

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** December 16, 2020 / 10:00 – 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Continuing/Associate Professor Simultaneously**
  - a. **Data/Discussion:** For tenure-track faculty progressing along in the typical way, Peggy would like to evaluate these faculty for both continuing appointment and promotion to associate professor simultaneously, rather than separately. It is understood that atypical situations occur, and this new process would only apply to faculty hired as an assistant professor where everything is progressing according to the rank matrix requirements of their program.
  - b. **Action/Decision:** Going forward when reaching out to faculty who will be coming up for continuing appointment review, we will notify those eligible for the process that they will also be reviewed for promotion and to plan accordingly when preparing their portfolio materials.
  
- II. **Topic/Question: Prior Learning Credit Application Form**
  - a. **Data/Discussion:** Concerns arose from the Student Accounts Office regarding the inclusion of the semester that students will be given credit for prior learning courses on their transcript. They asked if wording could be included on the application form to indicate what semester the credits would apply to. However, typically those credits show at the top of the transcript without a semester attached to it as we do for transfer credits.
  - b. **Action/Decision:** It was decided to table this discussion until next semester.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: December 9, 2020 / 10:00 - 12:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Fall 2021 Schedule**
  - a. **Data/Discussion:** Our goal is to be able to bring our students back to campus next fall, in the dorms, and conduct the semester as usual. A major factor of that happening is our delivery of the courses we are offering. Therefore, we will be making sure that our students are getting what they expect when they commit to attend SUNY Canton, which is face to face course offerings.
  - b. **Action/Decision:** It was decided that we will plan for the Fall 2021 semester as we typically do with a robust schedule of face to face offerings. We will see how things are going during the spring and summer and if we need to pivot from there, we can.
  
- II. **Topic/Question: Faculty Concern: Possible Remote Access for Spring**
  - a. **Data/Discussion:** The question was raised as to whether or not faculty have permission to come to campus to work in the Spring 2021 semester if the need arises where they are required to teach remotely. Some faculty have indicated that they do not have reliable internet at home and as such, prefer to work on campus.
  - b. **Action/Decision:** As of now, the campus is not closed. So if faculty wish to come to campus to teach their courses and utilize the campus resources, they may absolutely do so.
  
- III. **Topic/Question: Assistant Lecturers / Lecturers Portfolio Review Process**
  - a. **Data/Discussion:** Reminder: The Assistant Lecturer position was developed in Fall 2019 to replace the "full-time adjunct" issue. Faculty appointed into that title were given a one-year appointment. They only needed to submit their hard copy materials (i.e., Personnel Action Form, Chair and Dean's recommendation letters, and C-2) through the Chair/Dean/Provost/President approval process in Spring 2020. No Peer Review Committee was required, nor were they required to put their materials in Blackboard. However at this time, Assistant Lecturers will be required to follow the same reappointment procedure as all Lecturers. Those Assistant Lecturers will be evaluated again with this spring 2021 review, and if the position is still needed, will be made a "Lecturer" or will be appointed back to adjunct status if there is still a need.
  - b. **Action/Decision: Deans:** Make sure the Fall 2019 Assistant Lecturers are aware of this.
  
- IV. **Topic/Question: Lecturer Advising Load - Revisit**
  - a. **Data/Discussion:** The Lecturer advising load spreadsheet was reviewed and discussed.
  - b. **Action/Decision:** Peggy will take this to the Labor Management Group.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: December 2, 2020 / 10:00 – 12:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Melissa Evans

#### I. Topic/Question: Transfers Update

- a. **Data/Discussion:** Melissa updated the group on the work her office is doing with transfers. Credit evaluations are very time consuming, as Admissions works with not only our standard transfer students, but also SUNY Online students as well as the “shoppers” who may or may not attend. Some faculty have been very helpful jumping in and assisting with transfer evaluations within their programs. It would be advantageous if more faculty could assist with transfer evaluations, as their expertise and input is invaluable, as well as could potentially increase enrollments in their programs with timely evaluations.
- b. **Action/Decision:**

#### II. Topic/Question: e-Campus – Textbook Vendor

- a. **Data/Discussion:** Mike explained that the College Association was approached by e-Campus, an outside textbook vendor. They offer textbooks at about 1/3 of the cost. They provide new and used textbooks, rentals, access codes, in-house lab manuals, etc. e-Campus will work directly with the faculty. Faculty will continue to find their texts through the publishers and send the ISBN#s to e-Campus; e-Campus can also assist faculty choose their textbooks if they wish. Students can have their textbooks mailed to their home address prior to arriving on campus so that when they get here, they are prepared. Some other SUNY campuses are using e-Campus and are happy with them, once they get through the initial transition. Information Services will need to work with the College Association and e-Campus to get it up and running. The College Association would like to have the College ready to begin using e-Campus for summer 2021 and want to ensure the campus is behind it. Mike indicated that this topic is on the Executive Cabinet agenda.
- b. **Action/Decision:** The Provost's Cabinet agreed that this sounds like a very student-friendly, as well as faculty-friendly initiative. **Deans:** Submit any additional questions you may think of to Mike so he can address them prior to the Executive Cabinet meeting.

#### III. Topic/Question: Late Registration Fees

- a. **Data/Discussion:**
- b. **Action/Decision:** It was decided to remove the late registration fee hold so there are no roadblocks for student scheduling for the spring semester. **Renee:** Reach out to the One Hop Shop and ask that the hold be removed for the spring.

#### IV. Topic/Question: F2F vs. Online Courses in Spring

- a. **Data/Discussion:** We would like to continue to work on accommodating student learning preferences, which includes more face to face courses.
- b. **Action/Decision: Deans:** Continue working with your faculty to ensure that more courses are being offered in a face to face format for the spring semester.

- V. **Topic/Question: Faculty Line Requests**
- a. **Data/Discussion:** Peggy is working with Dr. Szafran on faculty line requests. As there continues to be a hiring freeze, we must spend as conservatively as possible. Our justifications for new hires will need to be very strong and our requests for critical positions only.
  - b. **Action/Decision:** Peggy will work with the Deans on justifications and placing ads. She will present hiring packets to the Vice President's Group.
- VI. **Topic/Question: Final Exam Schedule**
- a. **Data/Discussion:** There is no final exam posted at this time and as such, students are unaware of when their final exams are scheduled for. To ensure that exams are not conflicting, days and times need to be specified. Therefore a final exam schedule needs to be posted. Peggy also indicated that final exam dates and times should be included in the faculty class syllabi going forward. She also suggested that there should be a hyperlink included in the published academic calendar directing faculty, staff and students to the final exam schedule.
  - b. **Action/Decision: Renee:** Draft an email to be sent to the Registrar's Office.
- VII. **Topic/Question: Lecturers - Advisees**
- a. **Data/Discussion:** Peggy was asked to provide the advisee listing for the three schools and the information was brought to the Labor Management meeting. The issue was Lecturers teaching 5/5 loads being given too many advisees.
  - b. **Action/Decision: Deans:** Let Peggy know the status of the Lecturer advisee loads for faculty teaching 5/5 loads so that she can work to address the issue and provide the solution to the Labor Management Group.

## Provost's Cabinet

### Agenda/Action Items

**Date/Time/Location:** November 11, 2020 / 10:00 – 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Sarah Todd

#### I. **Topic/Question: NSSE Results**

- a. **Data/Discussion:** Sarah shared the results of the Spring 2020 National Survey of Student Engagement (NSSE). Given the fact that we are restricted to only first time freshmen and seniors, plus the timing of the survey occurring both before and after the COVID shutdown, the survey had a very low response rate (only 6.5% of students participated). Overall, the survey results were positive, with SUNY Canton exceeding our SUNY peers in several areas, including: student perceptions on how supportive the campus is, campus commitment to diversity and inclusion, student feelings on being valued and feeling comfortable on campus, and the quality of their interactions with campus staff.
- b. **Action/Decision:**

#### II. **Topic/Question: Rights to Online Courses**

- a. **Data/Discussion:** The College is no longer paying for rights to online course shells, and concerns have been raised regarding access to shells for new faculty and/or adjuncts. Practices at other institutions were discussed, including faculty sharing course shells and 'work for hire', where adjuncts are provided a master syllabus and develop their own course.
- b. **Action/Decision:** It benefits both the program and our new colleagues if faculty online shells are shared, but faculty may choose to not do so. At a minimum, the master syllabus for the course should be shared.

#### III. **Topic/Question: Degree Works – Defining Core Majors**

- a. **Data/Discussion:** Degree Works is set up so that minors are 'stealing' the math courses from the math requirement in the major. When Degree Works was originally scribed, everything was put into the major, and GER sections were separated out. The Deans would like to have Degree Works specify core courses for the major, with other courses listed as cognate or some other means of coding to separate those courses out. We know Degree Works has this capability and the College is ready to go to that next level; especially now when double majors are being considered. It would be imperative for students to be able to access both of their majors. Additionally, given where education is going with stacking credentials, this is exactly what we need to do.
- b. **Action/Decision:** As a first step, it was decided to research how other campuses code degrees in Degree Works.

#### IV. **Topic/Question: Change of Major Deadline**

- c. **Data/Discussion:** Unless there are Financial Aid or possible international student status implications, there is no reason to process change of major forms after census date within the same semester.
- d. **Action/Decision:** It was decided that change of major forms will not be processed after census date within the same semester unless there are extenuating circumstances

including, but not limited to, those mentioned above. Exceptions will be at the discretion of the Deans. **Renee:** Let the Deans' Office staff, the Registrar, and Financial Aid know this decision.

III. **Telecommuting**

- a. **Data/Discussion:** The Provost/Deans' offices have received a higher than usual number of student complaints regarding changes in course mode of delivery (from F2F to remote) and unavailability of advisors during the advising period.
- b. **Action/Decision:** To work remotely, all faculty and staff must have an approved Telecommuting agreement on file. The Provost will send an email to the faculty regarding professional obligations during the pandemic, reinforcing that it is not within the purview of faculty to change the mode of course delivery (this is a decision that must be approved by the School Dean and Provost) and that advising of students is an essential component of obligation.

V. **Topic/Question: Straighterline.com Courses**

- a. **Data/Discussion:** Straightliner.com is an unaccredited, for-profit entity which offers courses at a very low tuition rate. There is a consortium of colleges that are in network, however should we be accepting these courses as transfer credit? The main concern raised is the fact they are not accredited. Another concern is the competition, specifically during our off-term semesters, due to their low cost.
- b. **Action/Decision:** It was decided that going forward we will not accept courses from straighterline.com. Students may take the course as a 'refresher' meaning, they already took the course here and passed it but not with the grade needed to move forward (ex., A&P I for programs requiring a C to move to A&P II and the student received a D). If the student received a failing grade, the student may opt to take the straighterline.com course to help them pass the course here, but we need to make it clear that they would be required to re-take the course at SUNY Canton.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** November 4, 2020 / 10:00 - 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Section Code Key - Final Review**
  - a. **Data/Discussion:** The revised section code key was reviewed by the group.
  - b. **Action/Decision: Renee:** Forward the new section code key to Memorie and Tess. We will implement hopefully for summer session.
  
- II. **Topic/Question: Face to Face Courses in Spring**
  - a. **Data/Discussion:** SUNY has indicated that they would like campuses to increase as many face to face course offerings as they can (to the extent possible) for the spring semester. Admissions numbers are being impacted and SUNY recognizes that online learning isn't for everyone. SUNY will be tracking the percentages of online versus F2F course offerings on a public dash board. As such, we need to show a percentage increase in our face to face offerings.
  - b. **Action/Decision: Deans:** Talk with your departments and make adjustments where possible.
  
- III. **Topic/Question: FYI: SUNY Approval - Programs Returning Early**
  - a. **Data/Discussion:** SUNY needs to be notified of and approve any programs which will require students to return prior to our February 1<sup>st</sup> start date. This will be submitted as part of our re-opening plan.
  - b. **Action/Decision: Deans:** Check with your departments and let Peggy know as soon as possible.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 28, 2020 / 10:00 - 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Melissa Evans

- I. **Topic/Question: Admissions Outreach - Gaps**
  - a. **Data/Discussion:** Admissions needs to know what faculty they can direct student inquiries to going forward.
  - b. **Action/Decision: Deans:** Let Melissa know what faculty will be the contact person in each program for student inquiries.



**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 21, 2020 / 10:00 - 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Sarah Todd

**I. Topic/Question: CIP Codes**

- a. **Data/Discussion:** There has been some confusion with regard to CIP codes. The course descriptions do not need to change, they just want to encompass like courses under the same code. Select the CIP code that fits best with the course.
- b. **Action/Decision:**

**II. Topic/Question: Classroom Observation Form**

- a. **Data/Discussion:** Concerns were raised that the current Classroom Observation Form is outdated. It was also noted that it is quite lengthy and could be pared down to about 3-4 good questions with enough space for the observer to make comments.
- b. **Action/Decision: Renee:** Reach out to Michelle Currier and request that the Faculty Affairs Committee draft a revision.

**III. Topic/Question: Tracking Dropped Schedules**

- a. **Data/Discussion:** Dropping schedules for non-payment of student bills continues to be problematic and not a student-friendly process. Therefore it was decided to collect data and re-visit this procedure going forward. Sharon is working on a tracking instrument and will share it out.
- b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: October 7, 2020 / 10:00 - 12:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Melissa Evans

- I. **Topic/Question: Admissions Updates**
  - a. **Data/Discussion:** 1. Admissions is seeking volunteers to serve as scholarship reviewers; the Deans made some suggestions of faculty who may be willing to serve. 2. Melissa talked about slight revisions to English and Math leveling because many students do not have SAT/ACT scores due to COVID. The Deans were fine with the changes. 3. Transfer students with less than 24 college credits completed at the time of application are required to submit their high school transcript. However all transfer students are encouraged to submit their high school transcript due to financial aid requirements; failure to do so may result in loss of some financial aid. 4. Melissa informed the Deans of minimal changes with regard to showcases and Open House.
  - b. **Action/Decision: Melissa:** Send the Deans an email to share with faculty seeking scholarship reviewer volunteers.
  
- II. **Topic/Question: Expectations for Services/Support When Remote @ Thanksgiving**
  - a. **Data/Discussion:** Although students will be fully remote beginning the week of Thanksgiving, the campus is still operating as business as usual and employees who are not approved for telecommuting are expected to be here per the semester staffing schedule.
  - b. **Action/Decision:**
  
- III. **Topic/Question: Shared Rights Courses - Expired Leases**
  - a. **Data/Discussion:** This topic was raised and discussed.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Balance of F2F vs. Online Courses - Spring**
  - a. **Data/Discussion:** We would like to encourage faculty to teach face to face courses in the spring semester to ensure we have a good balance of face to face and online course offerings.
  - b. **Action/Decision: Peggy:** Seek clarification from VPG as to face to face course offerings and available room space.
  
- V. **Topic/Question: MSCHE Guidance on Alternate Delivery Methods**
  - a. **Data/Discussion:** If programs can be completed with 50% or more of distance education delivery, they are required to be registered as such. This mandate was waived during the 2020 semesters due to COVID-19. NYS has extended that leniency for alternate delivery through the spring 2021 semester, but the Department of Education has not yet done so. With regard to select programs; 50% applies to all of the required courses for completion of the program including general education and core curriculum courses. The 50% applies to courses that are offered in their entirety online (100%) although courses utilizing mixed delivery or hybrid methods may be part of the program. NYSED

recommends that we do a thorough review of each program now to determine if any need to be registered after the flexibility ends at the end of the spring semester. Additionally, we may see Middle States guidelines and procedures regarding alternate delivery potentially coming into play in the spring if the federal government does not approve this waiver. We are already fully approved for distance education, so if the waiver is not extended for the spring term, we would be required to provide timely notification of additional online programs to MSCHE (i.e., within 30 days).

- b. Action/Decision: Deans:** Review programs to determine if any that are not currently registered for distance learning, need to be going forward.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location: September 23, 2020 / 10:30 - 12:00 p.m. / Microsoft Teams**

**Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell**

**Guests:**

- I. **Topic/Question: Fall/Spring Extra Service Internship/Orientation to Internship Compensation Policy**
  - a. **Data/Discussion:** We do not currently have a consistent deadline date for faculty compensation due to changes to enrollments for fall/spring internships, orientation to internships, practicums, and senior projects. Each Dean's office uses a different process and HR has asked that a uniform deadline be determined.
  - b. **Action/Decision:** It was decided that census date would be the date used to compensate faculty for their enrollments. The number of students enrolled the morning after census will determine final compensation. **Renee:** Update our policy and share with the Provost's Cabinet and Travis to update on the Provost's webpage. Let HR know the decision.
  
- II. **Topic/Question: Hiring Justifications**
  - a. **Data/Discussion:** The hiring justifications submitted by the Deans were reviewed, discussed, and prioritized.
  - b. **Action/Decision: Renee:** Update spreadsheet and send to the group. Peggy will look at the cost analysis data from Sarah and discuss with each of the Deans.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** September 9, 2020 / 10:00 – 12:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

**I. Topic/Question: Summer Session Data Analysis**

- a. **Data/Discussion:** The summer data was examined and discussed. Hard to compare much of the data to previous years because of the pandemic. Yet, it is consistent that students want upper GERs, business, and humanities courses. This was noted for future planning purposes.
- b. **Action/Decision: Deans:** Let Molly know if you would like IR to look closer at anything in this data or if you require additional data.

**II. Topic/Question: Faculty Concerns about the COVID-19 Internship Waiver**

- a. **Data/Discussion:** Concerns regarding the internship waiver were raised by faculty regarding one piece: *"I understand that if I choose not to complete an in-person internship or I become uncomfortable at the internship site that I can notify the college and receive online projects which will allow me to fulfill my internship requirement."* The concern is that this sentence implies any student in an internship can choose to back out of their internship at any time, forcing the faculty to provide instruction to the student.
- b. **Action/Decision:** Although most likely students would let us know if there is an issue and at which time we would give them an alternate experience, it was decided to eliminate that bullet point from the waiver document. **Peggy:** Let Julie and Shawn know we will be modifying the waiver.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: **Wednesday, September 2, 2020 / 10:00 - 12:00 / Microsoft Teams**

Attendees: **Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell**

Guests: **Suzan McDermott**

- I. **Topic/Question: C2's**
  - a. **Data/Discussion:** Suzan reminded the Deans that C2 forms must include course load and credit/contact hours on them so appointment letters are accurate.
  - b. **Action/Decision:** The Deans will make sure they are filled out completely going forward.
  
- II. **Topic/Question: SUNY Online Call for Nominations**
  - a. **Data/Discussion:** SUNY Online has sent a call for academic programs and courses to be included in the SUNY Online "portfolio" in an effort to generate student interest and enrollments. They are looking for creative courses based on timely topics that students, both traditional and non-traditional, would find interesting. Potential micro-credentials and other suggestions were discussed. Proposals are due to SUNY by September 14<sup>th</sup>. We only need to propose programs/courses, we do not need to commit to them.
  - b. **Action/Decision: Deans:** Reach out to your faculty and ask them to submit any ideas/proposals to you. Send compiled proposals to the Provost's Office by Sept. 10<sup>th</sup>
  
- III. **Topic/Question: Spring 2021 Schedule Course Demands**
  - a. **Data/Discussion:** Spring 2021 course demands are due to the Registrar by September 15<sup>th</sup>; however the Deans would like a couple more weeks to see how the Fall semester is going before submitting them. They requested the deadline be pushed back a bit.
  - b. **Action/Decision: Renee:** Ask Michaela to add this to tomorrow's VPG meeting agenda.
  
- IV. **Topic/Question: FYI: Plan for Course Transfer Evaluations**
  - a. **Data/Discussion:** The credit updates for current students and course equivalency tables have most recently been done in the Provost's Office. A new plan will be discussed this week and the process will be communicated out. Additionally, equivalencies with other SUNY campuses were to be done for all new courses prior to them being brought to Curriculum Committee for review; that is not being done.
  - b. **Action/Decision: Renee:** Add the equivalencies topic to the next Curriculum Committee agenda.
  
- V. **Topic/Question: 20-21 Searches**
  - a. **Data/Discussion:** There are several critical positions that will need to be replaced due to retirements.
  - b. **Action/Decision:** It was decided the Deans will put together justifications for each needed position and Peggy will bring them to VPG for review. **Deans:** Send justifications to Peggy and Renee by Friday, September 11, 2020.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** August 18, 2020 / 1:00 – 3:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Peer Review Document Review**
  - a. **Data/Discussion:** The peer review policy was reviewed and finalized.
  - b. **Action/Decision: Next steps - Peggy:** Share with Michelle Currier and Jim Hamilton.
  
- II. **Topic/Question: SUNY Online Updates (course offerings, winter term)**
  - a. **Data/Discussion:** SO is through the pilot phase, so processes should start to normalize. SO meetings will now be held monthly and focus on operations. The monthly meeting members will include the Dean, Program lead, Tonka from OL, and a member from Information Services and Admissions. Going forward, any policy issues that come up will be passed on to Peggy for discussions with Tod. Molly will continue to serve as the liaison with SO. Regarding SUNY Online winter course offerings: no Health Care Management courses will be offered; some Criminal Justice courses will be offered; however, they will also be open to non-SO students.
  - b. **Action/Decision: Molly:** Reach out to Dan with a list of people to invite to future meetings.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** August 11, 2020 / 1:00 - 3:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

**I. Topic/Question: Rank Matrices**

- a. **Data/Discussion:** The general rank matrix template was discussed and updated.
- b. **Action/Decision: Renee:** Make revisions and send back to the Deans for final review.

**II. Topic/Question: Peer Review Committees**

- a. **Data/Discussion:** The faculty peer review process draft was reviewed and discussed.
- b. **Action/Decision: Peggy:** Make suggested revisions to the draft and share with the Deans. Once complete, the process will be sent to Human Resources to finalize.



## Provost's Cabinet

### Agenda/Action Items

**Date/Time/Location:** August 4, 2020 / 1:00 – 3:00 p.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Hours / Delivery Modality: School Staffing – August 30<sup>th</sup>**
  - a. **Data/Discussion: FYI:** The Deans' Offices will be available to assist students virtually on Sunday, August 30<sup>th</sup> from 10:00 a.m. – 5:00 p.m. The staff have stated that they have everything they need and office phones will be forwarded to staff cell phones and the computer app.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Mandatory Curriculum Meeting Set-Up**
  - a. **Data/Discussion:** Program curricular meetings will be conducted virtually and faculty will meet with students via Teams. The meetings may be recorded for students unable to attend. In an effort to ensure students have the ability to use the Teams tool, a Youtube orientation video is being developed which will include information such as how to find/use the Teams app, tutoring, laboratory rules and social distancing, OER, contact information for the Deans' Offices, etc. It should be complete by the end of the week and will ultimately be emailed out to students.
  - b. **Action/Decision: Deans:** Let Mike know if you think of any additional valuable information that should be added to the orientation video. **Mike:** Share the finished product with the group.
  
- III. **Topic/Question: Peer Review Committee Revisit**
  - a. **Data/Discussion:** Peggy is working on drafting a peer review committee policy. Rank matrices will also be revisited.
  - b. **Action/Decision: Renee:** Add these topics to next week's agenda.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: July 28, 2020 / 1:00 – 3:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Kyle Brown

- I. **Topic/Question: Fall Technology Needs**
  - a. **Data/Discussion:** For planning and budgeting purposes for fall technology needs, Kyle is seeking guidance to ensure faculty have what they need. He suggested several portable items that would help faculty with their instruction, which are also cost efficient. He also mentioned that every other computer in labs and lounges are blocked off. While they are still there, the keyboards and monitors have been removed. Those computers are now remote accessible for students. After the semester is over, it would be helpful to collect feedback from faculty regarding the technology this fall.
  - b. **Action/Decision: Deans:** Let Kyle know of any further technology needs. **Mike:** Check with the bookstore about ordering earphones and webcams for students to purchase. **Molly:** Let EOP know which computers are available for use in the computer labs and lounges.
  
- II. **Topic/Question: Requiring Video Attendance in Fall 'SW' Courses**
  - a. **Data/Discussion:** A faculty member raised the question as to whether or not we can require students to keep their video 'open' during a course designated "SW" so the professor can ensure students are in fact attending. "SW" courses are synchronous so attendance during the course time is required; however there is concern with student privacy. Mike has reached out to SUNY Legal, but has not heard back yet. At this time, we will not allow that requirement.
  - b. **Action/Decision: Mike:** Inform the group when Penny responds.
  
- III. **Topic/Question: Expectations for Office Hours, Service, Guidance Regarding Rotations, etc. (Peggy)**
  - a. **Data/Discussion:** Faculty expectations have not changed with regard to office hours, college service, etc. There have been concerns from faculty who have small office space or share office space where social distancing may be a challenge. As long as students are being served, faculty may use whatever platforms they wish to converse with their students. However, that availability information must be clearly outlined in the course syllabus. Other than the modality, faculty expectations have not changed.
  - b. **Action/Decision: Peggy:** Draft an email regarding expectations for these concerns to send out to the faculty.
  
- IV. **Topic/Question: Opening Weekend, Hours, etc.**
  - a. **Data/Discussion:** Expectations and hours for the weekend prior to the first day of classes have not been fully decided yet.
  - b. **Action/Decision: Peggy:** Ask Michaela to add this to an upcoming Executive Cabinet agenda.

**V. Topic/Question: Student Waivers**

- a. Data/Discussion:** Is the College liable if a student contracts COVID, specifically in a face to face course? If so, should students be asked to sign a waiver?
- b. Action/Decision:** While we can ask students to sign a waiver, it is not a legally binding document. As such, they will not be asked to do so.

**VI. Topic/Question: Compassionate Remote Teaching Requests & Obligations**

- c. Data/Discussion:** We will not be forcing anyone to do anything they are not comfortable with, for their protection and ours. However, Human Resources still needs to have the appropriate paperwork in place for their records.
- d. Action/Decision:**

## **Provost's Cabinet**

### **Agenda/Action Items**

**Date/Time/Location:** July 20, 2020 / 9:00 – 11:00 a.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. Topic/Question: Online Training Certifications & Faculty Information Forms**
  - a. Data/Discussion:** It is highly recommended and strongly encouraged that faculty who have not completed the online course approval process in the past should complete the Course Development Best Practices Checklist. Faculty should submit their completed checklists to their Dean. The training may count as training and professional development; as such, certificates of completion should be included with Faculty Information Forms. Finally, faculty seeking permission to telecommute who have never completed the online course approval process must complete the Institute training and checklist; this will be a requirement for approval to telecommute.
  - b. Action/Decision: Molly:** Check with Tonka regarding the website re-design, and possibly moving of the Course Development Best Practices Checklist on the Provost's webpage so it is easier to find.
  
- II. Topic/Question: Course Caps**
  - a. Data/Discussion:**
  - b. Action/Decision:** Peggy will be addressing the topic of course caps this week at the union meeting.
  
- III. Topic/Question: Fall School Meetings**
  - a. Data/Discussion:** For safety reasons, large meetings, such as school meetings, will continue to be held remotely. With appropriate social distancing, meetings may be face to face, with an online option for people to join in who are not physically on campus, or who are more comfortable participating from their offices.
  - b. Action/Decision:**
  
- IV. Topic/Question: Deans' Office Staff Return to Campus**
  - a. Data/Discussion:**
  - b. Action/Decision:** The Deans' Office staff should plan to return to campus on August 17<sup>th</sup>. Staff may rotate weekly schedules if they wish. Anyone who wishes to start coming to campus sooner may do so, with appropriate approvals, masks, and social distancing.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: July 14, 2020 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sharon Tavernier, Erin Lassial, Suzan McDermott

#### III. Topic/Question: Fall Course Section Needs

- a. **Data/Discussion:** Sharon indicated that some additional course sections are needed for fall, specifically math courses. Sharon also inquired about courses designated as "OR#" (online lecture with rotated recitation) with regard to attendance. The Deans explained that faculty are being instructed to specify attendance expectations clearly in their syllabus and to start planning the rotation schedule now so that students are aware of expectations upfront.
- b. **Action/Decision: Mike:** Look at math sections Sharon identified and possibly raise caps. **Sharon:** Keep the group posted on FYEP and course caps.

#### IV. Topic/Question: Face to Face Offerings / Updates on International

- a. **Data/Discussion:** Erin shared information on the new ICE regulations. Good news: Since her attendance, ICE has rescinded the policy, leaving the March directive of flexibility in effect.
- b. **Action/Decision:**

#### V. Topic/Question: Peer Review Committee Compilation

- a. **Data/Discussion:** There are inconsistencies among the three schools with regard to the peer review committee compilation process. Better aligning of the process was discussed.
- b. **Action/Decision: Peggy:** Draft a process to share with the Deans.

#### VI. Topic/Question: Policies for Meeting the Requirements of Obligation During Fall Semester

- a. **Data/Discussion:** Although expectations for fall are as usual, there has been questions surrounding what is/what is not acceptable with regard to obligation requirements (i.e., office hours, meetings, etc.) Therefore, guidance needs to be shared with the faculty to provide clarity. Further, there are tools available for faculty to effectively do their jobs, such as: (<http://www.wejoinin.com> - signup sheets made easy), (<https://www.remind.com/apps/> - send messages in real time to an entire class, a small group, or just a single person), Roosuccess, and various Blackboard tools.
- b. **Action/Decision: Deans:** Think of other requirements that may need to be clarified for faculty. **Peggy and Suzan:** Speak about this during an upcoming UUP meeting.

#### VII. Topic/Question: Faculty Requests to Work Remotely

- a. **Data/Discussion:** The deadline for reasonable accommodative requests is this Friday, July 17<sup>th</sup>, as the master schedule needs to be finalized, with minimal changes going forward. Suzan explained the process for requesting to work remotely: paperwork is to be submitted to Human Resources for review and decision. Suzan shares the request with the person's supervisor. Paperwork is processed.

- b. **Action/Decision: Deans:** If you are receiving requests/paperwork from your faculty, please forward them to Suzan. **Suzan:** As everything continues to be fluid, Suzan will continue to update the Provost's Cabinet on any changes or new developments.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** July 7, 2020 / 9:00 - 11:00 a.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Sarah Todd

- I. **Topic/Question: SUNY Cost per Instruction Project**
  - a. **Data/Discussion:** SUNY is working to create cost allocation dashboards. Course-level CIP codes need to be revisited in order to ensure they are accurate for these dashboards.
  - b. **Action/Decision: Sarah:** Review fall and spring courses to share with the Deans to make sure the course CIP codes are correct.
  
- II. **Topic/Question: Fall Schedule & Changes**
  - a. **Data/Discussion:** The Deans have worked together to ensure that the language with regard to designating courses is consistent among all three schools. It was decided that some new course section designators would be beneficial for assisting students with their fall schedule. Definitions will also be included to provide students with more clarity, enabling them to make more informed decisions on class schedules with which they are comfortable with. A list was compiled.
  - b. **Action/Decision: Renee:** Clean up Mike's spreadsheet and include section code definitions.
  
- III. **Topic/Question: Fall Course Availability/Scheduling**
  - c. **Data/Discussion:** Some additional course sections are needed for the fall semester. It was decided to invite Sharon to next week's Provost's Cabinet, as she is working with student scheduling this summer and can assist with identifying course section needs for the fall.
  - d. **Action/Decision: Renee:** Invite Sharon to next week's Provost's Cabinet.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** June 30, 2020 / 9:00 – 11:00 a.m. / Microsoft Teams

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. Topic/Question: Online vs. Face to Face Lectures**
  - a. Data/Discussion:** The Deans are working with the faculty to adjust the course schedule for the fall, per prioritization in the academic plan. Facilities has been consulted about new room capacities to account for social distancing. Attention is also focused on movement between classes. It is expected that the campus plan will be approved by SUNY this week and will be communicated out to faculty, staff, and students as quickly as possible.
  - b. Action/Decision:** Next steps will be determined once we have the schedule from the Deans.



## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 23, 2020 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Erin Lassial

#### I. Topic/Question: Fall Semester International Regulations

- a. **Data/Discussion:** Erin shared what she has been told thus far from SUNY Global. As the institution looks into the different instructional options for fall, below is information and updates regarding international student regulations:
- **RECAP:** On March 9, 2020, the federal government modified the existing requirements for F1 status because of the COVID impact (F1 is a visa issued to international students who are attending an academic program). These modifications mostly pertained to being flexible on the “physical presence required” and “distance education” regulations.
  - **UPDATE:** This memo was extended through the summer term, but has **not** been extended to fall term per the most recent (June 4) guidance from Immigration and Customs Enforcement. We have been advised by *SUNY Global* to use the Student and Exchange Program's (SEVP) [FAQ](#) as our official guidance. In a nutshell:
    - *SEVP has not issued guidance to international students and schools for the fall semester. We understand international students and schools have questions, and SEVP is actively working to issue guidance. In the meantime, the temporary procedural adaptations that permit international students to engage in remote learning are still in place through the summer session. As soon as SEVP finalizes guidance for the fall term, the academic community will be updated. Stakeholders will receive information through a variety of communication channels. Information will be updated on U.S. Immigration and Customs Enforcement's (ICE) COVID-19 resource page under the Nonimmigrant Students and SEVP-Certified Schools section.*
- Erin believes that there will be flexibility with regard to the physical presence requirement. Our international office can prepare for whatever guidelines come out.*
- b. **Action/Decision: Erin:** Send Molly a weekly update on International Students that she will share with the Deans (done for this week)

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 16, 2020 / 9:00 – 11:00 a.m. / Teams Meeting

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Courtney Bish, Lashawanda Ingram, Sharon Tavernier, Megan Riedl

#### I. Topic/Question: Advising/Orientation Discussion - Continued

- a. **Data/Discussion:** The discussion continued regarding ways to facilitate student engagement with their advisors and faculty in real time so that this important connection can be made. Sharon mentioned that her office is working with students virtually, along with the three summer advisors. She suggested having faculty set up their schedules on RooSuccess so that Orientation could link to them and students could meet with them. She mentioned that faculty would need to set their schedules up themselves and that she would be happy to share the instructions on how to do that. Other suggestions were made, such as help charts and FAQ information to be put on the website, along with bullet pointed examples for students to refer to.
- b. **Action/Decision:** It was decided that the Deans will record a welcome video to be posted for students to view. **Courtney and Lashawanda:** Put together a framework to share and send back to the Deans.

Faculty resources on RooSuccess can be found at the following links:

General page of instructions: <https://www.canton.edu/roosuccess/faculty.html>

Useful links to assist faculty for this initiative are:

<https://www.canton.edu/media/pdf/RooSuccess-Setup-Profile.pdf> and

<https://www.canton.edu/media/pdf/RooSuccess-set-up-appointments.pdf>

#### II. Topic/Question: SAS Proctoring

- a. **Data/Discussion:** The document outlining challenges, goals, and possible solutions was reviewed and discussed.

**Challenge:** Proctoring exams and quizzes for students with disabilities in a reduced space

**Goal:** Provide equitable experience and required accommodations while reducing density

**Solution:** Prioritize needs, use technology when possible

**Context:** Test break-down from 2019-2020, up until the pandemic:

- School of Business: 147
- School of Engineering: 450
- School of Health Science: 912 (666 tests were nursing or vet tech)
- Total: 1509

Out of 311 eligible students, 171 used testing rooms for extended time and 171 used testing rooms for a distraction-reduced environment

118 paper exams required reading assistance

321 exams were online with proctoring required

#### **Proposed solutions:**

Reduce paper assessments and increase online testing:

- Online tests are able to use the BB tool, Text Aid, for reading assistance (no longer need a SAS Reader)

- Online tests can be set for extended time
- Assessments that cannot be administered online, will be prioritized in the SAS space
- Students needing distraction-reduced environments can take online tests on their own time, in their own space. They can coordinate with SAS to find a distraction-reduced environment.

Megan mentioned that she has sent an email to faculty that outlines tools that can be utilized. She mentioned that she and Tonka had put together recorded sessions that faculty can refer to and she will work with Tonka to come up with some trainings as well if faculty need them.

- b. **Action/Decision:** It was decided that reminder emails should go out several times between now and the beginning of the semester; brief emails which include links to the topic the email is referring to. Megan will work on a communication plan in order to make that happen. **Molly:** Check with Kyle about where we are with the Respondus contract. Let Ken know so he can inform Kim when it will be available online.

### III. **Topic/Question: Follow Up – Inclusive Access & Fall Textbook Reserves**

- a. **Data/Discussion:** Although there will be fall textbooks on reserve, there may be difficulties with sanitizing under the circumstances. Faculty should be reaching out to their library liaison with any questions or concerns.
- b. **Action/Decision:** It was decided Inclusive Access should go to the College Association. Molly will pass the information on to Mike.

### IV. **Topic/Question: Preview Week**

- a. **Data/Discussion:** Online courses are automatically turned on (via a programming script) on the first day of classes. This spring, the resolution (preview week) was passed requiring all online courses to be opened one week prior to the start of classes (faculty have discretion on what activities/information is available for students to see during this time). With COVID and the increased flexibility in how courses are offered, this automatic process may be challenging due to how courses are designated in Banner.
- b. **Action/Decision:** It was suggested that fully online courses (OW1) in Banner continue to be turned on automatically, and any courses outside of the programming script be done manually by the faculty member. **Molly:** Reach out to Tonka and IS on this suggestion. Molly speak with Tonka about including best practices for preview week in faculty training.

### V. **Topic/Question: Classroom Cohorts**

- a. **Data/Discussion:** Ken had a meeting with his Chairs last week and the idea of programs being assigned to dedicated classrooms was suggested. The general idea is that this would allow faculty to be prepared for any scenario that arises, and rooms could be cleaned and sanitized between classes. Once we know what the room capacities are going to be, we can begin to prioritize block scheduling in which faculty can facilitate and cope with/adjust to whatever possible scenarios might happen along the way. Additionally, this will help to build and enhance communities within the programs. Peggy encouraged the Deans to work with the faculty to start developing this model.
- b. **Action/Decision: Peggy:** Communicate to the Deans once the room capacities are established so the Deans can begin making a first draft of room assignments.

- VI. Topic/Question: Shared Rights & Course Reviews Initial Discussion - Outlining Issues**
- a. Data/Discussion:** We rely on adjuncts and we give them a usable course shell; without the shared rights stipend, how do we do proceed going forward? For now, we do have shared rights courses that have not expired yet, which may be utilized.
  - b. Action/Decision: Phil:** Work on this with the chairs and check into those courses.

## Provost's Cabinet

### Agenda/Action Items

**Date/Time/Location:** June 9, 2020 / 9:00 – 11:00 a.m. / Teams Meeting

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Courtney Bish & Lashawanda Ingram

- I. **Topic/Question: Virtual New Student Orientation**
  - a. **Data/Discussion:** As our new student orientation will be taking place virtually this year, Courtney and Lashawanda attended Provost's Cabinet to discuss how the pieces of the academic side of the house, specifically advising and freshman meetings, can be successfully accomplished. Understanding the challenges we face in our efforts to connect students with their school, program, advisor, and faculty, it is even more crucial than ever that our new incoming students feel as welcome as possible. This is an opportunity for us to look at how we have been doing things in the past, and perhaps gives us the ability to explore fresh ideas. Several ideas were suggested for the group to think about. We do need to make some decisions relatively quickly, as we are already into June.
  - b. **Action/Decision:** It was decided that including Sharon in the discussion would be beneficial when talking about summer advising. **Renee:** Send an invite to Courtney, Lashawanda, and Sharon to next week's Provost's Cabinet. **Deans:** Be thinking of ideas to share in preparation for next week's discussion.
  
- II. **Topic/Question: Possible Fall Monday Start/Additional Revisions to Academic Calendar**
  - a. **Data/Discussion:** With the recent changes to the academic calendar due to removing the fall break, we have some extra days in the fall semester. Moving the start date to a Monday rather than a Thursday, and having classes begin on Monday, August 31<sup>st</sup> has been considered during the initial discussions of the fall academic calendar. Peggy shared this with the Faculty Affairs Committee and the Deans. This could be beneficial for students who decide to come at the last minute, given there is still so much uncertainty. This would mean bringing students back on Thursday, August 27<sup>th</sup>; so being that students would be returning on a weekend, the One Hop Shop and the Deans' Offices would be required to be minimally staffed.
  - b. **Action/Decision:**
  
- III. **Topic/Question: Summer Enrollments**
  - c. **Data/Discussion:** We need to be thinking of scaling up the high enrolled sections for summer enrollments. Due to COVID-19 and the need for colleges to "get in the online game," we are going to continue to have more and more competition for off-term enrollments. Watching high enrolled sections needs to be a part of our planning going forward. Each school can run a job submission on sections to identify those courses near capacity. We need to be strategic as to what we are teaching, encourage more training, and offer textbook free courses, which will also be key to successful off-term enrollments.
  - d. **Action/Decision:** At the end of summer session, request data from IR and begin strategic planning.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 2, 2020 / 9:00 – 11:00 a.m. / Teams Meeting

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Cori Wilhelm

#### I. Topic/Question: Textbooks & Student Access

- a. **Data/Discussion:** Cori shared a spreadsheet which identifies the most checked out textbooks, their cost, and the availability of OER/eBook alternatives.



Most checked out  
textbooks 2019-20 ((

##### i. Fall Textbook Reserves:

- Textbooks were checked out 6,531 times during Fall 2019
- VitalSource, the resource that provided free access to textbooks during the pandemic, will not be free this coming Fall
- Scanning Fall textbooks- implications for copyright

##### ii. Information shared on Inclusive Access (IA):

- Bookstore initiative, not a library initiative, because it involves publishers selling proprietary materials to students
- IA packages based on FTE and credits. For some students this works out to be better than their textbook prices; but for some it does not
- Pros and cons

- b. **Action/Decision: Cori:** Check with other state ops on use of OER textbooks for Nursing 101 to share with Peggy and Ken. We will regroup on this discussion. **Deans:** Share this information with your faculty. **Mike:** Look into Inclusive Access with the College Association.

#### II. Topic/Question: Student Accessibility Services Testing/Proctoring

- a. **Data/Discussion:** Physical distancing in the fall has implications for the number of students in the testing space. Student Accessibility Services has two testing rooms that fit 7 students each. With physical distancing, the spaces can only fit 2 in a room for a total of 4 students. It will be less of an issue if we go online, but if we do a live start with social distancing, the space will be an issue. Some options were discussed. Context: 2019 pandemic, number of students:

- School of Business & Liberal Arts - 147
- School of Science, Health & Criminal Justice – 912 (666 tests were Nursing or Vet Tech)
- Canino School of Engineering Technology - 450

**Grand Total:** 1509 over 1.5 semesters (Nursing, Vet Tech, Math)

- b. **Action/Decision: Molly:** Get more detailed data on type of accommodative testing requests and number of students/type. We will regroup on this discussion after collecting more data and seeking faculty input so we can get ahead of this for fall. **Renee:** Invite Megan to an upcoming Provost's Cabinet meeting.

#### III. Topic/Question: Practical Nursing Question

- a. **Data/Discussion:** When our Practical Nursing, certificate students graduate, pass their boards, and decide to return for the Nursing (RN) program, if it is less than 2 years, we

do not make them take NURS 101 & NURS 105. This year the boards are late (Sept-Oct). Since the students are not licensed and we do not know if they will pass their boards, they need to enroll in the courses. However if they pass their boards, they would not need to continue the coursework. We are talking about 10-15 students. Some options were discussed.

- b. **Action/Decision: Deans:** Continue to think about ways to get around this.

**IV. Topic/Question: ENGL 301 – Online Review**

- a. **Data/Discussion:** A faculty member is looking to develop and teach ENGL 301 to be ready for the third session of summer. The course, being very popular, needs to get through the online review process relatively quickly.
- b. **Action/Decision:**

**V. Topic/Question: Dissemination of Information Request from Faculty Affairs**

- a. **Data/Discussion:** Faculty governance members shared concerns with Peggy regarding communication for fall planning.
- b. **Action/Decision: Deans:** Meet periodically with Directors and Chairs to assist with keeping them informed. Encourage faculty to utilize the digital suggestion box and refer to the Provost's Cabinet action items which are updated weekly on the Provost's webpage.

**VI. Topic/Question: Fall C-2s**

- a. **Data/Discussion:** We will begin processing the Fall C2s.
- b. **Action/Decision: Renee:** Pull together the Fall C2s for Peggy's review.

**VII. Topic/Question: CARES Update**

- e. **Data/Discussion:** Renee reported that SUNY has given approval to move forward with sending our application for the student stimulus funds from the CARES Act. We will be emailing information with the link to the application to our eligible students. The email will be shared with the faculty/staff list serve. SUNY sent us some guidelines as well.
- f. **Action/Decision: Renee:** Share the guidelines with the Deans.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** May 26, 2020/ 10:00 – 11:00 a.m. / Teams Meeting

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: ISAs Back on Campus**
  - a. **Data/Discussion:** There are labs on campus that need to be cleaned from spring and readied for fall in the event that we have students back on campus.
  - b. **Action/Decision:** Information will be communicated out soon regarding employees coming back to campus.
  
- II. **Topic/Question: Director/Chair Compensation**
  - a. **Data/Discussion:** The discussion continued, and updated data was shared.
  - b. **Action/Decision: Deans:** Send your recommendations to Peggy.
  
- III. **Topic/Question: 'System-ness' of Labs**
  - a. **Data/Discussion:** We received an email from Phil Ortiz at SUNY requesting information about the delivery of remote lab instruction to see if it's possible to leverage our 'system-ness' in pricing/discounts. Perhaps it would help if the Center for Learning Design, Innovation, and Online Instruction went through and looked for opportunities as well.
  - b. **Action/Decision: Deans:** Send Peggy any information regarding laboratory technologies used in lab courses, including vendors. **Molly:** Reach out to Tonka for her thoughts.



**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** May 19, 2020/ 12:00 - 2:00 p.m. / Teams Meeting

**Attendees:** Peggy De Cooke, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Student Technology Needs**
  - a. **Data/Discussion:** Faculty have been inquiring about student technology needs for summer. A workflow of sorts, including input from I.T., needs to be put into place in order to articulate to faculty the process of such requests going forward. However, we need to get as much information as we can first. It was suggested to check with Financial Aid and ask if funding can be added to student financial aid packages if certain programs require specific technology (i.e., laptops, software, etc.). Lastly, it was suggested to add technology needs into course fees going forward.
  - b. **Action/Decision: Renee:** Reach out to Kyle and Kerrie for their input.
  
- II. **Topic/Question: Fall Planning Scenarios**
  - a. **Data/Discussion:** The fall planning scenarios from the faculty were presented, reviewed and options were discussed.
  - b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: May 12, 2020 / 9:00 - 11:00 a.m. / Teams Meeting

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Miscellaneous Questions**
  - a. **Data/Discussion:** Many legitimate concerns are bubbling up that we need to incorporate into our planning. Our top priority is that faculty and students feel safe with normal academic processes, such as office hours. Faculty and staff should be encouraged to advise us of any concerns so that we can incorporate them into our planning.
  - b. **Action/Decision:** Things such as this need to be kept on our radar and solutions will need to be discussed and addressed once we have a better idea of what our near future holds.
  
- II. **Topic/Question: Renaming 'Campuses' in UCan Web**
  - a. **Data/Discussion:** The discussion continued regarding ways to make Flex courses more 'findable' for students in UCan Web. Some suggestions were made, but it was decided to get some student feedback first before requesting changes from Information Services.
  - b. **Action/Decision: Molly:** Reach out to some of the student ambassadors in Admissions and ask them how they search for classes in UCan Web and how they use those pages. See if they have suggestions on how to make the search options more user-friendly.
  
- III. **Topic/Question: Updates: Course Enrollment Spreadsheet**
  - a. **Data/Discussion:** The Deans made some slight revisions to the spreadsheet. However, everyone agreed that with all of the unknowns right now, it is difficult to make final decisions on course offerings and caps at this time.
  - b. **Action/Decision: Deans:** Continue to monitor the course offerings as we maneuver towards the summer and fall.
  
- IV. **Topic/Question: Dept. Chair / Curriculum Coordinator Discussion**
  - a. **Data/Discussion:** Updated data was shared and the conversation regarding responsibilities and compensations for Director/Program Directors/Chairs/Coordinators continued.
  - b. **Action/Decision:** The Provost will communicate with faculty this week.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: May 5, 2020/ 9:00 - 11:00 a.m. / Microsoft Teams Meeting

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Dept. Chair / Curriculum Coordinator Discussion**
  - a. **Data/Discussion:** Updated data was shared and the conversation regarding responsibilities and compensations for Director/Program Directors/Chairs/Coordinators continued.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Questions re: Planning Scenarios**
  - a. **Data/Discussion:** Faculty have started submitting their planning scenario exercises to the Deans and the exercise so far has been quite valuable in assisting us to decide how we can feasibly operate going forward. It has raised fundamental questions that until now, have been put on the back burner. The faculty are working on the basic logistics of teaching and identifying student need. The more we know, the better we can do. Once all information is in, we will go through and see what stands out so we can get a better sense of steps moving forward. The scenarios are due by May 15<sup>th</sup>.
  - b. **Action/Decision: Deans:** Send any larger issues to Peggy to share with the response team and/or VPG. Encourage your faculty be reading emails from offices who are offering outreach, such as the Library and Center for Learning Design, Innovation, and Online Instruction.
  
- III. **Topic/Question: Spring 2021 Schedule**
  - a. **Data/Discussion:** The Registrar sent a reminder to the Department Chairs asking for spring 2021 course demands. In light of everything going on now, the Chairs are exceptionally busy. The Deans suggested that perhaps we could move the deadline back to June.
  - b. **Action/Decision: Renee:** Ask Memorie if spring 2021 course demands can be postponed until June. **Peggy:** Reach out to Suzan for the term adjunct spring 2021 notification date.
  
- IV. **Topic/Question: Fall 2020 Course Enrollments**
  - a. **Data/Discussion:** A discussion ensued regarding potential changes to fall courses with zero or very low enrollments. Course caps were also reviewed and discussed. Some decisions can be made now, then we will take another look in a month or so after we see how fall enrollments are shaking out. Finally there will be changes that will need to wait until we have more information as to how faculty will be delivering their courses in the fall; hopefully by June we will have a better idea.
  - b. **Action/Decision: Deans:** Update the course enrollment spreadsheet to reflect changes that can be made now and send to Peggy and Renee.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: April 28, 2020 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Lecturer Expectation Letters**
  - a. **Data/Discussion:** The expectation letter was reviewed. It was decided to keep the expectations equitable.
  - b. **Action/Decision:** The group agreed that the document will be kept on hand to use as a guide going forward.
  
- II. **Topic/Question: Eliminating C or Better in Math Courses**
  - a. **Data/Discussion:** Several concerns were identified regarding the C or better requirement in Math courses. The focus should be on the learning outcomes and how to adjust the content/pedagogy in order to better help our students be successful, and less on the grade itself. Faculty should be reviewing the outcome assessments and reflect on the learning.
  - b. **Action/Decision:** It was decided to use this coming year as a pilot to collect data on students moving on to the next course with a P, which could determine the impact.  
**Mike:** Reach out to Sarah and ask her to collect the data so the outcomes can be tracked.
  
- III. **Topic/Question: Budget Cuts & Planning for Fall**
  - a. **Data/Discussion:** The scenario planning exercise and form were reviewed and discussed. It is important to get this exercise out to regular (tenured, tenure-track, lecturers) faculty as soon as possible to get them thinking about how we can continue to teach remotely or partially remotely for fall in case we are unable to get back to business as normal. Challenges can be identified early, especially with our most hands on programs, and solutions suggested so we are prepared for any scenario for the fall.
  - b. **Action/Decision: Peggy:** Update suggested changes and share with the Deans and Dr. Szafran. **Deans:** Once finalized, distribute course assignments to the faculty, along with a cover letter and the form for faculty to populate how each scenario can be put successfully in place.
  
- IV. **Topic/Question: Textbook Reserves for Fall**
  - a. **Data/Discussion:** The resource (VitalSource) that allowed students to access their textbooks free during the pandemic will not be offering this resource for free this fall. There are two ways to address the loss of this resource and still provide students with access to course materials – no matter their financial situation, location, or course modality:
    - SUNY's [Ready-to-Adopt Catalog](#)
    - eBooks purchased through [EBSCO Collection Manager](#)Librarians can provide individual assistance in locating material and textbooks. The earlier they are contacted for assistance, the better.

b. **Action/Decision: Peggy:** Include these details in the scenario planning exercise for fall to inform/assist faculty.

V. **Topic/Question: Room Assignments for Flex Classes vs. Classroom Capacity**

a. **Data/Discussion:** Although we cannot solve this yet, the Deans will monitor low enrolled classes so that decisions can be made as to how they should be dealt with (i.e., canceled and re-assign faculty to other courses where needed, merge into other sections, raise course caps, etc.).

b. **Action/Decision: Deans:** Monitor and identify courses that have low enrollments. **Renee:** Add this topic to next week's Provost's Cabinet agenda.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: April 21, 2020/ 9:00 – 9:30 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Delaying the Academic Standing Lists**
  - a. **Data/Discussion:** The Registrar inquired as to whether or not the academic standing lists will be delayed this semester due to the Pass Grade Option being offered to students.
  - b. **Action/Decision:** It was decided that the Registrar will send the academic standing lists prior to the Pass Grade paperwork being processed, so that the Deans' Offices will know, based on the A-D grades received, if a student should be taken off Academic Recovery and put in Good Standing. **Renee:** Communicate this to Memorie.
  
- II. **Topic/Question: Updated CIP Codes**
  - a. **Data/Discussion:** The group looked at the updated CIP Codes Sarah provided and everyone was fine with them.
  - b. **Action/Decision: Renee:** Communicate this to Sarah.
  
- III. **Topic/Question: Jump Start**
  - a. **Data/Discussion:** Draft of changes to the JS summer program (structure & budget) will be shared with Peggy and Betsy Friday April 24<sup>th</sup> prior to submission to SUNY for approval. The reshaped program will include summer online, non-credit modules on student success and refreshers in Eng. & Math. SUNY OERS on these topics will be used for the modules. JS summer enrollments will need to be removed; outreach to students of this change needs to be coordinated with Admissions' outreach-anticipate having this happen on May 1<sup>st</sup> - 4<sup>th</sup>.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Summer SUNY OL Course Cancellations**
  - a. **Data/Discussion:** There is a summer SUNY Online course that has zero students enrolled in it. SUNY Canton also has the same course, which has a current enrollment of 6 students in it. Although we have a zero cancelation policy for off-term courses, it was suggested that any students who do enroll in the SUNY OL course, instead be moved into the SUNY Canton section of the course and we would cancel the SUNY OL section.
  - b. **Action/Decision:** It was decided we will move forward with canceling the SUNY Online version of the course and moving any enrollments into the SUNY Canton section.
  
- V. **Topic/Question: Sweeping Accounts**
  - a. **Data/Discussion: FYI:** The Business Office is in the process of sweeping accounts.
  - b. **Action/Decision: Deans:** Let Peggy know if you have needs which will require funds being re-allocated.

**VI. Topic/Question: Equipment Replacement**

- a. Data/Discussion:** There is some allocation still available, as this year the number of faculty equipment replacement needs are low. The group discussed some options of possible equipment needs to spend the allocation down.
- b. Action/Decision: Deans:** Send Renee and Peggy your needs for prioritization.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: April 14, 2020 / 9:00 - 11:00 a.m. / **Teams Meeting**

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Summer Jump Start Re-Shaping**
  - a. **Data/Discussion:** We are unable to have any on campus programming this summer. Therefore in terms of Jump Start, which is credit-bearing and some students have already been admitted to the College, we would like to re-shape the program to make it virtual rather than canceling it. The recommendation is to use the summer program to include virtual orientation, skills building, and academic preparedness. There are online modules other SUNY campuses are utilizing that we can pull in and make our own. We can use this opportunity to strengthen our fall semester by using JS funding to pilot learning communities. The remedial courses would alternatively be moved to the fall semester, to a co-remediation mode. Molly believes this could be beneficial all the way around, as students don't care for five weeks of on-campus living in the summer, therefore we may draw more students. Betsy will need to seek permission from SUNY to make changes to the PIF grant and this information will need to be communicated out to the students that have already been admitted into the program, as well as potential new students coming in.
  - b. **Action/Decision: Molly:** Work on a draft for Peggy to take to the VPG.
  
- II. **Topic/Question: Suspension & Probation Meetings**
  - a. **Data/Discussion:** We will be pausing our suspension and probation policies this semester.
  - b. **Action/Decision: Renee:** Reach out to Memorie and let her know what our needs are with regard to end of semester obligations. **Deans:** Look at Peggy's draft of the processes and send any suggestions to her at your earliest convenience.
  
- III. **Topic/Question: Service Expectations (Remote Full-Time Faculty)**
  - a. **Data/Discussion:** We have hired a new remote only faculty member and the question of service expectations for a 100%, remote teaching faculty member was discussed. It was suggested that the appointment letter remain 'general,' and the Department Chair will communicate expectations for service prior to the faculty member signing the appointment letter, so that expectations are communicated in advance. This is pending discussion with the HR Director, Suzan McDermott
  - b. **Action/Decision:** It was decided to proceed as discussed moving forward. A comprehensive outline will be put together to use as a template based off what Ken shared.
  
- IV. **Topic/Question: Academic Calendar Suggested Shift ~ Fall 2020**
  - a. **Data/Discussion:** A one week shift to the academic calendar was reviewed. It needs to be understood that there must be some remote staffing at the Help Desk, Registrar, and



Online Learning to address potential student questions and need. Someone needs to be available for questions from help desk, online learning, and registrar.

- b. **Action/Decision: Renee:** Send back to Lenore with the endorsement of the Provost's Cabinet.

V. **Topic/Question: Student Course Comments**

- a. **Data/Discussion:** Because we have pushed our last week of classes into finals week, it was decided that we will cut the Student Course Comment survey back to 2 weeks; the survey will run the last of classes (finals week) and the week after.
- b. **Action/Decision: Renee:** Communicate this out to the Deans' Office staff and Kevin Elliott. Send emails to the students and faculty.

VI. **Topic/Question: Advisory Board Meetings**

- a. **Data/Discussion:** Most of the advisory board meetings have been postponed until the fall; however some may be doing them virtually this spring.
- b. **Action/Decision: Deans:** If you have departments that are still holding their advisory board meetings this spring, remind them that Peggy would like to see outcome reports from the meetings.

VII. **Topic/Question: FYI: Anatomy & Physiology I and II / Microbiology (Summer)**

- g. **Data/Discussion:** A&P I and II will be taught online during summer term. Although we could not get an online version of Microbiology ready for the summer, we will run it face to face in the last summer session. That way if we are still unable to offer face to face courses, we have time to cancel it. A&P I requires \$160 in student expenses for the lab component of the course. Teaching faculty will update the syllabus requirements to ensure that students are aware beforehand of the expense.
- h. **Action/Decision: Ken:** Reach out to David Akins in the Campus Store to check and see if he can get what the students need to purchase.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: April 7, 2020 / 9:00 – 11:00 a.m. / **Teams Meeting**

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Graduation: Details on College Planning and on the Possibility of Program-Specific Virtual Ceremonies**
  - a. **Data/Discussion:** We have gotten responses to surveys sent to students with regard to commencement and there is a desire for a campus ceremony when the risk has been eliminated to do so. Some programs have also stated interest in planning their own virtual graduation ceremonies, which administration supports. The onus of planning would be on the Curriculum Coordinators. These ceremonies are welcome but not required. Public Relations could send a common message out to Curriculum Coordinators giving information on virtual ceremonies. The Deans are fine with this.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Pass / Fail for Spring 2020**
  - a. **Data/Discussion:** The Pass/Fail option was discussed and the draft of the form was reviewed. Minor changes were suggested.
  - b. **Action/Decision: Renee:** Make revisions and share back out with the Provost's Cabinet.
  
- III. **Topic/Question: Shared Rights Compensation**
  - a. **Data/Discussion:** The following decisions were made:
    - i. If the College continues with a three-year course review cycle, compensation will remain at \$1,000 for 3 years
    - ii. If governance changes to a five-year course review cycle, compensation will be adjusted to \$1700 for 5 years
    - iii. ECore (textbook-free in perpetuity) compensation will remain at \$5000
    - iv. Perpetuity compensation for non-ECore courses will be eliminated
  - b. **Action/Decision: Peggy:** Send this out to Michelle to communicate out at Thursday's Faculty Assembly meeting.
  
- IV. **Topic/Question: Resource Request Form (Close the Loop)**
  - a. **Data/Discussion:** The Provost's Cabinet charged the Academic Assessment Committee to create a form for faculty to utilize when requesting resources following Assessment Symposia. The form was submitted and the Provost's Cabinet reviewed it, and did not see anything needing revised at this time.
  - b. **Action/Decision:** The form will be shared out with a program who had a resource request following the Assessment Symposium for a trial run.
  
- V. **Topic/Question: Lecturer Obligations**
  - a. **Data/Discussion:** Lecturer expectations were discussed, specifically with regard to advising. It was noted that expectations are unclear with respect to what might be

considered 'typical' advising versus what might be considered 'enhanced' or extraordinary in terms of service.

- b. **Action/Decision: Phil:** Draft a proposal consisting of enhanced advising (put a number on what that means) vs. typical advising for Peggy to share with Dr. Szafran and Suzan.

**VI. Topic/Question: Extra Time to Submit Final Grades / Incompletes Requirements**

**a. Data/Discussion:**

- i. Regarding extra time to submit final grades for spring 2020, Peggy feels there would be many disadvantages to students if the deadline for submission were pushed back. She is not in favor of that at this time, but asked Phil to discuss this at his school meeting today for more information.
- ii. For the request that the rule that states students must have 80% of their work completed in order to be granted an incomplete be waived, this can be left up to the discretion of the faculty member.

- b. **Action/Decision: Phil:** Gather more information from faculty at today's SBLA school meeting and share with the Provost's Cabinet.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** March 30, 2020 / 9:00 - 10:00 a.m. / **Teams Meeting**

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Course Releases**
  - a. **Data/Discussion:** The group talked further about course releases. It was decided Peggy will bring this to the Vice President's Group for discussion sometime down the road once we get through the COVID crisis.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Academic Recovery Revision Process - Update**
  - a. **Data/Discussion:** Molly, Renee and Janet had a very productive meeting with the Deans' Office staff to work out ways to better streamline the academic recovery processes, making the work less cumbersome for everyone involved.
  - b. **Action/Decision:** The new process will be put in place beginning this semester.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: March 24, 2020 / 11:00 - 1:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Course Fee Requests**
  - a. **Data/Discussion:** Course fees that were put forth were reviewed and discussed.
  - b. **Action/Decision:** It was decided that going forward, information will be collected in the form of data and surveys which will help guide decisions related to course fee requests.  
**Renee:** Send Amanda Rowley the course fee requests approved at the Provost's Cabinet today.
  
- II. **Topic/Question: Grading ~ COVID-19 Crisis**
  - a. **Data/Discussion:** The option of Pass/Fail grading for this semester was discussed. Several concerns were brought up such as accredited program policies and students who would be impacted with a P/F grade due to needing the GPA improvement in order to move forward.
  - b. **Action/Decision:** It was decided to pause on this discussion until we have more information in order to make a decision. **Deans:** Check with your program accreditors and inquire about policies they have with regard to Pass/Fail grading.
  
- III. **Topic/Question: Curriculum Coordinators**
  - a. **Data/Discussion:** The subject of consistency amongst Curriculum Coordinator compensation was revisited.
  - b. **Action/Decision:** It was decided to hold off on this for now; however curriculum coordinators who oversee laddered programs will receive one course load reduction going forward as opposed to two.

### New Business

- IV. **Topic/Question: New Feature in UCan Web**
  - a. **Data/Discussion:** Phil mentioned that Information Services is working on a new feature in UCan Web in which curriculum coordinators would have the ability to email all students in that major, including those who are not the curriculum coordinator's advisees. This is so curriculum coordinators have the ability to share important program-related information and events in their program with the students. Phil will keep the Provost's Cabinet updated on the progress with this initiative.
  - b. **Action/Decision:**
  
- V. **Topic/Question: Mail Collection During COVID-19 Crisis**
  - a. **Data/Discussion:** There is confusion regarding what staff should be doing when they come to campus to check the mail; specifically what staff should be doing with people's mail when coming to campus to check it.

- b. **Action/Decision: Renee:** Ask Michaela to put this on an upcoming Executive Cabinet agenda to gain clarity.

**VI. Topic/Question: E-1 Submissions for COVID-19 Crisis**

- a. **Data/Discussion:** Administrative Affairs is asking for E-1s to be submitted for anyone taking college equipment off campus to enable faculty and staff to work from home. However it is seemingly implied that laptops are taken home frequently so faculty and staff can work from home, which has been happening since before this crisis. Additionally, there is a requirement on the Human Resources Telecommuting form which asks if laptops have been brought home, along with requiring the state identification tag.
- b. **Action/Decision: Peggy:** Inquire as to whether or not the E-1 form they are requiring from faculty and staff is specific only to equipment above and beyond computers.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: March 10, 2020 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Academic Recovery Processes**
  - a. **Data/Discussion: FYI:** Molly, Renee, and Janet have been working with the Deans' Office staff to better streamline the academic recovery processes to make them less time-consuming and tedious for all of the involved offices. Several suggestions and ideas have been shared. We will be having a meeting tomorrow to finalize the revised processes.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Winter Term Credit Limits**
  - i. **Data/Discussion:**
  - j. **Action/Decision:** Credit limit will remain 7 credit hours in the winter term. Degree students will continue to seek permission from their academic Dean to take over 7 credits; non-degree students will still seek permission from the Provost's Office to take over the credit limit. **Renee:** Let Memorie know.
  
- III. **Topic/Question: Business Continuity Plans**
  - a. **Data/Discussion:** In light of the recent COVID-19 health concerns, we have been asked to put a business continuity plan in place in case we need to close the campus. The hope is to be able to move whatever we can online so that in the event of an emergency, we have a plan for our students. There are some courses that teach hands-on learning skills, such as nursing labs and clinicals, which would be difficult to teach online in the event of an emergency; however faculty will be expected to be online ready to deliver whatever they can through Blackboard so students can keep working in their classes and do not fall behind. The campus would assist in supporting faculty through that.
  - k. **Action/Decision:** Peggy has a conference call with SUNY tomorrow and will inquire about any updates from State Ed regarding requirements for such emergencies. Knowing that information will better determine our best business continuity plan.
  
- IV. **Topic/Question: Textbook Adoption Feedback**
  - a. **Data/Discussion:** It is agreed that the textbook adoption system we are currently utilizing has several flaws and a new, more streamline model is needed.
  - b. **Action/Decision:** We will work this summer to put together a more viable process moving forward.
  
- VIII. **Topic/Question: Equalizing Advising Across Schools**
  - a. **Data/Discussion:** There are several programs that have large volumes of advisees, while other programs and/or departments have minimal advisees. The group discussed ways to balance that out. Different models of advising were briefly discussed and will be explored.

b. **Action/Decision: Peggy:** Will discuss this in some of her upcoming meetings.

IX. **Topic/Question: Rank Matrix Discussion Continued**

a. **Data/Discussion:**

b. **Action/Decision:** Due to time constraints, this topic was tabled.



**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** March 3, 2020 / 9:00 - 11:00 a.m. / MAC 620

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Winter Profit/Loss**
  - a. **Data/Discussion:** Information on winter term was shared. FYI: Reports will be coming automatically from the Institutional Research Office. They will be happy to give Deans information at any time as requested.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Rank Matrices (Civil & Environmental Engineering Tech, Agribusiness Management, Nursing, Vet Tech)**
  - a. **Data/Discussion:** The Provost's Cabinet reviewed the revised matrices that have been submitted thus far. Suggestions were made. The group agreed that a SUNY Canton template needs to be created and framework put in place that will assist faculty and eliminate any confusion going forward.
  - b. **Action/Decision: Deans:** Share the suggested revisions with your faculty. **Peggy:** Examine criteria for scholarship. **Deans:** Work on crafting a template that can be discussed next week. **Renee:** Add this topic back to next week's Provost's Cabinet for further discussion.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** February 25, 2020 / 1:00 – 3:00 p.m. / MAC 620

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:** Melissa Evans, Kirk Jones

**I. Topic/Question: Open House/Admitted Student Day Revisions**

- a. **Data/Discussion:** Melissa presented a draft of a revised Open House and Admitted Student Day schedule. Using suggestions from the Deans from a meeting last semester, the following revisions were shared. The revised schedule would take effect Fall 2020.
  - i. **Open House:** Include an Early Bird Registration for families who arrive early. Families will have the ability to take a campus tour and have Admissions interviews. This will be a nice option for families who are traveling to give them an early start, thus allowing them an early start back home. For the Academic Fair, all majors will be represented; however some can be combined in like areas so that only one faculty member is required (ex., Sports Management, PTA, and Health & Fitness Promotion). Faculty commitment will be one hour in the morning and afternoon participation is optional. Select programs will have their presentations from 11-12.
  - ii. **Admitted Student Day:** Early Bird Registration will be added for Admitted Student Days as well. Academic Fair will include a table for all three schools and academic presentations will be split up into two separate groups, alternating between presentations and lunch. The presentations can be a mock classroom, hands-on demonstrations, etc. the faculty commitment for ASD would be a two hour block together, not split up.
- b. **Action/Decision: Deans:** Review the schedule and let Melissa know if you have any questions or concerns.

**II. Topic/Question: Close the Loop ~ Resource Allocation**

- a. **Data/Discussion:** Resource allocation requests from school assessment symposia were reviewed and discussed. Some concerns were identified and suggestions made to assist faculty with their requests.
- b. **Action/Decision:** It was decided that a form be created that faculty will complete for allocation requests. The form will guide faculty and give them the opportunity to explain how their requests will improve deficiencies in SLOs, improve our curriculum to meet the needs of our students, and how the request ties to retention. **Kirk:** Work with the Academic Assessment Committee to create a form and share with the Provost's Cabinet for review.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: February 4, 2020 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Renee Campbell

Guests:

#### I. Topic/Question: Flex Concerns

- a. **Data/Discussion:** There is still some confusion with respect to the definition of flex and attendance. Suggestions were made and discussed on how to resolve these concerns.
- b. **Action/Decision:** These concerns will be visited today with the SBLA faculty at their school meeting in hopes to provide clarity. Dr. De Cooke will be attending.

#### II. Topic/Question: Textbook Adoption Process Meetings

- a. **Data/Discussion:** Mike met with members of the College Association board regarding ways to better streamline the textbook adoption process. He also gathered concerns and possible suggestions from his faculty. Several suggestions were made at both meetings and brought forward for discussion.
- b. **Action/Decision:** Dr. De Cooke and Phil will talk with the SBLA faculty at their school meeting today. **Ken:** Will speak with the SHCJ faculty at his next school meeting. Next steps will be revisited once faculty feedback from the other schools is collected.

#### III. Topic/Question: Summer Session Credit Limits

- a. **Data/Discussion:** As each summer session run different lengths of time, it doesn't make sense to limit students to 7 credit hours for each of the three sessions.
- b. **Action/Decision:** It was decided that there will be no limits on each summer session, only the 19 credit hour limit for the whole summer. **Renee:** Let Memorie know so she can update this on her materials and web pages. **Renee:** Update this on the summer landing page in One Drive.

#### IV. Topic/Question: Morning Test-Taking via Student Accessibility Services

- a. **Data/Discussion:** FYI: From here out, test-taking services in the Student Accessibility Services office will not be taking place before normal staff work hours of 8:00 a.m.
- b. **Action/Decision: Deans:** Communicate this out to your faculty.

#### V. Topic/Question: Mid-Term Grade Process

- a. **Data/Discussion:** Ways to streamline and ensure participation in the mid-term grade submission process were discussed.
- b. **Action/Decision:**

#### VI. Topic/Question: Follow-Up on Summer Session Offerings

- a. **Data/Discussion:** The summer term 2019 vs. 2020 course offering data was reviewed and discussed.

- b. **Action/Decision: Deans:** Review the list. This topic will be revisited at our next Provost's Cabinet meeting. **Deans:** Let your faculty know that they have first right of refusal and that the deadline to let the Dean know either way will be February 15<sup>th</sup> going forward.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** January 28, 2020 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

**Guests:**

- I. **Topic/Question: Late Final Grade Submission Process**
  - a. **Data/Discussion:** The current process for late grade submissions was discussed.
  - b. **Action/Decision: Renee:** Let Memorie know about tweaks to the process that were discussed.
  
- II. **Topic/Question: Summer Credit Limits ~ Degree Students**
  - a. **Data/Discussion:** Students will still be limited to 7 credits per summer session and the overall summer term credit limit will be 19 credits. Any student wishing take over that limit for summer will need to seek permission from the Dean; that decision will be final.
  - b. **Action/Decision: Renee:** Let Memorie know to make these changes where they need to be revised. **Renee:** Update the summer landing page and protocol pages in One Drive to reflect the changes.
  
- III. **Topic/Question: Transfer GPA Credits**
  - a. **Data/Discussion:** The question arose as to why we do not bring in the GPA in addition to credits, for our current matriculated students when they take coursework at other institutions. This would only be for our current, matriculated students. We would not pull in transfer GPA for new transfer students when they are initially admitted to SUNY Canton.
  - b. **Action/Decision: Renee:** Ask Michaela to add this discussion to an upcoming Executive Cabinet agenda.
  
- IV. **Topic/Question: Textbook Adoptions**
  - a. **Data/Discussion:** There is still a struggle with textbook adoptions being completed timely. How can we assist with helping with these challenges?
  - b. **Action/Decision: Deans:** Speak about this at your school meetings and identify a faculty member who could also attend the meeting for the discussion. Let Renee know who they are so she can invite them. **Renee:** Invite Brenda Winters, David Akins, Corey Jordan, and Cori Wilhelm to an upcoming Provost's Cabinet.
  
- V. **Topic/Question: Shared Rights Open Forum**
  - a. **Data/Discussion: Reminder:** This week we are hosting a shared rights open forum to help clarify the process for faculty.
  - b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: January 21, 2020 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Assistant Lecturer Process**
  - a. **Data/Discussion:** The final process for the Assistant Lecturer reappointment process for this year was revisited.
  - b. **Action/Decision:** It was decided that the Assistant Lecturers will only need to send their hard copy materials (i.e., Personnel Action Form, Chair and Dean's recommendation letters, and C-2) through the Chair/Dean/Provost/President approval process. No Peer Review Committee is needed and they do not need to put their materials in Blackboard. Going forward however, Assistant Lecturers will be required to follow the same reappointment procedure as all Lecturers. **Deans:** Communicate this to your Assistant Lecturers. Reminder: Portfolios are due to the Provost's Office by February 1<sup>st</sup>. **Peggy:** Let Dr. Szafran and Michaela know how these will be handled this time around.
  
- II. **Topic/Question: Summer-Fall Schedules / Fall Courses for Summer Cohorts (Molly)**
  - a. **Data/Discussion:** Special cohort directors for EOP and Jump Start shared concern regarding these students and their fall scheduling. Students come to SUNY Canton in July and take the required coursework (ENGL 097, MATH 100, FYEP). The problem is by the time these students successfully complete their summer coursework, the courses they need to take in the fall semester are full. The directors provided a matrix outlining the challenges they face along with possible solutions; the matrix was reviewed and discussed.
  - b. **Action/Decision:** It was decided that seats can be set aside in the needed classes for these students so that if they are successful over summer, there will be room for them in the classes. **Molly:** Share a provisional schedule with the Deans to help them identify what courses need to have seats reserved for these cohorts of students.
  
- III. **Topic/Question: Updates on Processes (Molly)**
  - a. **Data/Discussion: Shared Rights Form:** The group reviewed the form for a final time and agreed that it is ready to be posted. Making the form a fillable pdf has been a challenge so until we decide how to best move forward with setting it up electronically, the form will be posted on the website for now. **Flex (Converged Modality) Definition:** The definition was rewritten to help to clarify what is truly a flex course.
  - b. **Action/Decision: Shared Rights Form/Molly:** Have the form added to the Online Learning webpage. **Flex (Converged Modality) Definition/ Molly:** Notate the edits and have them changed on UCan Web before pre-scheduling period begins.
  
- IV. **Topic/Question: Power BI**
  - a. **Data/Discussion:** Power BI is used for taking data locally and using it the way you wish to use it by having the ability to manipulate it easier. Mike demonstrated how to use it.

- b. **Action/Decision: Group:** If there is data you wish to be able to manipulate to fit your needs, reach out to Sarah or Janel to help. From there, you can import the data into Power BI.
- V. **Topic/Question: Department Chair Operational Calendar**
- a. **Data/Discussion:** The Department Chair Operational Calendar was shared and reviewed. This calendar serves as one document where all deadlines could be put together (i.e., what happens when). The Deans reviewed the calendar and some edits were suggested.
  - b. **Action/Decision: Renee:** Make suggested revisions and send back out to the group for final review before distributing.
- VI. **Topic/Question: Non-Degree Credit Limit (Revisit)**
- a. **Data/Discussion:**
  - b. **Action/Decision:** It was decided that going forward, the limit will be removed. Provost permission will be required only if student is seeking to take over 19 credits. **Renee:** Let Memorie know and ask her to make revisions wherever this is documented. **Renee:** Update summer protocol to reflect the change in One Drive.
- VII. **Topic/Question: Wait Lists**
- a. **Data/Discussion:** The process to automate wait lists is underway, however there have been some issues along the way with the system not working properly. The hope is to get the automated wait list up and running in Fall 2020, provided I.T. and the Registrar can work the kinks out of the process and some successful testing can take place. Once it is up and running however, students will have the ability to add themselves to wait lists through UCan Web. The student will receive a notification that a seat is open and will have a limited amount of time to add the course to his/her schedule. If the deadline expires without action, the student is removed from the wait list and the next student on the list is afforded the same opportunity. The Deans stated concern regarding students who get added to a course from the wait list once Day 3 has passed and a \$20 add fee is incurred. Another concern is that until the system is automated, how can we ensure that students are notified if they are added to a course from a wait list?
  - b. **Action/Decision: Renee:** Check with Kevin and Memorie to see if there is a way that when a student is added to a class from a waiting list that no fee be charged. If not, we will need to identify a way to do so manually. Ask Memorie if a process can be put in place for now to notify students who are added to the waiting list.
- VIII. **Topic/Question: Off-Term Incentives**
- a. **Data/Discussion: FYI:** With the decline in off-term enrollments, we are going to re-look at allocation into individual accounts going forward.
  - b. **Action/Decision:**
- IX. **Topic/Question: Rename for Online Learning**
- a. **Data/Discussion: FYI:** Online Learning will have a name change, which is meant to be more inclusive. The new name will be Center for Learning Design, Innovation, and Online Instruction.
  - b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: January 14, 2020 / 1:00 – 3:00 p.m. / MAC 620

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Johanna Lee

- I. **Topic/Question: Tutoring Space in Nevaldine North, 127**
  - a. **Data/Discussion: FYI:** Johanna explained that the Engineering Lab has historically been 100% supported through the Perkins grant, and that grant funding for the lab has significantly decreased. Also, there have been two recent resignations (one in the Engineering Lab; one in the Science Lab). Because of these funding and staffing changes, the Engineering, Math, and Science labs have been combined into a STEM lab, located in the Southworth Library Learning Commons (LLC). The previous location of the Engineering lab, NN 127, will now become the SWE (Society Women of Engineers) space--all students are welcome to join. Students may feel that they have lost something with this change, but that is not the case; rather, students will have access to more resources and assistance because of its location in the LLC.
  - b. **Action/Decision: Deans:** Let faculty know if they would like to conduct their office hours in the lab, they are welcome and encouraged to do so.
  
- II. **Topic/Question: Flex Course Demands/Survey**
  - a. **Data/Discussion:** We have completed a two-semester pilot for Flex (Converged Modality) course delivery, and the pilot is now over. Surveys were sent to the faculty who participated in the pilot, comments centered on pedagogy. There was a discussion on the definition of converged modality (flex) classes, and its alignment with professional practice and the research literature. Many faculty are interested in the technology and increasing the flexibility of their course, yet would still like to maintain the physical/ attendance aspect of the course. These courses are best described as hybrid courses rather than converged courses.
  - b. **Action/Decision: Molly:** Resend the talking points to the Deans to share with their faculty. Increase training on the different pedagogies. **Deans:** Talk to your flex instructors to help with confusion regarding flex vs. hybrid.
  
- III. **Topic/Question: Shared Rights Process**
  - a. **Data/Discussion:** The administrative form requesting that the College purchase shared rights has been revised to include the criteria for the request. The workflow on the form has also been adjusted so that the developer is fully aware of the requirements for developing a shared rights course (which concerns publisher content).
  - b. **Action/Decision:** Revisions to be made; form will be reposted to the webpage.
  
- IV. **Topic/Question: D-F-W Rates Discussion**
  - a. **Data/Discussion:** Higher Ed demographics have changed, presenting challenges to teaching and curriculum. D-F-W data was discussed in this context, noting how such data can positively spark conversations on retention opportunities and curriculum review.
  - b. **Action/Decision:** We will continue to discuss how to help guide this issue.
  
- V. **Topic/Question: Non-Degree 11 Credit Hour Limit**

- a. **Data/Discussion:** The question arose as to whether or not we should continue to limit non-degree students to 11 credits during regular and summer term sessions. As this has always been our policy, we are not sure how that limit came about. This could be a Department of Education rule. Before making a decision, we will collect some information first.
- b. **Action/Decision: Peggy:** Ask Phil Ortiz if he knows if this is a SUNY or Department of Education policy. **Renee:** Reach out to Memorie and Kerrie to see if they can put this out on their list serves to see what other colleges do.