree to use as a "helping degree" for students who want Nursing but cannot get in yet. This degree could also be great for non-traditional students with jobs and families, transfer students who come in with too much credit, and for housing good students who are suspended course of study.

- b. **Action/Decision:**
- IV. **Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)**
- a. **Data/Discussion:** Every three to four years we have a Research Foundation audit; we are currently in full swing of our audit. JoAnne and some campus peers met with some auditors from Albany for a kick off meeting. They will be back the week of September 11th.
 - b. **Action/Decision:**
- V. **Topic/Question: *PTA Selective Admissions Requirement Changes (Ken)***
- a. **Data/Discussion:** Ken shared the PTA admissions requirements that Deb Molnar proposed, along with the justifications for her proposed changes. Melissa does not have any issues with the changes and has shared them with the admissions counselors who review PTA applicants.
 - b. **Action/Decision: Ken:** Let Deb Molnar know that these changes are fine.
- VI. **Topic/Question: *Additional FYI's (Doug)***
- a. **Data/Discussion:**
 - i. **Jump Start:** We have approximately 46 Jump Start students on campus. They are in class and are studying a lot more than last year; study hall and tutoring are built into the program.
 - ii. **Puerto Rican Students:** Because Puerto Rico is not considered “international,” these students have not had to take the English proficiency test in the past. This has caused language barrier problems for students who come and cannot understand or speak English. Admissions is changing that and students will have to take an English proficiency exam going forward. The proficiency test can be waived if the student can clearly speak and understand English, be it by a phone call or a face to face discussion with the student.
 - iii. **New Faculty Orientation:** Jill Martin has retired so Doug and Erin will now be taking on the New Faculty Orientation process. We are tweaking the design of the process; the information shared with the new faculty for fall will consist only of what they need to know to get started; the basics. There will be themed meetings during the spring semester to cover things such as Taskstream and assessment, tenure expectations and processes, etc. Sarah mentioned that the quick guide that Jill created does a great job outlining who we are and feels that this could be very beneficial to new faculty.
 - b. **Action/Decision:**
 - iii. **New Faculty Orientation: Sarah:** Forward Jill’s quick guide to Doug and Erin.

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: June 6, 2017 / 9:00 - 11:00 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Anne Sibley

- I. **Topic/Question: Campaign Priorities (Anne Sibley)**
 - a. **Data/Discussion:** Anne talked about the process for campaign. It has been roughly seven years since our last campaign and we are at a point now where we have new programs so it is a good time for campaign. A successful campaign moves the college forward and is built around strategic priorities; primary objectives of the college that are real, essential and cannot be met otherwise, and compelling to donors. Therefore a lot of groundwork is necessary to identify priorities, cleaning up of alumni records, and good financial record keeping is essential. A consultant will be hired to do a feasible study. They will help us look at our priorities and our donor pool, and create funding projects with dollar amounts. Anne will talk to key donors before campaign goes public and she is looking to the Deans to assist with identifying priorities. Ideas will be narrowed down to the top four to five and will be taken on the road to speak with donors for thoughts, responses and feedback to see if these are feasible ideas. Next May at the College Foundation Board Meeting, we will have our campaign priorities and goal set in place based on experience and information we have to back up that plan. Once the Foundation approves, we can move our campaign forward. Several ideas were presented by the Deans' Cabinet Plus members.
 - b. **Action/Decision:**

- II. **Topic/Question: Office of the Registrar Report (Memorie) Academic Standing List; MWF Noon "Golden Hour"**
 - a. **Data/Discussion: Academic Standing List:** Memorie did a lot of programming to make the Academic Standing List process better and more accurate. Financial Aid is requesting that withdrawals be added in as attempted hours. Memorie feels this will change our Academic Standing List results. She will be running a sample in test mode to see what impact that will have. **MWF Noon Golden Hour:** It has been suggested that some additional meeting times could be freed up if we change our noon "golden hour" from TR to MWF. If approved, this change would not take place until the F18-S19 calendar year. The Deans were fine with the change.
 - b. **Action/Decision: Memorie:** Let the Deans know the results of the testing for Academic Standing List. **Renee:** Let Karen know that we discussed this and if she wants to continue to float the idea with Faculty Affairs, the Deans are fine with it.

- III. Topic/Question: Office of Admissions Report (Melissa) *Transfer Finder Pilot Program/Transfer Equivalency Tables***
- a. Data/Discussion:** With this pilot program through SUNY, students can go in and pick up to three SUNY schools and three degree programs and are automatically given information (what will transfer and how long it will take to get the degree). Our transfer equivalency tables are outdated and inadequate. As we are transitioning to a new transfer counselor, we are finding the speed at which we can do an evaluation for shoppers is limited and trying to get someone to keep the database updated and robust is posing a challenge. When we get a shopper, we add the course equivalency in, but we have to devote more attention to this and do it quickly. If we could take our most popular transfer colleges (other tech and nearby colleges) and get them all loaded, that would be helpful. Another issue is when course changes are approved, we don't go back and update the course description and the updated version should be in there. Melissa is hoping for a massive overhaul on this by the end of the fall semester. A lot of data entry will be required, tracking not only our own, but other colleges as well. Could this be assigned as a special project? Suggestions were sending a list of course changes weekly, coordinate by doing a few campuses at a time, report course changes as an announcement, and send the data monthly and the school can update as they can.
- b. Action/Decision:** It was decided we will give faculty a deadline in January to have all course changes sent to the Admissions Transfer Counselor. **Deans:** Send faculty reminders several times throughout the semester.
- IV. Topic/Question: Office of Institutional Effectiveness Report (Sarah) *Admissions Survey***
- a. Data/Discussion:** Sarah asked that the Deans look at the surveys, send her any comments and the survey will be sent out the last week of June.
- b. Action/Decision:**

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: **May 24, 2017** / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Sharon Tavernier

- I. **Topic/Question: SBLA Retention Committee ~ FYEP Proposal**
 - a. **Data/Discussion:** The proposal was shared and discussed. The SBLA Retention Committee envisions a more collaborative model rather than an individualized model and suggest a pilot with our 001-250 students that are not supported by another cohort such as Jump Start, EOP, TRiO, etc., as this cohort of students are persisting at a low rate. Sharon has concerns that the combined model opposed to the smaller section model will have an impact on student engagement. The FYEP Advisory Committee researched best practices and theme-based sections from other colleges and had planned to pilot that model first. Doug proposed that we launch the model that came from the FYEP Advisory Committee first and suggested that the SBLA proposal be shared with the committee and ask them look at it in the context of literature and best practices and possibly pilot it next year.
 - b. **Action/Decision: J.D.:** Share this proposal with the FYEP Advisory Committee for review for next year.

- II. **Topic/Question: Academic Recovery - Blocking Off-Term Registration**
 - a. **Data/Discussion:** The question arose as to whether or not we need to continue to block off-term registration for students on academic recovery. This would prevent Janet and the Deans' Offices from taking holds off then putting them back on again. The Deans stated that it is important to keep the holds there so that they can be sure that recovery students are scheduling for the proper courses over off-term.
 - b. **Action/Decision:** It was decided we will keep the process the same.

- III. **Topic/Question: Adding Withdrawn Credits to Attempted Hours**
 - a. **Data/Discussion:** Kerrie Cooper proposed adding withdrawn credits to attempted hours at our last Banner Advisory Meeting. She stated that this is mainly for our Federal Standards of Academic Progress. We cannot automate it without them counting as attempted hours, therefore she has to manually reviews/adds several pages each semester. The Deans are fine with adding withdrawn credits to attempted hours, as they do not ever look at attempted hours. Memorie has some concerns about this from the academic standing side.
 - b. **Action/Decision: Renee:** Let the Banner Advisory Committee know that the Deans are fine with adding the withdrawn credits to attempted hours, but that Memorie needs to test it first.

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: May 2, 2017 / 9:00 - 11:00 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

I. Topic/Question: Office of the Registrar Report (Memorie)

a. Data/Discussion:

i. Workflow Update: We had a few withdrawals go through the workflow process successfully this semester and we will go full force this fall. Renee and Memorie will be working on the course change notice this summer. Memorie has had a very low response rate to the email she sent out to faculty requesting them to log in and test their workflow account. Also, there will no longer be weekly withdrawal lists emailed; those who need it can be added to the shared drive. Information Services is trying to get away from sending listserv emails.

ii. Credentials: We are in the testing phase and almost ready to roll out our new electronic transcript system, Credentials. We are anticipating it will be ready to go live starting in the fall 17 semester. Testing will be done over the summer.

ii. 7042: 7042 is no longer a number in the Registrar's Office, as all calls now go through 7616 for all One Hop Shop calls. The Deans had some concerns with transferring calls internally during busy times of the year and the potential for poor customer service. Doug will be attending this month's Team Leads meeting and Mark Bickelhaupt will be attending as well to discuss options to make the phone changes work better for optimal customer service of our students.

b. Action/Decision:

i. Workflow Update: Memorie: Send one last Workflow test reminder to the faculty. **Deans:** At your school meetings today, please ask your faculty to test their Workflow account and let Memorie know whether or not they are successful. **Deans:** Let Memorie know if you wish to have access to the shared drive to see withdrawal lists.

II. Topic/Question: Office of Admissions Report (Melissa)

a. Data/Discussion:

i. Excelsior Scholarship: We have had two in-house sessions regarding the Excelsior Scholarship and Kerrie has been assisting with that. We are also having virtual sessions for our online students. There is still confusion as to the criteria for the Excelsior Scholarship, but the SUNY website is being updated regularly. It is anticipated that the Excelsior Scholarship application will be available in late May, early June. We had a big deposit day yesterday and are hoping for another one today.

ii. Application Update: We received 624 applications yesterday from SUNY's big push. SUNY application numbers this week have been very high. We are not certain if students want to attend yet; but we have their applications and are

going to send emails out to the students that we decision and will be calling to gauge their level of interest.

iii. Transfer Counselor: Tiffany has agreed to stay on part-time for training and support purposes during the transition; Hannah will be taking on the role as Transfer Counselor. Chelsea is learning the process as well. Tiffany will continue to work remotely for the next month and work on updating the transfer database and unofficial evaluations for our “shoppers.” Melissa wants to make sure that the transfer students who call for summer advising are prioritized to have their evaluations done timely.

iii. Faculty Calling: If faculty are interested in calling students during finals week, Admissions can send them a list.

- b. Action/Decision: Deans:** Inform your faculty that if anyone is interested in calling students during finals week, let Melissa know and she will send a call list.

III. Topic/Question: Office of Institutional Effectiveness Report (Sarah)

- a. Data/Discussion:** Sarah reported that we have 9 surveys out now and she updated the group on our response rates.

i. COACHE: 70% response rate.

ii. Great Colleges: 32% response rate.

iii. NSSE: 23% response rate.

iv. Sexual Abuse Prevention: 3% response from students, 18% faculty/staff response rate.

v. Perkins: 2% student response rate; 21% faculty response rate, 10% staff response rate. JoAnne is working on a master plan for our non-traditional by gender enrollments. The feedback we collect will be used for that; there were some interesting comments that could be useful.

vi. Applied Learning Survey: 14/40 people have done it. Sarah does not want to send the data to Memorie yet for coding in Banner purposes.

- b. Action/Decision: Deans:** Please mention the Applied Learning survey to your faculty today at school meetings. It was decided that the Deans will look at the responses first before Sarah sends them to Memorie.

IV. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)

- a. Data/Discussion:** JoAnne is traveling today. Nothing to report.

- b. Action/Decision:**

V. Topic/Question: Proposal: Faculty Defined Ceiling (Doug)

- a. Data/Discussion:** The President spoke with the union at the last Labor Management meeting about a different way of compensating faculty if we go to an innovative model of delivery (converged modality, starting with off-term, online only). The union was fine with it. The Deans would be in control of the scheduling limits would be put on caps at their discretion to ensure SLOs are

effectively being met. A concern raised is getting around the 20% course limit during fall, winter and spring terms.

- b. **Action/Decision: Doug:** Re-visit this discussion with the President and let him know the concerns and feedback of the Deans. **Deans:** Put some more thought into this for a future discussion.

VI. Topic/Question: H. Carl McCall Visiting

- a. **Data/Discussion:** H. Carl McCall will be coming to campus on Friday for an Excelsior Scholarship event for our students. The event will be at 11:15 a.m. on Friday in MCC 218-220. Senior staff should be there, but they really want students to attend.
- b. **Action/Decision: Deans:** Please ask faculty to let students know this event will be taking place and encourage them to attend.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: April 24, 2017 / 9:30 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: AA Strategic Initiative Grant Late Submission (Doug)**
 - a. **Data/Discussion:** The late submission was reviewed and discussed.
 - b. **Action/Decision:**

- II. **Topic/Question: Campaign Planning (Doug)**
 - a. **Data/Discussion:** Anne Sibley is going to be moving the college towards a campaign, which usually takes a year or two of preparation. She would like to engage with the Deans' Cabinet in June to hear what our priorities are. When entering into a campaign, you typically work with a consultant and work on a case statement which lays out the priorities of the campaign, develop a set of priorities, and assign different goals and dollars to them. From there, a "focus group" with donors is created to get a feel of what they want to give and to what they want to give to. Anne will come to our meeting and develop this big picture list with open ended question of what will make your area or part of your area go from good to great in an effort to make SUNY Canton the best. Doug suggested the possibility of starting a technology fund to pay for the equipment that we need.
 - b. **Action/Decision: Deans:** Be thinking about these big picture kinds of things.

- III. **Topic/Question: New Faculty Mentorship**
 - a. **Data/Discussion:** Our current new faculty mentor will be retiring and will not be doing the mentoring next year.
 - b. **Action/Decision: Deans:** Think about what we might want to do in terms of continuing this initiative because it is very valuable. **Erin and Doug:** Get together to discuss the New Faculty Orientation. Plan a focus group of faculty who started one to three years ago to get feedback on their experiences and how they feel that we can do things better.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: April 18, 2018 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Academic Integrity Committee Make-Up (Doug)**
 - a. **Data/Discussion:** We are finding it challenging to get the Academic Integrity Committee comprised in a timely fashion. It was suggested a standing committee be created consisting of one faculty member from each school and include the student's advisor. We will begin with a one year term.
 - b. **Action/Decision: Deans:** Send Renee names of faculty who may be interested in serving.

- II. **Topic/Question: Academic Affairs Strategic Initiative Grant Application Review (Group)**
 - a. **Data/Discussion:** The grant proposals were reviewed and discussed.
 - b. **Action/Decision:**

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: April 11, 2017 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Distance Learning Honor Cord Ceremony (Erin)**
 - a. **Data/Discussion:** Due to the low attendance of last year's Distance Learning Honor Cord Ceremony, Erin suggested sending the honor cords and letters to the high schools to be given out at their individual award ceremonies instead. A question arose as to whether or not high schools allow students to wear our honor cords at high school ceremonies. Erin mentioned there is a distance learning meeting coming up. If the schools will not allow the cords, perhaps we can send a pin or something similar. The Deans agreed.
 - b. **Action/Decision: Erin:** Inquire about the honor cords at the distance learning meeting.

- II. **Topic/Question: 18-19 Shift to Semester Opening Events (Doug)**
 - a. **Data/Discussion:** Michaela's changes are fine; however the Deans requested that the school meetings be held on Tuesday instead of Monday.
 - b. **Action/Decision: Renee:** Let Michaela know.

- III. **Topic/Question: Cayuga Visit (Molly)**
 - a. **Data/Discussion:** Dr. Szafran and Tiffany have met with several community colleges this semester. Molly shared notes from those visits. Cayuga Community College would like to come up to discuss dual partnerships. They are interested in forming online partnerships with us for several of our programs. Michaela and Molly are working together to gather some dates for a visit. The Deans asked if we can wait until after the end of semester activities are completed.
 - b. **Action/Decision: Molly:** Work with Michaela to schedule a visit for Cayuga sometime after commencement.

- IV. **Topic/Question: Excelsior Scholarship (Doug)**
 - a. **Data/Discussion:** Things discussed and questions that arose in regards to the Excelsior Scholarship were as follows:
 - i. The possibility of an enrollment increase in our off-term semesters may happen; we need to be proactive and think about our course offerings for off-term semesters.
 - ii. As we are a "header" school instead of a "trailer" school (meaning our financial aid year begins in summer), how will this affect student financial aid?
 - iii. How will institutional aid money be distributed?
 - iv. Are there other avenues in regards to Alumni's donor scholarship monies?
 - v. Ways to handle a possible influx of students in our residence halls.

vi. Age limit on the scholarship?

vii. Marketing for our online courses could make us more competitive with online colleges such as Phoenix and SNHU.

J.D. suggested that a campus group be formed to discuss our opportunities and obstacles so we can have most of the kinks out before this starts in the fall. There are still a lot of questions that need to be answered. Students must apply for the Excelsior Scholarship and HESC will be reviewing all applications. Applications will be available in May. There is a FAQ on SUNY's website.

- b. **Action/Decision: Deans:** As we are in the throes of advising week, questions regarding the Excelsior Scholarship may come up. Filter any advisor questions upward and cc all of us so we can collect the questions as they pop up. If there is something that comes up that we have not discussed, email everyone and responses will be reply all.

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: April 4, 2017 / 9:00 - 11:00 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Sharon Tavernier



Summary for dean's
cabinet and school m

I. Topic/Question: Changes to FYEP 101 - Fall 2017 (Sharon)



FYEP Advisory Group
recommendations.doc

- a. Data/Discussion:** Sharon shared the recommendations from the FYE Advisory Committee. She summarized the findings as follows: (a) Offer more theme-based sections of FYEP; not specifically by major, but sections for non-traditional students, athletics, etc. (if there are enough students to justify offering sections like these). (b) Offer more 12 week sections, as they are more attractive to students because they have those last couple of weeks of the semester to concentrate on studying for finals in their other courses. (c) Enhance the community service/outreach component to replace the research project. This adds value to the student's profile and helps to build their resume. (d) Involve alumni to increase profile of FYEP at events. Specialized sections will be restricted and Sharon noted that we want to gear students towards sections that are specific to them. Students that come through their office over the summer will be recommended (not coerced if their major does not require it) to take FYEP and they will direct them to appropriate sections. She also noted that EOP, TRiO, Gateway to Success, etc. are required to take this course even if it is not required in their major. There are lots of things we would like to encourage students to do on campus that are a benefit to them.
- b. Action/Decision:**

II. Topic/Question: Office of the Registrar Report (Memorie) - Update on Workflow

- a. Data/Discussion: FYI:** Memorie and Renee will be attending SBLA and CSOET school meetings today to present the withdrawal workflow process to the faculty and explain what their part will be in the process. Also, Memorie has been working on tweaking the program for the academic standing reports that are sent to the Deans at the end of the semester. She believes that the report will be more accurate than they were in the past.
- b. Action/Decision: Deans:** Let Memorie know if anything jumps out at you on the academic standing listing when she sends them out that may make the list more accurate.

III. Topic/Question: Office of Admissions Report (Melissa)

- a. **Data/Discussion:** Melissa stated that the first of our fall weekly reports were emailed out on Friday. Freshman numbers are strong and we have had a lot of transfer outreach this semester. Our readmits are even with last year at this time and we are up about 19 deposits now, selective students are up 6. This Friday we have about 80 students registered for Admitted Student Day, not including the NYC bus trips; so add an additional 40-50 to that with families and we anticipate about 210-220 people. She mentioned that our bus trip students are very solid students this year. Janet will send the schedule out today. Our Rochester event that had been previously canceled due to the snow storm is taking place today. Finally, our call night with members from the Executive Cabinet was quite successful. It would be great if we could get some faculty to volunteer as well towards the end of the month.
- b. **Action/Decision: Deans:** Stress to the faculty the importance of attending and supporting our Admitted Student Day and Open House events at your school meetings. In addition, encourage the faculty to volunteer for call nights at the end of the month.

IV. Topic/Question: Office of Institutional Effectiveness Report (Sarah) Fall 2016



Attrition Fall 2016 Freshmen
Spring 2017 Retention

- a. **Data/Discussion:** Sarah shared attrition data for the fall 2016 to spring 2017 freshman cohort. There were students who did not return in the spring, but the reasons are unknown. Strategies to address our retention effort and why we lose these students were discussed. Doug suggested that Erin follow up with those students who did not return with a phone call. Calling them will show that we care enough to notice they are missing and also ask about their intention to return. Questions will be developed to prompt students to tell us what's on their minds and give us feedback of their experience here in regards to academics and non-academics that may have led them not returning. Molly suggested asking "What could we have done that may have helped you stay at SUNY Canton or in college?" We will re-look at the data at the end of October to see the results for the full year.
- b. **Action/Decision: Sarah:** Provide Erin with the information on these students.
Doug & Erin: Work together to develop some questions to ask these students.
Deans: If you have suggestions, please let Doug or Erin know.

V. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)

- a. **Data/Discussion:** JoAnne will be attending a meeting in Albany in May regarding the Perkins Grant. Tomorrow JoAnne is traveling to Albany for a Research Foundation symposium for seminars and knowledge to bring back to campus.

b. Action/Decision:

VI. Topic/Question: International Special Advising/Enrollment (Molly)



International_Online_Programs.xlsx



Online Student Success.pdf

- a. Data/Discussion:** International students are required to take 9 credit hours of face to face courses each semester, so we need to ensure that we are giving these students good information. Molly reached out to the Program Directors/Department Chairs of fully online programs to see about the possibility of face to face offerings in the program for these students. At one point, the SGA was asked about a policy restricting students who reside on campus and live locally from taking online courses and they were strongly against it. Dual modality could also assist with this issue.
- b. Action/Decision: Doug:** Reach out to Nikki Zeitzmann again and bring this issue back up.

VII. Topic/Question: Course Based Fees (Group)

- e. Data/Discussion:** The course based fees were reviewed.
- f. Action/Decision: Renee:** Send to Michaela to add to next week's Executive Cabinet agenda. These are due to Amanda Rowley on April 14th.

Agenda/Action Items

Date/Time/Location: March 28, 2017 / 1:00 - 3:00. p.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Anticipated Hires Review (Group)**
 - a. **Data/Discussion:** The anticipated hires spreadsheet was reviewed and ranked.
 - b. **Action/Decision: Renee:** Make final updates to the spreadsheet and send to the Deans.

- II. **Topic/Question: Dismissal for Ethical "F" (Doug)**
 - a. **Data/Discussion:** There are some inconsistencies in regards to what "Dismissal for Ethical Reasons" means. The College Catalog description and the Dismissal for Ethical Reasons choice in Moving Toward Success (MTS) do not coincide.
 - b. **Action/Decision: Deans:** Share the text of the Deviant Class Conduct policy in the College Catalog with your faculty. **Renee:** Add the link to the Academic Integrity Policy to the Deviant Class Conduct policy in the College Catalog. Any suggested changes to the MTS will need to be brought to the Faculty Assembly.

Agenda/Action Items

Date/Time/Location: March 21, 2017 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Winter & Summer Analysis (Molly)**
 - a. **Data/Discussion:** Molly shared an IR analysis of data for winter and summer terms compared to last year and previous years. The data reflected comparisons in enrollments and surveys as well as breakdowns in grades, enrollments from other campuses, and several other categories.
 - b. **Action/Decision: Molly:** Share the data electronically and also post on the website with password protection.

- II. **Topic/Question: Outcomes of Internal Hold & Online Student Audit (Molly)**
 - a. **Data/Discussion: FYI:** Every area in Molly's division has reviewed their Banner holds that prevent registration, such as unreturned materials that are overdue in Accommodative Services and in the Library. We do not need to prevent a student from registering with holds like that, so those holds will still show on Banner but will not prevent registration going forward. An audit of how Molly's division processes online students was done. They found that while they communicate with these students through email and phone, the quality of this community is not as good as it could be. The support areas have looked at improving online student communication and will be redesigning their webpages to include things such as virtual career fairs and textbooks. If students are online, they can find out easily and quickly how to access these things. They have been working the Public Relations Office to change the visuals and ensure that links are functional. There has been discussion of adding things such as a virtual Miller Campus Center, Real Time Chat, campus events, a cost comparison table, and alumni information. Hopefully by the end of the semester, students can land on that webpage and feel that it meets their needs and has a positive impact for our fully online students. These ideas will be vetted by OLAC and the Online Student Committee, and find out what we are missing as far as making SUNY Canton Online a global online campus.
 - b. **Action/Decision:**

- III. **Topic/Question: Collection Weeding/Renovations (Molly)**
 - a. **Data/Discussion: FYI:** Facilities will be adding restrooms to the second floor of the library this summer. In order to make room for this project, an evaluation of the collection will be sent to the campus. Faculty and staff will be invited to come and look and see what they would like to keep. May 31, 2017 is the deadline to have this done before facilities begins their work.
 - b. **Action/Decision: Deans:** Lead this with the faculty and encourage faculty to take advantage of that.

- IV. **Topic/Question: Anticipated Hires Review ~ 2017-18 (Group)**
 - a. **Data/Discussion:** The group reviewed the Anticipated Hires and made some revisions. Next week we will work on final rankings.
 - b. **Action/Decision: Renee:** Make revisions to the spreadsheet and send to the Deans' Cabinet for review.

- V. **Topic/Question: Prep for LAS Institute Meeting with SUNY Potsdam (Doug)**
 - a. **Data/Discussion:** FYI: Next week we are hosting the Institute for Arts and Sciences with SUNY Potsdam.
 - b. **Action/Decision: Deans:** If you have ideas, please bring them to the meeting.

Date/Time/Location: March 7, 2017 / 9:00 – 11:00 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Tess Murphy, Kevin Elliott

- I. Topic/Question: Office of the Registrar Report (Memorie) Workflow ~ Withdrawals**
 - a. Data/Discussion:** Tess and Kevin demonstrated the withdrawal workflow process for the Deans. Tess mentioned that metrics reporting can be done to see where things get held up during the process.
 - b. Action/Decision: Deans:** Let Tess know if you think of any questions.

- II. Topic/Question: Office of Admissions Report (Melissa)**
 - a. Data/Discussion:** Melissa talked about Admission numbers and they are working with Information Services to add our new majors and some coding issues. In regards to deposits in comparison to last year, we have a slight increase in freshman deposits (5), but transfers and readmits are down a little. The number of acceptances across the board are up, specifically in NYC acceptances; that is a plus as we head into yield and scholarship season. She said there is room for improvement in their review process, but that they are in better shape than last year. She talked about Admissions' first recruiting event in Montreal, Canada and spoke in front of 25 school counselors; the feedback was very positive. Our third Saturday visit was pretty successful, about 12-15 families have visited during the past few months. We are gearing up for Admitted Student Day and our NYC bus trip is just about full and we are moving towards a second bus trip. The College Board made scoring changes to the SAT; these changes will change our leveling process. There will be training on campus (either on campus or virtually) to get everyone to understand the new changes and how that affects leveling. The new rating score is a big change and everyone needs to have an understanding ahead of time. On a side note, Ellen DeGeneres gifted a group of seniors from Brooklyn with full scholarships to any SUNY school; we have 13 planning to attend SUNY Canton and Melissa is hoping PR can do a press release on that.
 - b. Action/Decision:**

- III. Topic/Question: Office of Institutional Effectiveness Report (Sarah) Reason for Withdrawal**
 - a. Data/Discussion:** Sarah wants to be sure that students are completing the withdrawal survey once we implement workflow. She would like it to be a forced survey, as it is important to know what factors lead students to withdraw. She suggested consolidating the questions to less than what we currently require students to answer. Sarah also reported that COACHE will be sending another reminder soon; we currently have about a 45% response rate. She gave the Deans

a heads up that the President would also like us to participate in the Great Colleges of America survey through the Chronicle of Higher Education. In addition, there will be a state mandated sexual violence protection survey coming out.

- b. **Action/Decision: Sarah:** Draft a survey for the withdrawal process and share with the group.

IV. Topic/Question: Office of Research & Sponsored Programs Report (Melissa)

- a. **Data/Discussion:** In order to keep our Perkins Grant money, we need to continue increasing the number of females we have in Criminal Justice and Engineering majors and on the male side, increase the numbers in Health, Science, and Accounting majors. To assist with that, JoAnne would like to form an advisory board for each sector. The hope is to reach out to prominent people who are in these professions primarily populated by the opposite gender. A virtual advisory board was suggested.

- b. **Action/Decision: JoAnne:** Reach out to the Deans for suggestions of community members who may be good candidates to serve on this advisory board.

V. Topic/Question: Update on Scholarship Definition, Campus Strategic Plan, and Mini Grant (Doug)

- a. **Data/Discussion:** Our office sent out a draft of the scholarship definition to the faculty and invited them to participate in an Open Forum on March 21st. We also sent out the Strategic Initiative Grant Program information to the faculty and we have already received one submission for review. Renee is working on scheduling a Campus Strategic Plan meeting. Doug will be using the President's dashboard with the defined metrics to fill in the blanks for our baseline target. He is hoping to come up with a good draft to push out to the campus at this next meeting that will point to what we are trying to do and how to measure and our strategies.

- b. **Action/Decision:**

VI. Topic/Question: GMMD Courses as Liberal Arts Courses (Mike)

- a. **Data/Discussion:** A discussion ensued regarding the process for designating courses as liberal arts.

- b. **Action/Decision: Renee:** Share the liberal arts course listing with the Deans for review and assistance with updates. Once it is updated, Renee will send the list out to Memorie, the Deans' Offices, and the Advising Center and update it on the website.

VII. Topic/Question: ASSIT Resource Allocation Review (Group)

- g. Data/Discussion:** Molly's division's allocation requests were reviewed and discussed.
- h. Action/Decision: Renee:** Update spreadsheet.

Addendum
Assessment Resource Funding
Deans' Cabinet
2.28.17

Panopto – Payson 124's current technology is end-of-life, therefore the room will be transitioned into a lecture capture space. This space will be available to faculty as a quiet space to do video-recording; it will be reserved through OL for those times it is not used for classes. OL will provide support to faculty in this space. In collaboration with academic computing, OL is getting several quotes (baseline, middle, and high end) from vendors for cameras & equipment, should an instructor want to video-stream their lecture in this classroom (occupancy, small). This effort will provide a template/prototype for using lecture capture technology in other classrooms. **Discussions on establishing lecture capture classrooms across the campus should occur in the Teaching & Learning Committee** (By-Laws: The Teaching and Learning Technology Committee (TLTC) serves as the forum for discussion, advice, and action on the implementation of teaching and learning technologies; serves as a discussion venue for evaluating and making recommendations on classroom space throughout the College; and is a focal point for input on campus instructional technology plan)

Accounting

ProctorU – is just one of many proctoring solutions (e.g. Remote Proctor Now). SUNY has several agreements with online proctoring solutions for discount pricing. Some colleges purchase the software campus-wide (significant investment; others use solutions that require students to pay per test- \$15+). Last February (2016) OLAC discussed and reviewed various online proctoring solutions and compared their features. Molly asked Chair of OLAC (Michelle Currier) if they would revisit online proctoring and prepare a recommendation, like they did with Panopto.

Finance

Wall Street Journal – The online subscriptions are quite expensive. Molly will talk with the library about providing print copies in the library and J.D. asked if one could be put in the Trading Room. **Feedback: We do have the print subscription, and it is sent to the Trading Room (there is a stack currently in the room).**

CJ & Legal Studies

Increased support in the writing center

Tutoring – This should be part of the tutoring budget request. Consider peer tutoring or College Work Study.

- There is a **process and a form** for requesting additional tutoring beyond the current budget. The form can be found at http://www.canton.edu/tutoring/documents/RequestNewTutoring_PDF.pdf
- To recommend a **peer tutor**, please see <http://www.canton.edu/tutoring/documents/TutorRecForm.pdf>

Work-study The following process has been in effect for about 4 years; prior to that Career Services did all the hiring –it is now done by the supervisor (mirroring the real world).

Work Study Student Information http://www.canton.edu/career_services/workstudy.html

Work Study Supervisor Information

http://www.canton.edu/career_services/workstudy_faculty.html

- Allocations (awards) through Financial Aid
- Students notified by Financial Aid of award and given instructions on how to get a job
- Career services helps students and supervisors use Job4 Roos
- Student contacts prospective supervisor about job
- Supervisor completes hiring forms and does payroll

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: February 28, 2017 / 1:00 - 3:00 p.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: 15 Hour Summer Internships (Doug)**
 - a. **Data/Discussion:** Internships are forty hours per week for 15 weeks for a total of 600 hours. There are enough calendar weeks in the summer to allow for this.
 - b. **Action/Decision:** It was decided that students are limited to 12 credit hours in the summer unless they are doing an internship at which point they may take 15 credit hours. **Renee:** Let Memorie, Student Service Center (OHS), and the Deans' Office staff know.

- II. **Topic/Question: Textbook/Syllabi Strategies for Summer (Molly)**
 - a. **Data/Discussion:** Faculty were sent an email reminding them that summer textbook adoptions and syllabi are due and a due date was given. In addition, Doug mentioned it at his convening in January; however we are still not getting 100% compliance.
 - b. **Action/Decision:** It was decided that Corey Jordan will send Renee the list of faculty who are non-compliant and Renee will let the Deans know who they need to follow up with. Molly will also send Renee the list of missing syllabi so that she can relay that information to the Deans as well. **Molly:** Let Corey know to send Renee the list of missing textbook adoptions.

- III. **Topic/Question: Review of Assessment Funding Requests (Group)**
 - a. **Data/Discussion:** The assessment funding requests were reviewed.
 - b. **Action/Decision:**

- IV. **Topic/Question: Academic Affairs Strategic Initiative Grant Program - Draft (Doug)**
 - a. **Data/Discussion:** Doug's draft was reviewed and revisions were suggested.
 - b. **Action/Decision: Doug:** Make suggested changes to the draft and forward the revised version to the Deans.

- V. **Topic/Question: Definition of Scholarship Document (Doug)**
 - a. **Data/Discussion:** The updated version of the draft was discussed. Some minor revisions were suggested.
 - b. **Action/Decision:**

**Deans' Cabinet Plus
Agenda/Action Items**

Date/Time/Location: February 7, 2017 / 9:00 – 9:30 a.m. / MAC 620

*** Denotes that President Szafran will attend**

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

- I. Topic/Question: Office of the Registrar Report (Memorie)**
 - a. Data/Discussion:** The summer '17 schedule is almost ready to open. All changes have been made and it can be opened up for viewing. Winter '17 schedule is also done. Memorie and Renee attended workflow meetings a couple weeks ago with the representative from Ellucian. The programmers are working on building the first model for withdrawals. Memorie and Renee will be going over the final tweaks for the Course Change Notice and will be reaching out to the Deans for feedback.
 - b. Action/Decision:**

- II. Topic/Question: Office of Admissions Report (Melissa)**
 - a. Data/Discussion:** This past weekend we had our 2nd Saturday visit and saw five families from different parts of NYS and Connecticut. The visit was very successful, one student deposited. Someone from financial aid was there which worked well. Melissa has been attending school meetings to talk to the faculty about upcoming Admitted Student Days. She has scheduled upcoming joint meetings to discuss our two new programs to decide the best way to market and publicize, email, campaigns, and what message we want to take on the road for counselor spring travel. Melissa also reported that they are doing robust visits to feeder community colleges. In addition, Mike and Dan Miller will be making some visits with Tiffany. Our fall numbers are solid in terms of applications, with a big boost for Canino and deposits are fairly even with where we were last year. Admissions is excited about Agribusiness & Game Design & Development and looking forward to having something new to share with high school students on the road. We are also having our first ever recruiting in Montreal in March and will also be traveling to Syracuse City School District to meet with guidance counselors to discuss EOP and Jump Start.
 - b. Action/Decision:**

- III. Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
 - a. Data/Discussion:** Sarah has been working on Financial Aid IPEDs report. She also reported that there was a hold up with the Agribusiness program, as State Ed created it as a business program and SUNY created it as an agricultural program so the CIP code was incorrect. She asks that when faculty are working on program proposals going forward, please send her the information so that she can ensure that the CIP codes are correct. In addition, she mentioned that we should do some heavy targeting to other SUNY feeder schools that have two

year Early Childhood degrees for students who want to continue for a bachelor's degree in anticipation of our Early Childhood Care & Management program. Sarah can investigate competing colleges if the Deans send her any associate degree "feeders" for bachelor degree transfer enrollments. J.D. mentioned that the Technological Communication program has been approved by SUNY and is awaiting approval from State Ed. We have the faculty for that program in place so once it is approved, we can start enrolling students right away.

- b. **Action/Decision: Deans:** Send Sarah any associate degree feeder programs so she can investigate competing colleges for bachelor's degrees.

IV. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)

- a. **Data/Discussion:** JoAnne reported that the team is set for the NSF grant proposal. In addition, she has been working on the Diversity/Diversity Abroad for SUNY and also working with Molly, Laini Kavaloski, and David Zhang on the IITG grant, which is due on March 5th. Lastly, she and Agnes Grant are working on the Liberty Partnership grant which is due mid-March.

- b. **Action/Decision:**

V. Topic/Question: System Visit (Doug)

- a. **Data/Discussion:** Our system visit is next Tuesday. Dr. Szafran made some revisions to the draft; it is looking good. The group traveling down to Albany will take a statement and a SWOT Analysis that Dr. Szafran took from his self-evaluation. On the mini grant, the President also had some good ideas.

- b. **Action/Decision: Deans:** Make any tweaks you wish, as you should have access to the drop box.

VI. Topic/Question: OTPS Shortfall (Doug)

- a. **Data/Discussion:** Once we have everyone's requests, Renee and Doug will work on this.

- b. **Action/Decision:**

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: January 31, 2017 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Sarah Todd

- I. **Topic/Question: Graduation Rate Report (Sarah)**
 - a. **Data/Discussion:** The group reviewed the graduation rate report.
 - b. **Action/Decision: Molly:** Reach out to the Retention Committee and have Sarah invited to their next meeting to discuss this data.

- II. **Topic/Question: System Visit Funding Ideas (Doug)**
 - a. **Data/Discussion:** Doug shared his funding ideas for our system visit.
 - b. **Action/Decision:** Deans are invited to edit existing proposals or submit additional ones. Mike is going to submit one regarding a solar array. Molly is working on another one.

- III. **Topic/Question: SUNY Apps (Doug)**
 - a. **Data/Discussion:** Alfred strengths are ones we share, although perhaps to a lesser degree: an experienced (20 yr.) admissions director, innovative new program development, and online presence.
 - b. **Action/Decision:** Consider these strengths in initiatives to drive enrollments going forward.

- IV. **Topic/Question: Retreat Follow-Up - Scholarship Definition (Doug)**
 - a. **Data/Discussion:** Review of the scholarship definition document on our one drive thus far.
 - b. **Action/Decision: Doug:** Paraphrase definitions of each type of scholarship and out draft without markup.

- V. **Topic/Question: Service vs. Extra Service (Doug)**
 - a. **Data/Discussion:** A discussion ensued regarding what constitutes as service vs. extra service.
 - b. **Action/Decision: Deans:** Develop an inventory of extra service currently paid/release time, including chairs, curriculum coordinators, CDOs, academic assessment director, VTA spaying/neutering, and miscellaneous in ASSIT. This will inform practice and potential policy.

- VI. **Topic/Question: Strategic Initiative Grant Program (Doug)**
 - a. **Data/Discussion:** Recommend changing deadline to April 1. Include text "designed for innovative project." Change minimum award to \$2500 or \$5000 to

clarify that this is for significant projects. Limit frequency of application or set priority if not funded recently.

- b. **Action/Decision:** A scoring criteria including strategic goals, faculty evaluation, scalable, campus impact will be created.

VII. Topic/Question: Budget shortfalls

i. **Data/Discussion:**

- j. **Action/Decision: Mike & Molly:** Provide Doug with essential needs budget.
Doug: Work with Shawn and Renee to move funds next week; allocation of funds will be based on assessment of student learning. Discussion of requests will occur virtually. If necessary, this topic will be included in our February 28th agenda.

Deans' Cabinet

Agenda/Action Items

Date/Time/Location: January 24, 2017 / 10:00 – 11:00 a.m. / MAC 620

Attendees: Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Textbook Adoptions (Molly)**
 - a. **Data/Discussion:** Federal regulation states that we are mandated to have textbook adoptions in by the deadline. In addition to being compliant, having the book adoptions done timely helps with retention and provides students the opportunity to purchase low cost used books.
 - b. **Action/Decision: Deans:** Remind faculty prior to opening of registration. The Provost's Office will continue to send emails to faculty as well.

- II. **Topic/Question: OLAC Mid-Year Report (Molly)**
 - a. **Data/Discussion: FYI:** OLAC is recommending that online course review be moved to a new governance committee.
 - b. **Action/Decision: Molly:** Let the OLAC know that they will need to propose this to the Faculty Assembly.

- III. **Topic/Question: Compensation for Instruction (Doug)**
 - a. **Data/Discussion:** Sarah is going to run data on moving full time load from 17 contact hours to 16, which would allow 3 lecture credit hour = 4 lab contact hour. This may be too costly. Currently, we are still at full-time load being 15-17 contact hours, with a goal of 34 contact hours across the academic year. Overload pay begins at the 35th contact hour.
 - b. **Action/Decision:** We will add the following text to the document:
 - i. When faculty load is measured in both lecture credit hours and lab contact hours, full-time load is calculated by converting all to contact hours using the formula of 3 lecture credit hours = 4 lab contact hours. Full-time load = 15-17 contact hours, 34 hours for the year, with overload pay beginning at the 35th lab contact hour.

- IV. **Topic/Question: \$20 Course Change Fee – Beginning Day 4 (Renee & Doug)**
 - a. **Data/Discussion:** To allow for a single workflow process, it was suggested that the \$20 Course Change Fee be implemented on day 4 of classes.
 - b. **Action/Decision:** It was decided that we will move the \$20 course change fee to match permissions on day 4 of classes, beginning in the Fall 2017 semester.

- V. **Topic/Question: Assessment Symposia De-Brief (Doug)**
 - a. **Data/Discussion:** We will approach the assessment review of fund requests as we did last year.
 - b. **Action/Decision:** It was decided these will be reviewed in Deans' Cabinet on February 7th.

Deans' Cabinet Plus

Agenda/Action Items

Date/Time/Location: January 10, 2017 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Melissa Evans, JoAnne Fassinger, Molly Mott, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Sharon Tavernier, Kerrie Cooper

- I. **Topic/Question: Dropping Below Full-Time & Financial Aid (Mike & Kerrie)**
 - a. **Data/Discussion:** There is concern that students who drop below full-time (less than 12 credits) are going to have their financial aid affected. If we allow students to do this often, students are not going to make it through timely and may lose aid. Financial Aid does affect students in different ways, specifically at what point in the semester they drop below full-time. If it is early in the semester (before census), there is more of an impact and can make a huge difference as their financial aid will need to be pro-rated and if they drop really low, they could also lose loan eligibility. After the first four weeks, there is full liability and aid usually won't be affected that semester, but it could possibly affect them going forward in future semesters. Students dropping from full-time to part-time (ex., 16-13 hours) could also have their aid affected. Students need to be encouraged to speak with a financial aid counselor before taking action so see what, if any, consequences they are facing. Notes are made in the financial aid comment screen. All deans and secretaries have access to this screen (RHACOMM). Memorie mentioned that once Workflow is in place, the Deans will be the last signature on the course change notice and students will be warned early on in the process that it is imperative that they speak with a financial aid/EOP counselor. Kerrie had a concern about how withdrawals are coded in Banner. Currently if a student withdraws from a course, it is not counting in attempted hours. Is there a way to set the withdrawal status to count in attempted hours but not in GPA hours? Withdrawn courses should not count toward GPA.
 - b. **Action/Decision: Memorie:** Check with other SUNY Registrars on her listserv to see how they deal with withdrawn courses/attempted hours. **Kerrie:** Look back at her responses from other SUNY's Financial Aid folks. Both Memorie and Kerrie will let the group know.

- II. **Topic/Question: Degree Works (Sharon)**
 - a. **Data/Discussion:** Sharon presented the improvements that have been made to Degree Works. Some further suggestions were made and Sharon stated she could make the changes. It was agreed that a catalog year policy needs to be put in place. The policy will be presented to administration for approval. Sharon has drafted a policy.
 - b. **Action/Decision: Sharon:** Send the group the draft of the catalog year policy for discussion at a future Deans' Cabinet meeting. **Memorie:** Check with Stephanie at SUNY Potsdam to see how they scribed their Degree Works (J.D.'s handout).

III. Topic/Question: Office of the Registrar Report (Memorie) Updating Course Outlines: Rotation

- a. **Data/Discussion:** After our last Middle States review, it was decided that our course outlines need to be updated regularly. The plan was to do that on a three year cycle, one school at a time. All course outlines were updated in 2015. As Memorie has to manually go in and review every course outline to make sure that the pre-requisites, co-requisites, and course descriptions are up to date in Banner, she would like to have them done one school at a time so she is not so overwhelmed. Sarah asked that we hold off on this until the new ISLOs are approved. The Deans agreed. Doug suggested that when departments are updating their courses on their three year cycle, they create a memo outlining pertinent changes to only those courses with substantive changes and send that to Memorie instead, as those are the only outlines she needs to review. Doug feels that official course descriptions should be housed in one place; Banner. Updates should be made on Banner and academic webpages should link to that place so there is consistency. Doug also mentioned that he has had discussions with Lenore and Travis regarding eliminating the hard copy of the college catalog.
- b. **Action/Decision:** It was decided that CSOET will begin the cycle for Fall 2017, SBLA will be due in 2018, SHCJ will be due in 2019.

IV. Topic/Question: Office of Admissions Report (Melissa)

- a. **Data/Discussion:** Melissa reported that spring initiatives are in full force. Spring numbers for first time and transfers are flat, but Admissions is focusing on calling spring applicants and are looking at students who have started applications but have not completed (in both SUNY and common applications). Wednesday, January 18th there are two events; dental hygiene open house in Rome and in NYC we are working with Advancement to have an alumni/prospective student event. They will be bringing in successful alums for a panel discussion and will include prospective students.
- b. **Action/Decision:**

V. Topic/Question: Office of Institutional Effectiveness Report (Sarah)

- a. **Data/Discussion:** Sarah would like to publicize the SAM report, as she believes it gives a good overall picture of who we are. There were no objections. Sarah also shared the final Engaged/Not Engaged numbers and was disappointed that there was not much change from last year given that we added the faculty advisor reach out piece. She is hopeful that the Retention Committee has a good initiative to present in the spring to make this change for the better.
- b. **Action/Decision:**

VI. Topic/Question: Office of Research & Sponsored Programs Report (JoAnne)

- a. **Data/Discussion:** JoAnne reported that she is working with Phil LaMarche on another submission to NEA for the Living Writers Series that is due on April 13th.

In addition, IITG is due March 5th, Molly is reworking a previous submission. Charles Fenner mentioned some technology that JoAnne will talk to Christina Smith about. The next round of 5 year funding for Liberty Partnership is being worked on by Agnes Grant, the Director. It is \$450,000/year for 5 years. Just so everyone is aware, beginning in Summer 2018 a 4 week summer day camp program is required for that program. NSF Stem Scholarships was reissued under another number and is due on March 27th. JoAnne is trying to get the team together to work on a proposal.

b. Action/Decision:

XI. Topic/Question: Textbook Adoptions (Molly)

a. Data/Discussion: Tabled until next week.

b. Action/Decision:

