

## Deans' Cabinet

### Agenda/Action Items

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

**Attendees:** Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:**

- I. **Topic/Question: Off-Term Teaching Pool (Molly & Phil)**
  - a. **Data/Discussion:** We rely on our full-time faculty to cover off-term courses; this becomes problematic when a faculty member cannot teach during off-term. A process needs to be put in place to cover off-term so that we aren't panicking and scrambling at the last minute to cover courses that do not have a full-time faculty member available.
  - b. **Action/Decision: Phil:** Craft some text for an ad to share with the Deans' Cabinet and then Human Resources. **Deans:** Create a list of courses in which an off-term pool would be valuable; preferably adjuncts interested in online teaching. Ask Human Resources to send an ad seeking adjuncts for those courses.
  
- II. **Topic/Question: Backfilling Expenses (Molly)**
  - a. **Data/Discussion:** We will once again be backfilling expenses to ensure that our academic needs are met.
  - b. **Action/Decision: Renee:** Send a reminder to the Deans in early spring. **Deans:** Compile your list of expenses that you will need backfilled and send them to Renee.
  
- III. **Topic/Question: Workflow First 3 Days: Getting the Word Out (Renee)**
  - a. **Data/Discussion: FYI:** The plan is to go live in spring with the Course Change Notice: First 3 Days. Renee will be sending an email to the faculty today with instructions and what to expect.
  - b. **Action/Decision: Deans:** Assist with getting the word out that this is being implemented. Also discourage faculty from using the hard copies of the Course Change Notice form as much as possible, along with the back and forth emails between instructor, student, and Registrar. Encourage faculty and students alike to do this through the workflow process.

Deans' Cabinet Plus  
Agenda/Action Items

Date/Time/Location: December 4, 2018 / 9:00 – 11:00 a.m. / MAC 620

\* Denotes that President Szafran will attend

Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

- 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)**
  - a. **Data/Discussion:** Melissa shared a draft rubric for changes to math leveling in the Vet Tech program. The rubric presents less restrictive math requirements, as there have been concerns that strong students are being omitted from being admitted into the program due to math. The Deans had no concerns with the proposed rubric. EMWG Sub-Group: The group is working on attempting to recruit SUNY Canton students who had previously stopped-out. In addition, Melissa reported a successful NYC event last week.
  - b. **Action/Decision:**
  
- III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
  - a. **Data/Discussion:** Sarah reported that she is working on looking at stop-out data so we know what sort of outreach we should be sending. We are also looking at MTS best practices as we transition to Starfish. Online instructors are utilizing MTS more off often than face to face instructors; however it is not being utilized as it should be and usage is down, which is problematic. In addition, the comments are not necessarily beneficial or constructive. What can be done to make this process more productive for students? A student focus group was suggested. Sarah also mentioned that she will re-look at our "DFW" data that was previously pulled to see if there is anything actionable.
  - b. **Action/Decision: Sarah:** Put together bullet points to send to the Starfish, EMWG, and Deans' Cabinet groups.
  
- IV. **Topic/Question: Office of Research & Sponsored Programs Report (Betsy)**
  - a. **Data/Discussion:** No Report
  - b. **Action/Decision:**
  
- V. **Topic/Question: Leave of Absence (Renee)**
  - a. **Data/Discussion:** The Leave of Absence policy still needs to be approved by the College Council and the workflow is scheduled to be complete in summer of 2019. Faculty and Deans' Office staff are inquiring about what to do with students who wish to apply for a leave of absence at this time.
  - b. **Action/Decision:** It was decided we will handle these on a case by case basis until the workflow becomes active. **Deans:** Let your faculty and staff know that if a student wishes to take a leave of absence in spring 19, the Dean's Office will work with Admissions to make a decision and process the request manually. If approved, this will be noted in SAAADMS and the student will not be required to re-apply or pay the application fee when they return in the fall.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: November 27, 2018 / 9:00 – 11:00 a.m. / MAC 620

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

Guests:

- I. **Topic/Question: Future of Off-Term (Molly)**
  - a. **Data/Discussion:** We have decreased enrollments and increasing SUNY competition for lower division, elective and General Elective courses. 50% of our enrollments are students from other institutions and they are having more options. Textbook free will make competition tougher unless we lead. In order to maintain our off-term enrollments and revenue, we will need to offer the right courses/programs that are attractive/competitive with other options.
  - b. **Action/Decision:** Ensure our lower level, elective, and General Elective off term, online courses are competitive and include efforts such as textbook free offerings. Develop 3 year tracks through well enrolled curricula in which students take 1 course in winter and 4 courses in summer (2 terms) for two years and graduate in May of third year. This doesn't require a change in curricula, just an alternative "check sheet" or path through the courses.
  
- II. **Topic/Question: Follow-Up: Outreach ~ Textbook Adoptions (Molly)**
  - a. **Data/Discussion:** There are currently only three outstanding textbook adoptions for winter; the outreach from the Deans seems to have worked.
  - b. **Action/Decision: Deans:** Going forward, we will use this outreach strategy.
  
- III. **Topic/Question: Follow-Up: Degree Works & Advising (Molly)**
  - a. **Data/Discussion:** Molly passed on various feedback from Sharon Tavernier
  - b. **Action/Decision: Deans:** Refer to emails.
  
- IV. **Topic/Question: Turnitin Survey Results (Molly)**
  - a. **Data/Discussion:** Very low response rate (n=7). Feedback from Deans was that faculty were comfortable with discontinuing Turnitin and using the BB embedded (free) SafeAssign.
  - b. **Action/Decision: Deans:** Announce the discontinuance of Turnitin effective January 2019 at your school meetings. Request use of \$11,000 in savings for ReadSpeaker.
  
- V. **Topic/Question: OER Task force memo**
  - a. **Data/Discussion:**
  - b. **Action/Decision:** Tabled for next meeting.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: November 13, 2018/ 1:00 – 3:00 p.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Textbook Adoptions (Molly)**
  - a. **Data/Discussion:** There are still outstanding book adoptions; is there something getting in the way of meeting these deadlines?
  - b. **Action/Decision: Deans:** Ask department chairs to ask their faculty for an affirmative response with regard to missing adoptions and what barriers they are facing that prohibit their ability to meet the book adoption deadlines.
  
- II. **Topic/Question: Flex Classes: Faculty Feedback & Classes Next Semester (Molly)**
  - a. **Data/Discussion:** Faculty who taught flex classes were surveyed and roadblocks were identified as to how technology is getting in the way of teaching. Molly asked Information Services to look at the survey responses and come up with ways we can improve. There are too many steps and processes with regard to setting up the class. Some solutions offered were having more remote assistance available and possibly purchasing additional equipment to mitigate the things that are causing frustration. Another suggestion was training for faculty. Some things could be resolved with some simple knowledge that faculty may not be aware of. It was suggested that faculty who sign up for flex courses during the course demand process could be triggered at that time and someone could reach out to those faculty. It was also suggested that peers who have taught in the rooms and are familiar with the technology could lead training of their fellow faculty.
  - b. **Action/Decision: Deans:** Let Molly know who in your school is teaching flex classes.  
**Molly:** Work with IS to set up some faculty training sessions.
  
- III. **Topic/Question: Academic Student Engagement Process (Doug)**
  - a. **Data/Discussion:** We need to ensure that we are complying with internal control regulations. Therefore going forward, all faculty and staff who are requesting funding through the Academic Student Engagement Fund initiative (including FYEP, EOP, and TRiO) are required to follow protocol and fill out the ASEF request form on the Provost's webpage prior to the event taking place. When submitting receipts for reimbursement, a student sign-in sheet of students who were included will be required as well.
  - b. **Action/Decision: Renee:** Let the Academic Affairs division know of this change.
  
- IV. **Topic/Question: Pre-Graduation Meeting: Advisors & Advisees (Phil)**
  - a. **Data/Discussion:** Concern arose regarding our potential graduate process when this could be done with Degree Works and Apply to Graduate in UCan Web.
  - b. **Action/Decision: Renee:** Check with Memorie to re-visit making Apply to Graduate mandatory for students who plan on graduating.
  
- V. **Topic/Question: Life Experience Credit: Process (Phil)**
  - a. **Data/Discussion:** Phil explained that the Enrollment Management Working sub-group he is a part of was discussing our Life Experience Credit Process and how cumbersome

the process is for students. A discussion ensued as to how we can better streamline the process, as frequently the coursework requested for credit crosses over school boundaries, making an already labor intensive process even more laborious. Some suggestions were made, such as making it a workflow process. Doug suggested that there could be some good models through Prior Learning Assessment or NERPLA and encouraged some research of best practices.

- b. Action/Decision: Phil:** Advise the EMWG sub-committee to look into best practices, propose a streamlined process and move it forward with the Academic Standards governance committee.

## Deans' Cabinet Plus

### Agenda/Action Items

Date/Time/Location: November 6, 2018 / 9:00-11:00 / MAC 620

\* Denotes that President Szafran will attend

Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Michael Newtown, Betsy Rohr Adams, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

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

##### a. Data/Discussion:

i. **Campus Program Codes:** A discussion ensued as to whether or not we should be changing our internal campus program codes for changes that are not substantive. Per SUNY, we are not required to do so.

ii. **Excelsior:** We have been notified that no new students coming in for the spring semester can apply for Excelsior. We have not been made aware as to the reason why.

**Follow-Up: Feedback from the One Hop:** *We have not been notified that there will be no Spring applications for Excelsior at this time. It's simply unknown at this point in time if there will be. We contacted HESC and they confirmed that no information has been disseminated regarding Spring 2019 Excelsior applications. They provided no further updates. Once we receive any solid information regarding Spring 2019 Excelsior applications we'll pass it along.*

iii. **Workflow:** We are going to be testing our workflow by doing a soft roll out for winter term. It will be permissions for the first two days of winter classes.

##### b. Action/Decision:

i. **Campus Program Codes:** It was decided we will not change the campus program codes for programs that do not have substantive changes. We will come up with a user-friendly, comprehensive process that will work for all the functional offices for programs with substantive changes that do require a number change. **Sarah:** Put together a list of programs that are currently problematic.

ii. **Workflow: Deans:** Let your faculty know that they may be seeing student requests coming through via email and encourage them to log in and act on them. They will have the ability to act on requests through the end of day 2 of winter term classes.

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

##### a. Data/Discussion:

i. **Director's Meeting:** Melissa attended a director's meeting in Albany. Although applications are down system-wide, we have had the least decline in our sector. The big push message is online and non-traditional students. The SUNY's Provost's Office has a fellow working on stop-outs, which is our biggest opportunity to grow enrollment. Pilot: Reach out to students who are one semester away from obtaining their degree with their home institution and hopefully get them to complete here. A promotion to recruit was suggested, such as a scholarship for former Canton students in good standing who have not yet completed. We can start actively looking for students who fit the criteria.

ii. **SUNY Projections:** SUNY will be readjusting enrollment projections and SUNY Excel projections to make them more realistic. They will be asking us to submit ours.

iii. **E-Visits:** We have been working with PR to move forward with E-Visits where students can schedule an E-Visit virtually. The form is almost complete. .

##### b. Action/Decision:

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

- a. **Data/Discussion:** No report.
- b. **Action/Decision:**

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

a. **Data/Discussion:**

i. **Grant Applications Reminder:** Please make sure that all grant funded applications go through Betsy's office.

ii. **PIF:** The new PIF applications will be coming out in January; we should see an official announcement soon. There will be some changes with regard to the work flow of expenditures and requisitions. In December, Betsy will meet with anyone with grant funded programs to gauge where we are with regard to spending. The 960001-XX PIF account numbers are no longer being used. Betsy will be receiving new account numbers to use and monies will be switched out and expenditures will be transferred to the new accounts. Betsy talked about applying for a PIF for a veteran's program. We currently do not have a permanent presence at Ft. Drum, but if we can hire a campus liaison, they will give us an office on base. **Clarification from Patrick Massaro:** *Simply hiring a campus liaison for Ft. Drum will not grant us office space within the Education Center. Only educational institutions that offer degree programming on Ft. Drum are allowed to have office space. Therefore, in order to be granted office space, we'd need to offer a complete degree program (or micro-credential) in residence on Ft. Drum with a significant number of enrolled students before being allowed to apply for office space.*

iii. **IRB:** There is a new policies and procedures in place for the IRB. New rules will be coming out and the Common Rule will be enacted.

iv. **CITI:** The CITI program has been revised, is up and running and in place.

v. **Mini Grants:** Betsy's office wrote up a better request for proposals (RFP).

vi. **Perkins:** Betsy attended a best practices meeting, focus was a student-centered, top to bottom approach. Some schools used LinkedIn where students created a LinkedIn account and attended a workshop. They found this worked well for tracking and reporting purposes. Sarah mentioned that we had tried this before without good results.

b. **Action/Decision:**

i. **IRB: Betsy:** Send the new IRB policies and procedures out to the group.

ii. **PIF: Betsy:** Work with the Deans to get their PIF account changes organized.

iii. **Veterans PIF: Molly and Betsy:** Write a PIF to get a person for Ft. Drum. Molly has a draft.

iv. **Mini Grants: Doug:** Review the new RFP and send to the Deans' Cabinet and Betsy.

V. **Topic/Question: Micro-Credentials & Transcripts (Doug)**

a. **Data/Discussion:** Memorie brought examples of how we could incorporate micro-credentials onto student transcripts.

b. **Action/Decision:** It was decided that the award will show as "**micro-credential awarded: name of micro-credential**" on the transcript. There is room for 50 characters for the name. Students may receive more than one micro-credential. The Registrar and the Deans' Offices will work together to determine a streamlined process to communicate when students receive micro-credentials.

- VI. **Topic/Question: Degree Works & Advising (Mike)**
- a. **Data/Discussion:** Concern that as we continue to go paperless, we will no longer have a record of the advising disclaimer in which the student is advised on what courses to take for progress towards their degree. Several digital options were suggested, including a fillable pdf version of the two-part form that could be saved in BDMS.
  - b. **Action/Decision:** Due to time constraints, it was decided we will discuss this further at a future meeting.
- VII. **Topic/Question: Flex Classes: Faculty Feedback & Classes Next Semester (Molly)**
- c. **Data/Discussion:** Due to time constraints, this was tabled until next week.
  - d. **Action/Decision:**



## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** October 30, 2018/ 9:00 – 10:30 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:**

- I. **Topic/Question: Transfer Path Interim Assessment (Doug)**
  - a. **Data/Discussion:** There have been some concerns from SUNY that the transfer paths are not being adhered to. SUNY has requested that campuses nominate (with governance approval) an applicable faculty member for each transfer path to coordinate with the programs listed on the SUNY transfer spreadsheet. In January, SUNY will be sending a five item survey to the selected coordinators. Next year, a meeting may be convened electronically to problem solve.
  - b. **Action/Decision: Deans:** Share this information with the faculty identified today and confirm with Renee. **Renee:** Send the names to Karen to take to faculty governance.
  
- II. **Topic/Question: RPNOW Proctoring Preliminary Policy Recommendation (Molly)**
  - a. **Data/Discussion:** We are preparing to move forward with our two online proctoring tools and as such, have been working on a communication plan. The licensing agreement for RPNOW (online proctoring) is going through SUNY Legal with the hope of a Spring 2019 pilot. The plan for the lockdown browser is to have the software installed on dedicated computers. Concern was raised regarding what rooms could support that (Wicks 006/008).
  - b. **Action/Decision: Molly:** Follow-up with the Nursing Department faculty to make sure that those classrooms would support their needs.
  
- III. **Topic/Question: Process to Create Micro-Credentials (Molly & Phil)**
  - a. **Data/Discussion:** Faculty are confused as to how to get a micro-credential put through for approval. Phil suggested that a form be created to assist faculty who wish to create a micro-credential. Renee shared the form that she created. The forms will need to go through governance approval. Further questions were discussed with regard to transcribing micro-credentials.
  - b. **Action/Decision: Renee:** Make suggested revisions to forms and send to the group and Karen. **Renee:** Add transcribing micro-credentials to next week Deans' Cabinet Plus meeting.
  
- IV. **Topic/Question: Block Schedules (Mike)**
  - a. **Data/Discussion:** Concerns with regard to block schedules were discussed.
  - b. **Action/Decision: Deans:** Lead the department chairs and directors through the process.

## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** October 16, 2018/ 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:**

- I. **Topic/Question: Compensation for Teaching Orientation for Internships (Phil)**
  - a. **Data/Discussion:** Discussion about compensation for one credit hour orientation for internship courses.
  - b. **Action/Decision:** No action.
  
- II. **Topic/Question: Follow-Up - Degree Works (Phil)**
  - a. **Data/Discussion:** Faculty do have the ability to see major and minor rosters in Degree Works. Click on "Find" in Degree Works, then select the menu "minors and majors" to see a roster of students in them. Argos will be coming down the line, which is a data warehouse, at which time we will have better capabilities. However this will not be until after Banner 9 is implemented.
  - b. **Action/Decision: Deans:** Share this information with your faculty in case they are unaware.
  
- III. **Topic/Question: Turnitin Anti-plagiarism Software (Molly)**
  - a. **Data/Discussion: FYI:** We have been using Turnitin anti-plagiarism software and it is coming up for renewal in January. The cost is \$11,000 which comes out of the Student Tech fee. Only about 20 faculty are utilizing it. We also have Safe Assign in Blackboard which does not have any additional costs attached to it. Do we want to continue to pay for Turnitin software if very few faculty are utilizing it when we have another option? Molly gave the information to the OLAC and Michelle is going to share it out with the group. The plan is to survey the faculty. We need to let Turnitin know by December 15<sup>th</sup> if we are planning to renew.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Winter Adoptions ~ Reminder (Molly)**
  - a. **Data/Discussion:**
  - b. **Action/Decision: Deans:** Remind your faculty about the winter textbook adoption deadlines in your school meetings.

## Deans' Cabinet

### Agenda/Action Items

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

Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: New Course Scheduling Procedure (Ken)**
  - a. **Data/Discussion:** There are concerns with department chairs and directors scheduling into EMS at this time. The Deans feel that they need time to “get their feet wet” and understand what the expectations are. Another concern is the upcoming change to our “Golden Hour.” They feel it would be best for the schedule to be set to make it less complicated for the chairs and directors. A request was made to begin enforcing this in the spring semester. **Notes:** Special requests and needs will come through the Dean first; no times will be included; multiple program courses will not be touched (e.g., Biology, Chemistry, etc.).
  - b. **Action/Decision:** It was decided for this semester we will allow directors and department chairs to enter information into EMS if they wish, but we will not be requiring them to do so this semester. **Deans:** Communicate this to your department chairs and directors. **Renee:** Communicate this to Memorie. **Renee:** Add this as a topic for the November Director/Dept. Chair meeting.
  
- II. **Topic/Question: UCan Web & Degree Works (Phil)**
  - a. **Data/Discussion:** Faculty advisors who oversee minors are unable to access the rosters of students enrolled in their minor. Is there a way to view this information in UCan Web without having to go through the school secretaries?
  - b. **Action/Decision: Phil:** Check with Memorie and Tess Murphy in Information Services to see if viewing options are available for these advisors.
  
- III. **Topic/Question: OLAC Proctor Memo (Molly)**
  - a. **Data/Discussion:** The Online Learning Advisory Committee forwarded their recommended for online proctoring. On campus faculty are satisfied with the option of the lock down browser.
  - b. **Action/Decision:** It was decided we will move forward with RPNOW and also utilize Qwickly, used to increase and streamline communication within Blackboard across multiple courses for a free trial period. **Molly:** Move this forward with the OLAC.

Deans' Cabinet Plus  
Agenda/Action Items

Date/Time/Location: October 2, 2018 / 9:00 – 11:00 a.m. / MAC 620

\* Denotes that President Szafran will attend

Attendees: Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests: Sharon Tavernier



summer\_advising.pdf

I. **Topic/Question: Summer Advising & Accuplacer (Sharon)**

- a. **Data/Discussion:** (*Handout distributed*) With regard to new student advising: 85% were advised, up from 58% in the past. This advisement is more than building a schedule. Each session takes approximately 30-45 minutes, begins mid-June and ends beginning of August. Any remaining unscheduled students historically were assigned a schedule by the Registrar; however now the Registrar only schedules for those remaining students who contact their office. This seems to have worked. Sharon is thinking of having advising continue with new students, to the extent possible, beyond August 1, perhaps with one remaining advisor. Given that the late students may be the very ones who benefit most from high quality advisement, these may need advisement via this office rather than the Registrar's Office.
- b. **Action/Decision:** We will continue the push to advise new students prior to orientation. When students are here for orientation, faculty in schools may build schedules. It was decided that we will continue with post August 1 advisement for few remaining students. Other two questions are:
  - 1) Regarding orientation activities: Ken said most of his faculty do build schedules during orientation and it goes well. Sharon would prefer that students who do not get a schedule at orientation at least leave with an appointment with advisement. Suggestion to reform Dropped Schedules Committee to consider the new rub of CashNet post schedule billing. A chair for this committee needs to be determined, with a charge for an action plan due by about January. Encourage collaboration with the Student-friendly Business Practices Personalized Pathways Committee.
  - 2) Accuplacer is being overhauled (placement test used if they received a 75 or less on level 11 English). The score range and cut scores will be changing. Sharon will reach out to Kirk and Alice. Sarah and Sharon will meet and Sarah will do an analysis of data to inform Accuplacer decisions.

II. **Topic/Question: Office of the Registrar Report (Memorie) EMS Process ~ Master Schedule**

- a. **Data/Discussion:** Do we want department chairs to be responsible for their schedule? The concern was largely about courses that are required by other curricula. On the other hand, we have a pretty consistent schedule.
- b. **Action/Decision:** It was decided that we will pilot having the department chairs responsible for the schedule for Fall 2019 schedule. The Deans will monitor the schedule and mentor chairs with regard to the service class/program schedule.

- III. **Topic/Question: Office of Admissions Report (Melissa) Inputting Attempted Credits - Transfer Students**
- a. **Data/Discussion:** Admissions and Registrar are working on implementing the decision to transfer D grades which was approved by governance. The question is whether to input all attempted credits versus credits earned only. This affects Excelsior and financial aid. We are already entering all data for Athletes. If all information is included (which would help Excelsior certification), this would involve inputting F and W.
  - b. **Action/Decision:** Based on a review of the resolution passed, D- grades received elsewhere (all passing grades) will be accepted here and since we do not have D-, they will be recorded as a D. With regard to certification of athletes, TAP, Excelsior, etc. the question is the efficiency of inputting all attempted but not earned grades versus the effort for these certifications to review manually. It was decided that Admissions will be asked to input all attempted grades, even those not earned.

- IV. **Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
- a. **Data/Discussion:** No report today
  - b. **Action/Decision:**

- V. **Topic/Question: Office of Research & Sponsored Programs Report (Betsy)**
- a. **Data/Discussion:** No report today
  - b. **Action/Decision:**



% seats enrolled by  
discipline Fall15-17.xls

- VI. **Topic/Question: Program Enrollments (Doug)**
- a. **Data/Discussion:** Targeted enrollment programs chosen this year on % seats enrolled (<50%), overall enrollment, entering cohort, degrees conferred with an eye to 20-25 in a cohort.
  - b. **Action/Decision:**
- VII. **Topic/Question: Transcribing Micro-Credentials (Ken)**
- a. **Data/Discussion:** We need to transcript completion of micro-credentials in addition to completing the courses within.
  - b. **Action/Decision:** Yes, micro-credentials can be transcribed. **Memorie:** Determine best way to meet needs of military etc. against efficiency.
- VIII. **Topic/Question: Anticipated Hires (Ken)**
- e. **Data/Discussion:** Science, Health and CJ has a nursing separation that needs filled as soon as possible.
  - f. **Action/Decision:** **Ken:** Email Doug for new spreadsheet separation & pre-approved search immediately. **Doug:** Confirm with Zvi & Shawn.
- VI. **Topic/Question: Follow-Up: Winter Session Analysis & AP/CLEP (Molly)**
- a. **Data/Discussion:**
  - b. **Action/Decision:** Molly will begin discussion via email.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: September 11, 2018 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Michael Newtown (Skype), Douglas Scheidt, Erin Voisin

Guests: Melissa Evans

- I. **Topic/Question: Open House (Melissa)**
  - a. **Data/Discussion:** The biggest crowd of the day during Open Houses is in the morning, after being approached by a couple of departments, we are offering more table options for academic programs during the morning session. This could be ideal for new and under-enrolled programs. In addition, we want all of our programs visible so students can see what other programs we offer in case they do not get into their desired program. It is very possible that they may be interested in other programs as well. Admissions will be reaching out to faculty who expressed an interest in more recruitment opportunities and offering the suggestion of using current students to help. Mike offered that his faculty are often requesting more facetime during the open houses and will work with admissions on more flexibility with the agenda. Discussion encouraged the use of hands-on presentations for students who are visiting, and to find the active learning lesson plan to do with students. Prompt our students who best represent our programs to engage more with the student rather than the parent.
  - b. **Action/Decision: Deans:** Let faculty know that having a table in the morning is an option for those who want it. If they have innovative ideas for a successful Open House for their programs, please work with admissions to see what is possible.
  
- II. **Topic/Question: Academic Calendar (Mike)**
  - a. **Data/Discussion:** Some faculty shared concern in regards to the semester start-up.
  - b. **Action/Decision: Deans:** Encourage faculty to bring any academic calendar concerns to faculty governance.
  
- III. **Topic/Question: Deans' Assessment Symposium (Doug)**
  - a. **Data/Discussion:** Doug asked the Deans to think ahead regarding scheduling for their Deans' Assessment Symposiums in January. Last year worked out well, as Kirk and Doug were able to attend all of them.
  - b. **Action/Decision: Deans:** Look at your calendars and communicate to Kirk what works best for your school so this can get on calendars.
  
- IV. **Topic/Question: OER Template (Molly)**
  - a. **Data/Discussion:** The NYS SUNY OER Funding Initiative course redesign incentive was reviewed.
  - b. **Action/Decision: Renee:** Ask Travis to add this form to the Provost's Faculty Resource webpage. **Deans:** Share this template with your school for review. If there are any questions/concerns, they can be passed along to the representatives in their schools.



2018\_Standardized  
template SUNY Canto

- V. **Topic/Question: Repeating Same Class Twice (Renee)**
- a. **Data/Discussion:** While working on our Course Change workflow yesterday, one concern that was identified as being a challenge was the fact that we do not allow a student to withdraw from the same course twice. Memorie had reached out to her Registrar's list serve and nobody has this policy. Renee reached out to Kerrie Cooper to check if this policy may have come about due to financial aid implications. She stated that she is unaware of this policy however for federal aid purposes, students can only repeat a course once and have it count. But that wouldn't have been the reason why the academic policy came about. It was decided we will move forward with removing it.
  - b. **Action/Decision: Renee:** Ask Wil Rivers to add this to the next Academic Standards agenda.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: August 28, 2018/ 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Michelle Currier



OLAC.Proctoring.Recommendation.2018 (1

- I. **Topic/Question: Online Proctoring/Faculty Policies (Michelle Currier)**
  - a. **Data/Discussion:** Michelle explained to the Deans that the Online Learning Advisory Committee (OLAC) spent last year researching and testing online proctoring software vendors. This software would be available for online and flex classes only. A recommendation has been presented and a discussion ensued as to how best to proceed with funding (e.g., PIF grant, course fee, library fee, bookstore tokens). The recommended vendor, RPNow, charges a fee of \$12 per exam. A lockdown browser was suggested for face to face faculty who wish to offer their tests on Blackboard. Mike checked into the price of lockdown browsers and the cost is minimal.
  - b. **Action/Decision:** It was agreed that before making any decisions in regards to how best to fund this, we will reach out to the online teaching faculty and survey them to gauge interest. It was also decided that we will get an idea of how many face to face teaching faculty may be interested in a lockdown browser. **Molly:** Reach out to Information Services and ask them to run a job submission which pulls online and flex teaching faculty only. **Molly:** Reach out to SUNY Alfred to inquire as to their satisfaction with RPNow. **Michelle:** Put together a survey and corresponding emails to send to the Deans' Offices to disperse to faculty. **Deans:** Send the survey and emails out to your faculty.
  
- II. **Topic/Question: Micro-Credentialing Survey (Doug)**
  - a. **Data/Discussion:** SUNY has requested for campuses that already have or will be offering micro-credentials, to please complete a spreadsheet with information regarding SUNY micro-credentials which will be offered in fall 2018. Having the spreadsheet information allows SUNY to answer questions from potential business/industry partners who might approach the System to ask if there are any campuses offering a micro-credential in certain areas update their listing of micro-credentials. Most of what we have are from CSOET and CREST. Rather than send an incomplete list, Doug asked that the Deans share the spreadsheet with their Department Chairs and ask them to populate the table.
  - b. **Action/Decision: Renee:** Send the Deans the spreadsheet and link to SUNY micro-credentials to assist the faculty in determining whether a course could be identified as a micro-credential. **Deans:** Reach out to your Department Chairs and ask them to populate the spreadsheet. **Do not make any changes to the spreadsheet layout.** Send to Renee no later than Friday, September 14, 2018. **Renee:** Compile the data into one spreadsheet and send to SUNY by the deadline of September 28, 2018.
  
- III. **Topic/Question: Transfer Mobility (Doug)**

*Transfer Mobility: Junior status for transfer students. As stated in Board policy adopted in 1990, and reaffirmed in Trustees Resolution 2009-138, "graduates of two-year colleges within SUNY with an AA or AS degree, when accepted in parallel programs at baccalaureate campuses of the University,*



*shall be accorded full junior status and be given the opportunity to complete the requirements for a bachelor's degree within four additional semesters of full-time work..."*

- a. **Data/Discussion: FYI:** To comply with the above policy from SUNY/State Ed, please stress our need to be more transfer-friendly when discussing curricular review with faculty. With Transfer Finder, students have the ability to see how much of their degree will transfer in and will go elsewhere if institutions who have the same majors as we do (business, criminal justice, psychology, etc.) accept more of their credits. This issue can be resolved if we can create more open electives. Ask faculty when they are creating/revising programs to do what they can to be more flexible with open electives, which in turn will help to make us more transfer-friendly.
- b. **Action/Decision:**

Deans' Cabinet Plus  
Agenda/Action Items

Date/Time/Location: August 7, 2018 / 9:00 – 11:00 a.m. / MAC 620

\* Denotes that President Szafran will attend

Attendees: Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Douglas Scheidt, Memorie Shampine, Sarah Todd (*Skype*), Erin Voisin

Guests:

- I. **Topic/Question: Office of the Registrar Report (Memorie)**
  - a. **Data/Discussion:** The campus at large came up with a schedule for dropping student schedules. Most of the schedules to be dropped are for students with whom we have sent multiple communications and received no communication back. Excelsior has changed their eligibility criteria again.
  - b. **Action/Decision:** Follow the drop-schedule schedule.
  
- II. **Topic/Question: Office of Admissions Report (Melissa) Summer Admission**
  - a. **Data/Discussion:** The weekly numbers will be coming out.
  - b. **Action/Decision:**
  
- III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
  - a. **Data/Discussion:** Sarah is working on data she will be sending out. She will send Admissions data to Admissions. Sarah has invited faculty to join together to revise comments. Only 30% of failing students get MTS warnings, however many of the programs do personal intervention with their students. There will be a shift to outreach with the move to Starfish.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Office of Research & Sponsored Programs Report (Betsy)**
  - a. **Data/Discussion:** No report, Betsy was not present.
  - b. **Action/Decision:**
  
- V. **Topic/Question: Flex Courses (Molly)**
  - a. **Data/Discussion:**
  - b. **Action/Decision:** The Deans will confirm with faculty who is doing flex classes and will give the list to Molly and Memorie. Spring course demands need to designate flex & OER courses.
  
- VI. **Topic/Question: Pairings w/NCCC (laddered curricula) Ideas**
  - a. **Data/Discussion:** There is opportunity to work with NCCC on some articulation agreements to attract students to NCCC and SUNY Canton.
  - b. **Action/Decision:** The Deans will review NCCC's programs to look for possible agreements options that we don't currently have. I.e. Studio Art to GMMD.
  
- VII. **Topic/Question: Program "core" courses**
  - c. **Data/Discussion:** Doug was asked to speak to the faculty to clarify what program "core" courses are.
  - d. **Action/Decision:** Doug will speak to the faculty about what "core" courses are.

**VIII. Topic/Question: State of the Campus Address**

- e. Data/Discussion:** Karen is giving Doug 15 minutes of Faculty Assembly time to address the faculty.
- f. Action/Decision:** Doug will ask the President for his SOC information for review at the Deans' Retreat.

**IX. Topic/Question: E-Sports**

- g. Data/Discussion:** Many departments on campus can help with the proposal, providing information for inclusion. Sarah offered to lend help with the draft as well.
- h. Action/Decision:** Phil will reach out to Bill Myers to see if he is interested in developing the E-Sports proposal.

Deans' Cabinet Plus  
Agenda/Action Items

Date/Time/Location: July 10, 2018 / 9:00 - 11:00 a.m. / MacArthur Hall, Room 620

\* Denotes that President Szafran will attend

Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, Molly Mott, Michael Newtown, Philip Neisser, Douglas Scheidt, Memorie Shampine, Sarah Todd (*phone in*), Erin Voisin

Guests: Dr. Szafran

**WELCOME PHIL!!!**

- I. **Topic/Question: Office of the Registrar Report (Memorie)**
  - a. **Data/Discussion: EMS:** Until we have a final decision from Shawn and Kyle, Memorie is utilizing EMS room optimization by geographic area (i.e., Mike's faculty in Nevaldine, the veterinary tech faculty in Newell, etc.). It is understood that there will be hiccups as this is a new process, but we will work through it. EMS does not schedule times, only room assignments. All room reservations will be done through EMS as well. **Golden Hour:** The golden hour will be 12:30 - 1:30 beginning Fall 2019. Karen is going to announce this at a Faculty Assembly meeting this fall. **Excelsior:** Advisors need to be using Degree Works to ensure that students have what they need to be eligible for Excelsior. **Course Outlines:** Memorie, Renee, and Deans' Office staff must have the most recent course outline updates in Word.
  - b. **Action/Decision: Doug:** Notify faculty of the EMS process at school meetings this fall. **Memorie/ Excelsior:** Send the Deans the listing of students that are being decertified for Excelsior. **Deans/Excelsior:** Check and see if there are any applicable credits we can give to make them eligible. Also, remind the faculty to use Degree Works and not the paper check sheet. **Renee:** Set up a meeting with Nick, Karen, Doug and I to discuss a process to share course outlines in Word to ensure we have access to the most up to date outlines.
  
- II. **Topic/Question: Office of Admissions Report (Melissa)**
  - a. **Data/Discussion: Grades of "D":** We are now adding transfer credit for Ds to our grading system. As we needed some granularity with what we bring in, rather than coding transfer credits as TR as we have done historically, we will now be coding them with the grade the student earned (e.g., TA for an A, TB for a B, etc.). Because we do not have minus grades, any grade earned with a minus will be rounded up to the next grade (e.g., TB for an A-, TC for a B-, etc.). Any grade of D- will not be transferred in. We still accept whole degree if student received an associates degree. When Admissions starts adding credit, we will attach the letter grade to the T. Implementation is slated for Spring 2019 and there will be no retroactivity. However the option for students to request permission to accept prior D grades will be at the discretion of the Dean on a case by case basis. Sharon has created a memo with bullet points to share with the campus. **Admission Numbers:** Melissa shared the most recent admissions numbers with the Deans' Cabinet. She mentioned that our Jump Start had some melt and Amanda Deckert is phoning students who did not arrive. **LRAP Insurance:** This is a product we can purchase to use as a yield tool for students who are concerned college is too expensive and use and help with retention. If income after graduation is modest, the student can be reimbursed for their student loan debt. It is expensive, approximately \$700 per year per student that we enroll so if we purchase, it will be very few and parameters and criteria would be set. <http://lrp.org/> **Publications and Marketing:** Admissions is doing something different this year. They are working with PR and instead of sending our

standard admission packet, we will send the front and back of a card. Currently not all parents see what we send. The card will talk about our area, transportation, safety, our facilities (athletics), and how we make education more affordable here. Melissa also told the Deans that they will be hosting an event to attract local school counselors and educators to see what programs we are offering (under-enrolled especially). They will be providing a packet of information to curriculum coordinators when they come back. She also mentioned that they are going to be sending curriculum coordinators two letters with pieces to fill out which in turn would be sent out to the students with their personal touch.

**b. Action/Decision:**

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

- a. Data/Discussion: Student Opinion Survey:** Sarah reported that we have limited results from the Student Opinion Survey and no rankings yet. She anticipates receiving them around the beginning of the semester or at census date. However so far we have done better on everything since 2015. Until she has a data file, she is going to put it on the back burner. **COACHE Survey:** Sarah is working on the report from the COACHE survey. The faculty group met through the fall semester to go over the findings and make recommendations based on the survey results. Sarah anticipates the report will be ready for the start of the fall semester after the faculty group has had the opportunity to review it. **NSSE:** Sarah will be working on putting together a longitudinal summary of the NSSE results. As we participated sporadically in the past, we never put together a multi-year view. Given that we will be participating more regularly, it is important to have an easy way to compare year-to-year results.
- b. Action/Decision: Sarah/SOS:** Sarah will send the group the preliminary results of the Student Opinion Survey.

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

- a. Data/Discussion: Starfish:** We received a grant to purchase Starfish, a commercial product that does what our MTS tries to do. It is a retention tool that closes the loop of students who are falling through the cracks. We will receive 18 months of the software. Eventually Starfish will replace MTS. Starfish also does appointment scheduling, and students are sent communication through text message. Sharon is currently working on a communication plan and will attend school meetings.
- b. Action/Decision:**

**V. Topic/Question: Identifying Flex Classes on the Schedule (Molly)**

- a. Data/Discussion:** An "F" will appear in the section number to identify a course as flex.
- b. Action/Decision: Molly:** Send Memorie wording and CRNs for each section of flex courses being offered this fall.

**VI. Topic/Question: Combined C-2 Form ~ Tabled due to time constraints**

- a. Data/Discussion:**
- b. Action/Decision:**

**VII. Topic/Question: Review of AP/CLEP New Courses & Tests (Molly)**

**a. Data/Discussion:** Per our review of high school transcripts, it has come to our attention that there are some new AP courses that we currently do not offer credit for but would like to have reviewed.

**b. Action/Decision: Molly:** Send the Deans the courses to be reviewed and evaluated.

**Deans:** Share the courses with the content experts for review and determine equivalency for credit. Please encourage a fast turnaround of two weeks after classes have started.

**VIII. Topic/Question: Possible Provosts' Retreat (Doug)**

**a. Data/Discussion:** We will discuss possible dates to have a retreat.

**b. Action/Decision:**

**Deans' Cabinet Plus**

**Agenda/Action Items**

**Date/Time/Location:** June 5, 2018 / 1:00 – 3:00 / MAC 620

**\* Denotes that President Szafran will attend**

**Attendees:** Renee Campbell, Kenneth Erickson, Melissa Evans, Christa Kelson, Molly Mott, Michael Newtown (Skype), Betsy Rohr Adams, Douglas Scheidt, Memorie Champine, Erin Voisin

**Guests:**

- I. **Topic/Question: Office of the Registrar Report (Memorie)**
  - a. **Data/Discussion: EMS:** We are piloting EMS for spring 2019 class scheduling. There have been some challenges and concern with faculty not adhering to the block schedules. One suggestion to potentially eliminate these issues is to move the Tuesday, Thursday “Golden Hour” from 12:00 – 1:00 to 12:30-1:30.
  - b. **Action/Decision: Renee:** Ask Michaela to add this discussion to the next Executive Cabinet agenda. Send Michaela the current/proposed block schedule to share with E.C.
  
- II. **Topic/Question: Office of Admissions Report (Melissa)**
  - a. **Data/Discussion: Bus Trip:** Melissa stated that Admissions is doing something new this year to hopefully yield students and prevent melt. They are planning a bus trip event this summer which will target NYC bus trip students who were wait listed from our first bus trip. Melissa is hoping this will help with the culture shock experienced by students who have never visited campus, and that they will meet new people and begin to form a bond with the campus. **Orientation:** Melissa shared the orientation dates and noted that the online orientation is ready. **Transfer Evaluator:** Julia Morse will be taking over transfers and there will be training for the Deans' Office staff and Erin on understanding the updated transfer report.
  - b. **Action/Decision:**
  
- III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
  - a. **Data/Discussion:** N/A
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Office of Research & Sponsored Programs Report (Betsy)**
  - a. **Data/Discussion:** The Perkins Grant is being funded this year for two year technology programs focusing on underrepresented and non-traditional students.
  - b. **Action/Decision: Betsy:** Send the Deans' Cabinet the Perkins Grant guideline abstract. **Deans:** Send Betsy funding asks as soon as possible, as she needs to put her Perkins Grant budget in by June 15.
  
- V. **Topic/Question: Academic Standing Revisions (Doug)**
  - a. **Data/Discussion:** Tabled until next meeting.
  - b. **Action/Decision:**
  
- VI. **Topic/Question: Self-Serve Banner Open All Semester (Memorie & Renee)**
  - a. **Data/Discussion:** The Workflow Group has recommended leaving Self-Serve Banner (SSB) open after the first three days of classes to cut down on the manual processes in the Registrar's Office and to make it more convenient for students to put themselves

into/withdraw from courses. It was suggested that SSB remain open for course additions only until census date, and keep it open for withdrawals until the last day to withdraw. The Deans were also fine with eliminating their approval piece from the workflow process (with the exception of students dropping below full-time and students wishing to exceed the maximum credit hour limit).

- b. Action/Decision: Memorie & Renee:** Take this back to the Workflow Group for further discussion.
- 
- VII. Topic/Question: Update: Identifying Flex Classes on the Schedule (Molly)**
    - a. Data/Discussion:** Tabled until next meeting.
    - b. Action/Decision:**



**Deans' Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** May 29, 2018 / 9:00 - 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:**

- I. Topic/Question: Transfer Equivalencies Update**
  - a. Data/Discussion:** There are still outstanding equivalencies that need to be completed.
  - b. Action/Decision:** A December deadline will be put on this so faculty have the fall to get them completed. We will work with Phil to assist him with getting this done. **Christa:** Reach out to the chairs to let them know this is coming and share best practices with them.
  
- II. Topic/Question: Anticipated Hires**
  - a. Data/Discussion:** The anticipated hires spreadsheet was reviewed and discussed.
  - b. Action/Decision: Renee:** Make discussed revisions.
  
- III. Topic/Question: Re-Visit: Revised Transfer Evaluation Job Submission**
  - a. Data/Discussion:** The Deans asked if the job submission instructions can be forwarded to the staff.
  - b. Action/Decision: Molly:** Follow up with Melissa to make sure the instructions are sent to the Deans' Office staff.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: May 22, 2018/ 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Melissa Evans

#### I. Topic/Question: Academic Standing Revisions

- a. **Data/Discussion:** A draft of a revised academic standing table was reviewed and discussed. This semester, there were several revisions made to the academic standing list that Memorie sent to the Deans' Offices; this raised concerns, as our ultimate goal is to fully automate grade review. The Deans noted two hurdles that they faced when reviewing the list. 1. We typically suspend students who earn all Fs in a semester. 2. Academic Recovery limitations (i.e., students who have already been on Academic Recovery in a two year degree program, and students in four year programs not being allowed to be in the program in consecutive semesters).
- b. **Action/Decision: Renee:** Add this topic to our next Deans' Cabinet Plus meeting. Other functional offices will eventually need to be brought in on the discussion, specifically Financial Aid and Athletics. **Deans:** Put some additional thought into this, and make any revisions to the draft you deem appropriate.

#### II. Topic/Question: Transfer Equivalencies Update

- a. **Data/Discussion:** We are working on populating the SUNY transfer equivalency table. This is a SUNY expectation and needs to be completed. There are still some outstanding equivalencies. It was decided that we will table this topic until next week when Christa is back and we can strategize going forward.
- b. **Action/Decision: Renee:** Add to next week's agenda.

#### III. Topic/Question: Revised Transfer Evaluation Job Submission (Melissa)

- a. **Data/Discussion:** The Deans' Office support staff stated difficulty in trying to determine where the transfer evaluations are in the process with the job submission they are currently using. Information Services tweaked the job submission to include a column for initial evaluation, final evaluation, and a date column so that staff can sort by date.
- b. **Action/Decision: Melissa:** Send the new job sub information to the support staff.

#### IV. Topic/Question: Faculty/Student Involvement in Events

- a. **Data/Discussion:** In terms of driving our strategic plan goal of creating a robust, active and enriching campus life, we would like to investigate ways to give students more out of their college experience than 15 hours a week in the classroom and let them know the value of co-curricular activities and events. It was suggested that faculty give extra credit for attendance at events and build this into their syllabus (ex., attend campus event and write a paragraph on it). We have wonderful events on our campus, as well as the Associated Colleges that are under-attended.
- b. **Action/Decision: Deans:** At your first school meeting, encourage faculty to seek ways in order to get students involved in co-curricular events.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: April 24, 2018/ 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Fall Flex Classes (Molly)**
  - a. **Data/Discussion:** Molly inquired as to how students will be made aware on the master schedule if a course is a flex. We need to be able to know how many there are and who is teaching them.
  - b. **Action/Decision: Molly:** Send Memorie an email and find out how these courses are going to be identified as flex.
  
- II. **Topic/Question: Jointly Owned Courses (Molly)**
  - a. **Data/Discussion:** There are still questions and confusion about this from faculty. Nothing has changed in regards to our shared rights policy. We want to be competitive in the off-term market and in order to do so, we want to offer courses textbook free to help students.
  - b. **Action/Decision:** It was decided that eventually a Memorandum of Understanding and a clear policy will be created so expectations are communicated to the faculty beforehand.
  
- III. **Topic/Question: Director/Dept. Chair/Curriculum Coordinator Compensation**
  - a. **Data/Discussion:** The group re-looked at our current policy.
  - b. **Action/Decision:** It was decided the current policy we are utilizing is fair and consistent.
  
- IV. **Topic/Question: Extra Service & C-2 Forms (Christa)**
  - a. **Data/Discussion:** The subject of combining these two forms was revisited, as we want to make completing the forms more user-friendly. The form Renee created last fall was reviewed and revisions were suggested.
  - b. **Action/Decision: Renee:** Make suggested revisions to the form and send to the Deans, Deans' staff, and Human Resources for review.

## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** April 10, 2018/ 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Douglas Scheidt, Erin Voisin

**Guests:** Debra Joseph-McEwen, Melissa Evans, Betsy Rohr Adams, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: EOP Advising (Debra)**
  - a. **Data/Discussion:** In looking to serve students more effectively with regard to advising, Debra asked if EOP student counselors can be added in Banner as their secondary advisor, as we know EOP students and have a stronger rapport with their EOP counselors. Debra would like her students to first seek advising assistance with their EOP counselor, take their scheduling plan to their academic advisor where they will obtain their PIN, then see their EOP counselor after. It was suggested that EOP counselors utilize Degree Works and add detailed notes so the faculty advisors know what was discussed when meeting with their advisees. Debra also encourages EOP students to seek out their faculty advisors more than twice a year to help build a rapport with them as well. The Deans were fine with adding the EOP counselors as a secondary advisor.
  - b. **Action/Decision: Debra:** Ask JoEllen to add the secondary advisors in Banner. **Debra:** Communicate this process to the EOP students.
  
- II. **Topic/Question: New Student Advising & Orientation (Sharon)**
  - a. **Data/Discussion:** In planning for summer advising and orientation, Sharon asked for feedback regarding complaints last year from new students who arrived here for orientation and left without a schedule unsatisfied. She stated that June 18<sup>th</sup> begins summer advising. Currently, summer advisors have individual discussions with new students and walk them through putting schedules on themselves with their PIN. The problem seems to come in July during late orientation, as these students come with the expectation that they will leave with their class schedule. A protocol needs to be set up and followed. Mongoose communications have been successful. We can send a message to students notifying them that sometime over summer they will meet with (Advisor) and will build schedules up until August (date identified). After that, students may be able to build their schedule with the Advising Office or possibly an academic advisor. In early August, the Registrar's Office will build schedules for those who did not get scheduled yet.
  - b. **Action/Decision: Sharon:** Work on a schedule with Memorie that works for the Registrar's Office and advising. **Sharon:** Once a schedule is determined, Sharon will communicate to the campus what the regular process will be. Sharon will also put some wording in the orientation schedule. **Melissa:** Announce the scheduling process at Admitted Student Days so students and parents will know what to expect.
  
- III. **Topic/Question: Deposit Before Schedule (Melissa)**
  - a. **Data/Discussion:** Melissa explained that student schedules should not be put on before they pay their deposit, as this is causing problems in Banner. We believe we solved this problem at our last Banner Advisory meeting.
  - b. **Action/Decision:** The Deans' Offices and Admissions will work together to make this process more efficient and customer service friendly.

- IV. **Topic/Question: Admissions Updates (Melissa)**
- a. **Data/Discussion: Game Design & Development:** Our competition for this program is SUNY Poly. The feedback we are receiving regarding our program versus Poly is that their program is established. To help populate the program, it was decided that we will admit students directly into the program and not 001, and let students know that it may take them a bit longer if they are not at required levels.  
**NYC Bus Trip:** Our bus trip is full, and the students registered have an average of an 84 GPA.  
**Associated Colleges Academic Counselors Conference:** Tomorrow we are hosting a breakfast for the Associated Colleges event. The students tour all four of the associated college campuses. The breakfast is early in the event so we have a real opportunity here.  
**Mount Ida:** Mount Ida is a small private school near Boston and it is closing. They have Funeral Services and are concerned where to place their students. They also have Vet Tech. We have possibilities here, as their in-state tuition is close to our out of state tuition. Julia Radley will attend their college fair in two weeks.
  - b. **Action/Decision: Melissa:** Ask Game Design & Development faculty to reach out directly to potential students. **Melissa:** Reach out to Mount Ida's Admissions Office.
- V. **Topic/Question: Feedback from Admitted Student Day (Molly)**
- a. **Data/Discussion:** Molly and Melissa shared feedback from Admitted Student Day. There was a lot of confusion for students in the 001 "pre" programs, as they were not included in any of the presentations and building tours for their intended majors. This took away from their excitement. The Deans were fine with revising this process. More faculty and current students need to get involved, as this provides students with a wonderful, unique experience that will get them excited and want to come to SUNY Canton.
  - b. **Action/Decision: Melissa:** Attend school meetings to discuss Admitted Student Day and provide scripts for the faculty. **Melissa:** Include check sheets in the packets and hand them out during presentations.
- VI. **Topic/Question: Faculty Feedback ~ E-Core (Molly)**
- a. **Data/Discussion:** Faculty feedback was discussed and questions in regards to E-Core were clarified.
  - b. **Action/Decision:**
- VII. **Topic/Question: Course Fee Requests (Doug)**
- a. **Data/Discussion:** Course fees were reviewed.
  - b. **Action/Decision: Renee:** Reach out to the faculty to address concerns. Make necessary revisions and send to Amanda Rowley.
- VIII. **Topic/Question: Office of Sponsored Research (Betsy)**
- a. **Data/Discussion:** Betsy reported that the information for CITI has been updated on the Sponsored Research webpage. Anyone interested applying for external funding for research must complete CITI as well as the Responsible Conduct of Research and Conflict of Interest as soon as possible to ensure we are compliant. The Financial Conflict of Interest should be updated once every two years. Betsy stated that a group will need to be formed in case there is a conflict of interest case.

**b. Action/Discussion:** Doug and Betsy will discuss who should be on the Financial Conflict of Interest Group and reach out.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: March 27, 2018/ 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests:

- I. **Topic/Question: Associates Degree L/A Requirement Issues w/Degree Works**
  - a. **Data/Discussion:** Every degree program requires a certain number of liberal arts credits; this is mandated by SUNY and State Ed. AAS programs are required to include a minimum of 30 credits of liberal arts credits; however we have some AAS programs that do not have the required amount of liberal arts courses embedded in them; this is going to prove to be problematic when we go fully electronic in Degree Works.
  - b. **Action/Decision: Deans:** Have your curriculum coordinators review their programs and make appropriate revisions where necessary to ensure we are complying with these requirements.
  
- II. **Topic/Question: Review Draft Email - E-Core (Molly)**
  - a. **Data/Discussion:** The draft email was shared and discussed.
  - b. **Action/Decision: Molly:** Make suggested revisions and send to the Deans by this Friday.  
**Deans:** Send the email out to the faculty on the list with a first response deadline date of April 15<sup>th</sup> and final response deadline by the end of obligation.
  
- III. **Topic/Question: Anticipated Hires**
  - a. **Data/Discussion:** Anticipated hires spreadsheet was reviewed.
  - b. **Action/Decision: Renee:** Update changes and send out to Deans. **Doug:** Share our budget needs with the President and Shawn.
  
- IV. **Topic/Question: Allocation Resources ~ Assessment Close the Loop**
  - a. **Data/Discussion:** Allocation of resources were discussed.
  - b. **Action/Decision: Doug:** Make final changes and disseminate to the faculty.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: March 20, 2018/ 1:00 -3:00 p.m. /MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Megan Riedl

- I. **Topic/Question: Student Accessibility Services (Doug & Megan)**
  - a. **Data/Discussion:** Megan shared Student/Faculty/Student Accessibility Services Office rights and responsibilities. Information regarding Student Accessibility Services can be found on their webpage. It was decided that Megan will attend school meetings to speak with the faculty and answer any questions they may have.
  - b. **Action/Decision: Megan:** Reach out to the Deans' Offices to set up her attendance at school meetings.
  
- II. **Topic/Question: WFH, E-Core & Framework (Molly)**
  - a. **Data/Discussion:** Molly shared the work for hire and E-Core framework with the group for review and discussion.
  - b. **Action/Decision: Molly:** Draft the email to be sent to the faculty.
  
- III. **Topic/Question: Mid-Term Grades**
  - a. **Data/Discussion:**

We have a situation this semester where a faculty member fell ill and another faculty member stepped in to finish out teaching the course. Thus, the replacement faculty member, who does not have any student assessment yet, wondered what to enter for mid-term grades.
  - b. **Action/Decision: Deans:** In special circumstances like this, encourage the faculty member to communicate the assessment with the students and leave the mid-term field blank. Ask the faculty member to let the Dean and Registrar know so they are aware. It was also decided that we will continue with the current mid-term process that was agreed upon last October.
  
- IV. **Topic/Question: Textbook Adoptions**
  - a. **Data/Discussion: Reminder:** Textbook adoptions are due on April 9, 2018.
  - b. **Action/Decision: Deans:** Reiterate the textbook adoption deadline to your faculty and stress the importance of meeting this deadline.



## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** March 13, 2018/ 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:** Kyle Brown, Memorie Champine, Tess Murphy

- I. **Topic/Question: Banner Function ~ Wait Lists (Group)**
  - a. **Data/Discussion:** This is a baseline Banner function and Memorie will get to this after her current priorities are completed.
  - b. **Action/Decision:**
  
- II. **Topic/Question: BDMS on UCan Web (Group)**
  - a. **Data/Discussion:** The goal is to move paper processes to Degree Works for advisement and grade review purposes in order to help the faculty advisors better assist students. There first needs to be an analysis phase to determine what documents should be available to faculty on UCan Web so that a prototype can be developed. Although the Deans' Offices will continue to scan information in, there still may be changes in procedures to make an automated imaging system. Once this is done, then there will need to be training for the faculty. Kyle mentioned that if we would like to have this rolled out for October advising, we will need to get moving, as he needs to prepare for license procurement, workload, and training concerns.
  - b. **Action/Decision: Renee:** Pull together a small committee to create a schematic of all systems and to determine what is/should be in them and what BDMS documents the faculty advisors need to have access to.
  
- III. **Topic/Question: Evaluation & Assessment for Open SUNY Visit (Molly)**
  - a. **Data/Discussion:** April 9<sup>th</sup> is our conference call with Open SUNY. This is the third leg of their initial visit, the re-certification of Open SUNY Plus campuses. We want to ensure we keep our Open SUNY Plus designation, which gives us priority on the website. The Deans reviewed the rubric in preparation for the conference call.
  - b. **Action/Decision: Molly:** Make revisions and send the rubric to the Executive Cabinet for review.
  
- IV. **Topic/Question: Clery Act Paperwork (Mike)**
  - a. **Data/Discussion:** There is confusion as to what information is required for student travel by University Police.
  - b. **Action/Decision:** It was decided that this topic will go to the Executive Cabinet so we can gain some clarity as to what is needed. **Mike:** Ask Michaela to add this to a future agenda and invite Alan Mulkin.
  
- V. **Topic/Question: E-Core (Molly)**
  - a. **Data/Discussion:** The final GER list was reviewed and the courses we would like to purchase in perpetuity were identified.
  - b. **Action/Decision: Molly:** Craft an email to be sent to the faculty.

## Deans' Cabinet Plus

### Agenda/Action Items

Date/Time/Location: March 6, 2018 / 9:00-11:00 / MAC 620

\* Denotes that President Szafran will attend

Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, Christa Kelson, Molly Mott, Michael Newtown, Betsy Rohr Adams, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

Guests:

- I. **Topic/Question: Office of the Registrar Report (Memorie)**
  - a. **Data/Discussion: Credentials:** Memorie reported that we are now live with Credentials, our new electronic transcript system. We want to get away from printing paper transcripts altogether, so we will now print transcripts once a week only and direct students to use Credentials. Memorie mentioned it is possible that we will offer free SUNY to SUNY transcripts to students down the road, however this is still in the discussion phase.

**EMS:** EMS is the new scheduling software for electronically reserving and optimizing space on campus. We are currently in the test phase and Memorie is looking for feedback. She will be reaching out to the Deans' offices to go out and play around with the system. The plan is to roll this out to the campus after Commencement, as EMS will be utilized by other offices on campus as well. Anyone who reserves a space on campus will need to learn how to use the software. The goal for opening EMS for room reservations is June or July.

**Course Change Notice Workflow:** We are in the demo stage for the Course Change Notice workflow up through the first three days of classes.

**Transfer Finder:** Transfer Finder is now live.

**Finals Week Reminder:** Faculty must be doing something of academic merit during week 15 (finals week), as we are required to meet Carnegie units.
  - b. **Action/Decision: Deans:** Remind faculty that because we already have an abbreviated semester (14 weeks plus one for finals), they are obligated to be doing something of academic merit during finals week.
  
- II. **Topic/Question: Office of Admissions Report (Melissa)**
  - a. **Data/Discussion:** Melissa reported on our current application numbers and stated that our EOP numbers are better, as OOP notified us that we have to cut our EOP admits by 30% for now as opposed to their original directive of 50%; this is a difference of about 15 students. An EOP waiting list has been created so that we will have students in line to admit into the program after the melt. Those who cannot be admitted into EOP will be admitted into "pre" majors or Jump Start depending on where they best fit. Melissa also noted that our spring travel has started and the counselors will be covering high school and community college fairs and events. Melissa has been meeting with departments across campus to strategize on how to grow enrollments. She stated that Diane Para sent a personalized note to students admitted into her program in hopes of yielding admitted students that have not yet deposited.
  - b. **Action/Decision: Deans:** Ask faculty if there is any interest in doing something similar to Diane Para's personalized notes; if so, direct them to Melissa. **Doug:** Reach out to Theresa Foster at SUNY to see about possible summer B.I. training for Academic Affairs, with an academic focus and refresher.

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

**a. Data/Discussion: SOS:** Sarah reported that we have all needed responses to the Student Opinion Survey.

**Concurrent Remediation:** Sarah shared student success rates for concurrent vs. non-concurrent remediation for Math 100/106 and English 097/101 over the past three years. Data supports that students who take the courses concurrently (both classes taken simultaneously) rather than non-concurrently do better overall. Mike stated that students advocated for one of the math courses taken in the morning and the other in the afternoon, as a break is needed; they have implemented that for the current semester. Sarah made a note to check if that also has an impact in future analyses.

**b. Action/Decision:**

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

**a. Data/Discussion:** Betsy reported that the IITG grants were due yesterday and we had one submission (E-sports). She also mentioned that we were able to get Miles' project in. The CITI program is up and ready. CITI is responsible conduct of research and is known throughout the federal government. It is a subscription service that SUNY Research Foundation pays for and it trains people to promote ethical research. Anybody who writes a project or sits on the IRB needs to take the CITI training and complete the conflict of interest statement. As a campus we have had very little work in this area, but as we are growing we need to learn the language and move forward. Betsy also reported that we will be going online with the SUNY Research Foundation PACS (Pre-Award & Compliance System) project and before we can apply, CITI trainings are required. PACS is an easy app to use and will also serve as a check system for the IRB committee and reporting. This is a good time to come up with a list of responsibilities and policies for the IRB.

**b. Action/Decision: Betsy:** Reach out to the IRB Chair and call for a meeting.

**V. Topic/Question: E-Core - Course Development Identification (Molly)**

**a. Data/Discussion:** We want to start developing online GER courses in perpetuity. We currently have four GER courses in perpetuity; two Natural Science and two Social Sciences. Doug asked if the course sheet can be sorted by Gen Ed. This will be brought back to Deans' Cabinet next week.

**b. Action/Decision: Sarah:** Revise the listing so it is sorted by Gen Ed (1-10) for easier perusal.

## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** February 27, 2018/ 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:**

- I. **Topic/Question: Winter Demographics & Outcomes (Molly)**
  - a. **Data/Discussion:** Molly shared the Winter 2017 demographics and outcomes, as well as student feedback with the group.
  - b. **Action/Decision: Molly:** Send Renee the student feedback so this information can be shared with the faculty.
  
- II. **Topic/Question: Review of E-Core List (Group)**
  - a. **Data/Discussion:** A list of GER courses identifying SUNY Canton's enrollments for the past few regular term semesters was reviewed. Doug requested that off-term, non-SUNY Canton student enrollments be included as well, so that the highest enrolled GER courses overall can be determined. With that data, we can identify what the most common GERs are and what the financial impact is on our students. In addition, this information will be helpful for marketing purposes.
  - b. **Action/Decision: Molly:** Reach out to Institutional Research and request that data be run. Molly will share the information out and this discussion will be revisited.
  
- III. **Topic/Question: Anticipated Hires (Doug)**
  - a. **Data/Discussion:** The most up to date listing of anticipated hires was reviewed and discussed regarding next academic year's hiring needs.
  - b. **Action/Decision: Renee:** Send the Deans the updated listing. **Deans:** Re-look for accuracy and send any revisions to Renee. We will discuss further at a future Deans' Cabinet meeting.
  
- IV. **Topic/Question: Assessment Allocations (Doug)**
  - a. **Data/Discussion:** The slides from the Deans' Assessment Resource Symposia were reviewed and discussed.
  - b. **Action/Decision: Renee:** Revise and send the Provost's assessment resource allocation spreadsheet to the Deans for final review.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: February 20, 2018 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt

Guests:

- I. **Topic/Question: 2 for 1 Substitutions (Ken)**
  - a. **Data/Discussion:** Concerns were raised regarding the granting of transfer credit for two lower level liberal arts electives in place of one upper level liberal arts elective. There has been inconsistencies, as SBLA is the only school currently doing this. Christa has reached out to department chairs and curriculum coordinators questioning why we have been doing this and the response has been to make our degrees more transfer friendly.
  - b. **Action/Decision: Christa:** Look at the programs and figure out what is happening in these programs that could be tripping up the students. (Note: We only have to send revisions to SUNY if we are changing 30% of our credit changes in a program).
  
- II. **Topic/Question: Backfilling Expenditures (Molly)**
  - a. **Data/Discussion:** There are required programmatic expenses that have not been funded by the state in recent years. Doug is fine with backfilling those needs with off-term funds. **Molly:** FYI - SUNY told EOP to scale back 50% of our enrollment and wait list students. For us that means approximately 30 students. Possible solution suggested is enhance our Jump Start program.
  - b. **Action/Decision: Deans:** Estimate what your priorities are and send your needs to Renee. **Renee:** Add funding into Deans' off-term accounts.
  
- III. **Topic/Question: Vacant Building Space (Christa)**
  - a. **Data/Discussion:** Christa inquired about SUNY Canton's plan to purchase building space in Canton and how that may tie into to her school in particular. Dr. Szafran has been searching for quite some time for space to move forward with an entrepreneurship accelerator as a way to have SUNY Canton contribute to the economy of the North Country. As this is a President's initiative, Christa was encouraged to reach out to Michaela to add it to an upcoming Executive Cabinet agenda if she wants to hear more about it.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Card Comments (Doug)**
  - a. **Data/Discussion:** The remaining Division of Academic Affairs card comments from the convening were reviewed and discussed.
  - b. **Action/Decision:**
  
- V. **Topic/Question: Online Course Development Work for Hire (Christa)**
  - a. **Data/Discussion:** As more online courses are being developed, the question arose as to what happens when a course purchased in perpetuity needs to be updated or refreshed. Should updates be done by the curriculum coordinator and be considered as university service? There needs to be clarity as to what is considered "extra service" with regard to

updating courses we own in perpetuity and there should be a “range of revisions” in which to go by.

- b. **Action/Decision:** It was decided that this should be brought to the Online Learning Advisory Committee for their guidance. **Molly:** Reach out the OLAC. Their charge will be for in perpetuity courses not being taught by the developer/instructor, think about guidelines for refreshing/updating courses and create a range from zero through \$3000 (new course purchase price) compensation and also who should be doing it.

## Deans' Cabinet

### Agenda/Action Items

Date/Time/Location: February 13, 2018 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: Memorie Shampine

#### I. Topic/Question: Wait Lists (Memorie)

- a. **Data/Discussion:** Memorie reported they had a lot of issues with the wait lists this semester. She stated that there is a Banner function where wait lists can be automated. The program would notify the first student on the wait list at which time the student would have 24 hours to add the course to their schedule on UCan Web. If the student does not add the course within that timeframe, the next student on the list will be offered the same process and so on. It was suggested that perhaps the Banner consultant we are hiring through the PIF grant could set this process up.
- b. **Action/Decision:** It was decided that the Dean's Office secretaries will add students to wait lists only up until 3:00 p.m. on day 2 of classes. **Renee:** Check with Kyle to find out if the list compilation has been set up yet in One Drive. **Molly:** Check to see if this is something the Banner consultant can do for us. **Update:** Molly checked and this is not something the Banner consultant can do. However, Information Services may be able to assist Memorie with the set up. **Renee:** Invite Kyle, Memorie, and Tess to an upcoming Deans' Cabinet meeting.

#### II. Topic/Question: Automating Grade Review Task Group: Next Steps (Group)



How can we improve  
DegreeWorksSBLA 02

- a. **Data/Discussion:** It was agreed that moving from paper folders to full utilization of Degree Works is going to be a process that we will tackle in steps, beginning this May. Training is going to be key. A suggestion was made to investigate making BDMS available to faculty in UCan Web, as this information is of value and would eliminate the "paper" piece of grade review. Questions/concerns from SBLA faculty with regard to Degree Works was shared and discussed (attached). The goal is that faculty will only need to review those advisee records who appear on the academic standing list and not students who are in good standing. Our tentative goal:
  - i. **May 2018:** Faculty to continue using paper folder **in addition** to utilizing Degree Works. Faculty will check for errors and corrections in Degree Works and submit them to the Dean's Office so they can be fixed. Faculty advisors will be encouraged to utilize Degree Works when meeting with their advisees during pre-registration.
  - ii. **December 2018:** Paper folders will be eliminated. Academic Standing lists will be sent from Registrar and faculty will only need to look at students who are **not** in good standing. Issues with Degree Works will continue to be sent to the Deans' Offices so they can be fixed.
  - iii. **May 2019:** Our entire grade review process will be done completely electronically on Degree Works.
- b. **Action/Decision: Deans:** Encourage faculty to advise their students using Degree Works this semester at your next school meeting. **Molly:** Check with Kyle to find out if BDMS can be viewed by faculty on UCan Web and if so, what is the best course of action for

getting everything scanned into BDMS. It was suggested that it may be more cost effective to hire an outside agency to scan everything into BDMS for us. **Update:** Molly spoke with Kyle. BDMS can be viewed on UCan Web. **Renee:** Invite Kyle and Tess to an upcoming Deans' Cabinet meeting to discuss what the best course of action is in getting this done.



GER enrollments.xlsx



GER online offerings.docx

**III. Topic/Question: E-Core (Molly)**

- a. **Data/Discussion:** Molly shared information regarding E-Core and the GER enrollment data from Spring 2016 - Fall 17. In order to reduce costs for our students, we would like to have a complete online core of General Education courses, utilizing OER books. The preference is to pay for the online development of courses in perpetuity. Mike will look into developmental math as an online offering.
- b. **Action/Decision: Deans:** Review and prioritize high enrolled General Education courses for development in perpetuity. The list will be reviewed at our February 27<sup>th</sup> Deans' Cabinet meeting. **Deans:** Check with faculty, perhaps start with current faculty who teach online are familiar with our online course development/review process. **Molly:** Reach out to her contacts and ask how much they offer in perpetuity and how they deal with refreshing online courses.

**IV. Topic/Question: Strategic Initiative Grant Program (Doug)**

**Due Date: April 15**

**Notification Date: May 15**

- a. **Data/Discussion:** The Deans reviewed the Strategic Initiative Grant Program request for proposals and application and had no concerns.
- b. **Action/Decision: Renee:** Send out to the Division tomorrow.

**V. Topic/Question: Announcement: Assessment Allocations (Doug)**

- a. **Data/Discussion:** The requests for funding from the Deans' Assessment Symposia will be reviewed and action/resources needed will be decided.
- b. **Action/Decision: Deans:** Aggregate the funding requests into power point slides for review at next week's Deans' Cabinet meeting.

**VI. Topic/Question: 2 for 1 Substitutions (Ken)**

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

**VII. Topic/Question: Card Comments (Doug)**

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



## Deans' Cabinet Plus

### Agenda/Action Items

**Date/Time/Location:** February 6, 2018 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Melissa Evans, Christa Kelson, Molly Mott, Michael Newtown, Betsy Rohr Adams, Douglas Scheidt, Memorie Shampine, Sarah Todd, Erin Voisin

**Guests:** Dr. Szafran & Lenore VanderZee 9:00 – 10:00

**Deans' Cabinet Plus – 10:00 – 11:00**

#### I. **Topic/Question: Next SIFs (formerly called PIFs) Dr. Szafran and Lenore**

- a. **Data/Discussion:** Dr. Szafran and Lenore spoke with the group in anticipation of this year's round of Strategic Innovation Fund (SIF) awards. The process underwent many changes last year; this year SUNY's expectation is that whatever we do with our grants will be utilized to uplift SUNY as a whole. They have formed "Communities of Practice" so proposals can be scaled up across SUNY to help other campuses; there will be metrics that need to be met at every level. Dr. Szafran stated that we want to be prepared, we should aim high in terms of dollar amounts (we can adjust accordingly in the end), and that SUNY is looking for "big idea jump forwards." Suggestions of possible grant submissions included:
- i. Any new degree program we are contemplating, including needed equipment, space renovations, technology, etc.
  - ii. Any current projects we have involving our online students
  - iii. Ideas that may benefit student retention that can be replicated at other campuses.
  - iv. Re-submission of our OER/Gen Ed core at zero textbooks requests
  - v. Work with Office of Veteran's Affairs and the N.Y. Veteran's Administration for ideas to support veterans and assist them with transitioning to civilian life after the service. Thoughts included life skills, converged modality/flex classes, credit for prior learning, and eliminating deployment roadblocks. Create a model that can be used SUNY-wide.
  - vi. Completer degrees
    - \* Identify what the largest associate degrees are across SUNY and look to see if we have the bachelor online degree to match those programs. If not, can we create programs to offer for this initiative?
    - \* Offer a flexible, technologically-focused version so students have a more applied, hands-on, employable degree and include tracks.
    - \* Ideas mentioned to consider: micro-credentials, entrepreneurship, not for profit, grant writing, engaging in public advocacy, budgets, accounting, and "create your own major."
    - \* Perhaps consider having three branded degrees: one pointing towards entrepreneurship, one to public sector (not for profit), and one general, flexible, less rigid degree which could be used more so as a retention tool for current students who are already here.
    - \* Technological applied interdisciplinary studies.
    - \* Bi-lingual courses, potentially starting off with offering bi-lingual course materials.
- b. **Action/Decision: Deans:** Put some thought into possible things you wish to do.

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

- a. **Data/Discussion:** Melissa shared spring numbers for this semester; she will have more precise numbers at census. She also shared our fall deposits which are about even from last year at this time. Most of our growth is EOP applicants and we have a large number

of Game Design applications. This spring, Admissions plans to focus on reaching out to non-traditional students who have started, stopped out and have not finished. Melissa challenged the counselors to come up with ideas to reach out to these potential students. One suggestion was to have brochures to hand out to parents of our students who indicate that they had started a college degree but never finished. We never campaigned for out of state community colleges that have two-year degrees that could match up with our online bachelor degree programs. She said that they may look into investigating that cohort in the summer and also mentioned that they are planning to extend their office hours a few days past 4:30 to accommodate non-traditional students.

**b. Action/Decision:**

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

**a. Data/Discussion:** Sarah reported that the Student Opinion Survey opened on February 5<sup>th</sup> and we have had nearly 100 responses; we need 505 responses.

**b. Action/Decision:**

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

**a. Data/Discussion:** Betsy reported that she has been meeting with the PI (Principle Investigators) to look at our active grants and year's progress to see how we are doing financially and to make sure we are staying on track with our expenditures. Some updates are needed for our IRB and conflict of interest. Research Foundation needs CITI training, as it has expired. Betsy worked with CITI, SUNY RF, Doug and Shawn to update it. Betsy also noted that Miles Canino is applying for funding from the Technology Accelerator Fund through SUNY RF. That is due next week on the 16<sup>th</sup>, Betsy will be sending a draft around for signature.

**b. Action/Decision:**

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

**a. Data/Discussion:** No report

**b. Action/Decision:**

**VI. Topic/Question: Distance Learning (Erin)**

**a. Data/Discussion:** Erin shared our distance learning enrollment numbers from 2010 through our current semester. Hudson Valley Community College is charging significantly less for their distance learning program so we have been progressively losing students, as we cannot compete with the cost of community colleges. It was recommended that we explore broadening our efforts with our Dual Enrollment program, which would eliminate the current challenges we face (scheduling, technology replacement, etc.) with the distance learning program.

**b. Action/Decision: Renee:** Ask Michaela to add this to an upcoming Executive Cabinet agenda.

## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** January 16, 2018 / 9:00 - 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott (Skype), Michael Newtown, Douglas Scheidt, Erin Voisin

**Guests:** Betsy Rohr Adams, Sarah Todd and Memorie Shampine (10:00 a.m.)

### WELCOME BETSY!!!

- I. **Topic/Question: Welcome Betsy Rohr Adams**
  - a. **Data/Discussion:** Betsy Rohr Adams was introduced as our new Coordinator of Sponsored Programs. Betsy stated that she has extensive experience working at institutions similar in nature to ours. She plans to meet with all four of the Deans individually, as well as department chairs to discuss ways she can assist them in regards to grants.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Academic Recovery & FYI: SOS 2018 (Sarah)**
  - a. **Data/Discussion: Academic Recovery:** Sarah shared an academic recovery/academic warning analysis for the Fall 2014 freshman cohort regarding retention. The group reviewed the results. It was determined that recovery works best for students whom the program was designed, i.e., students who fall between the 1.5-2.0 range. It was suggested that the academic performance tool that we use to determine academic standing be revised and brought to Academic Standards. **SOS:** We can add 18 supplemental questions to the Student Opinion Survey. Sarah provided some questions that she thought would be pertinent and the group discussed them. The survey will be launched on February 5<sup>th</sup>.
  - b. **Action/Decision: Sarah:** Revise the academic performance chart and send to the Deans for review. **Sarah:** SOS: Revise the questions and send to the Deans for review and revisions. **Deans:** SOS: Please review and send Sarah your revisions by the end of the week. **Sarah:** Sarah will work on getting the incentive and with Public Relations to encourage students to respond to the survey.
  
- III. **Topic/Question: Automating Grade Review Task Group: Next Steps (Doug & Memorie)**
  - a. **Data/Discussion:** Tabled due to time constraints.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Including Imputed Grades in Academic Standing (Memorie)**
  - a. **Data/Discussion:** The question of whether or not imputed credits be included when determining academic standing was discussed. The Deans agreed that they should be included.
  - b. **Action/Decision: Memorie:** Include imputed grades going forward when running academic standing reports. The imputed grades will be pounded out afterward, as usual.
  
- V. **Topic/Question: Moving Winter Course Demand Deadline (Mike)**
  - a. **Data/Discussion:** There are concerns that the deadline for winter/fall course demands causes extra stress to faculty when they are busy with finals, etc. Memorie is fine with

shifting it and suggested having an earlier set date for both fall/winter and spring/summer course demands.

- b. Action/Decision:** It was decided that the fall/winter course demands will be due by November 15<sup>th</sup>. Spring/summer course demands will be due on May 15<sup>th</sup>. Memorie will send the Deans their templates on April 15<sup>th</sup> and October 15<sup>th</sup>.

## Deans' Cabinet

### Agenda/Action Items

**Date/Time/Location:** January 9, 2018 / 10:00 - 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Kenneth Erickson, Christa Kelson, Molly Mott, Michael Newtown, Erin Voisin

**Guests:** Kyle Brown, Christina Smith

- I. **Topic/Question: Payson 124/Nevaldine North 113**
  - a. **Data/Discussion:** A discussion regarding the Payson 124 and Nevaldine North 113 spaces took place. Kyle stated that both rooms are slated to be fully completed before the start of the spring semester. Christina noted that she has been providing training to folks who are planning to utilize the space, be it for flex classes, lecture capture, or professional development purposes. She asks that if there is anyone who plans to use the technology in those rooms who need training, to please let her know and she will reach out to those faculty. Lisa Sieg will be available to assist faculty who are using the technology in the rooms. The question of adding a third room was discussed. As we are early in getting folks acclimated to using the technology and with the very few faculty who are utilizing those spaces now, Kyle wondered if we could hold off on the third room until next winter. His preference is, mostly for budgetary reasons in terms of equipment replacement cycles, to have them staggered out. The Deans agreed and do not feel it necessary to plan for a third space this summer and that it could be decided going forward if the space is needed. If it decided that the space is needed, work could be slated for next winter.
  - b. **Action/Decision: Deans:** Let Christina know if you have faculty who are planning to use these spaces so she can reach out to them for training. **Renee:** Follow up with Pat Hanss regarding the swipe key status for faculty and staff to access the two rooms. **Renee:** Speak with Doug about this discussion to get his feedback and let the group know his decision. **UPDATE:** After speaking with Doug, it was decided that we will hold off on moving forward with the third space and will revisit this topic in the summer.

## Deans' Cabinet Plus

### Agenda/Action Items

Date/Time/Location: January 2, 2018 / 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

Guests:

- I. **Topic/Question: Office of the Registrar Report (Memorie)**
  - a. **Data/Discussion: FYI:** Spring 2018 billing deadline is this Friday so Memorie will begin dropping schedules for continuing students on Monday. She also mentioned that there was concern from the One Hop Shop that offices not available during break caused students to call their office upset.
  - b. **Action/Decision: Memorie:** Encourage OHS staff to direct students to email offices that are closed, as many offices do respond to email over break.



EMWG Recruiting  
Subcommittee Transfer

- II. **Topic/Question: Office of Admissions Report (Melissa)**
  - a. **Data/Discussion:** Melissa updated the group on spring and fall numbers. We are up on deposits and transfers for spring and first time freshman we are about even. For fall, we are steady with last year in terms of deposits and we have 750+ applications ahead of last year fall. Hannah has left on maternity leave and Kathy Limoges and Tiffany Daily are replacing her while she is out. Julia will be in the office every day to answer transfer questions. The transfer team is meeting weekly, our transfer workload is huge right now. Melissa updated the group on the executive summary from the Enrollment Management Working Group transfer sub-committee. There is room for improvement for our transfer students as a whole. The scholarship money we award transfer students is minimal compared to what our new freshman receive. We are working on better transfer orientation and transfer-related processes. If we are to keep growing our transfer population, we need to find ways to help ourselves better service these students. Since we do not have a fully staffed transfer office as other colleges do, we are continuing to look for ways to better streamline our current processes. She stated concern that there is still too much back and forth with corrections for transfer students who are already here. It is important that the faculty get used to relying on Degree Works instead of paper folders. By utilizing Degree Works, the kinks can be ironed out and corrections can be made as we go. The subject of why we are creating new admissions records in Banner for students who change their major was also discussed; it was suggested that there could be financial aid implications by not doing that. Melissa also mentioned that the triage dates will be shared with the Deans and Julia will be the point of contact.
  - b. **Action/Decision: Sarah:** Ask Kerrie what the implications are if we change a student's major without putting a new record on SAAADMS and get her input. **Memorie:** Check with other SUNY Registrars and find out where their transfer database is housed and what level employee maintains it (e.g., our person is currently an SL-3). **Melissa:** Send the Deans the listing of emails of transfer corrections that were sent to her office and also share the triage dates.

- III. Topic/Question: Office of Institutional Effectiveness Report (Sarah) Academic Recovery; 2017 NSSE Results**
- a. **Data/Discussion: NSSE:** Our campus participated in the NSSE survey for students. Sarah stated that we had a 32% response rate and she shared the data with the Deans. Sarah also mentioned that there have been revisions to the Student Opinion Survey which will be helpful with regard to our institution. The SOS will be geared towards online students as well as face to face students; this element is important to us as 26% of our student body is online only students. The dates for the SOS have not yet been established, Sarah is waiting for the invoice to pay for the survey. She is hoping we can get it out in February so it doesn't run into spring break. These surveys are mandated by SUNY.
  - b. **Action/Decision:** Due to time constraints, Academic Recovery will be tabled until next week. Sarah will attend.
- IV. Topic/Question: Office of Research & Sponsored Programs Report**
- a. **Data/Discussion: FYI:** Search is over and an offer has been made to the candidate who will replace JoAnne. The person will be starting after Martin Luther King Day.
  - b. **Action/Decision:**
- V. Topic/Question: Process for Approval of Minors (Renee & Memorie)**
- a. **Data/Discussion:** The Deans and Doug are fine with simplifying this and making it a one-step process.
  - b. **Action/Decision: Renee:** Let Nick know and ask him how he would like to move forward with governance (i.e., Curriculum Committee or Faculty Affairs).
- VI. Topic/Question: Repeating Courses (Renee & Memorie)**
- a. **Data/Discussion:** The question arose whether or not the most recent repeated courses should be excluded or included in regards to GPA calculation. Currently, we exclude the most recent repeated course, however that changes academic standing outcomes.
  - b. **Action/Decision: Renee:** Ask Wil to add this to the next Academic Standards agenda.