

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** November 19, 2024 / 9:00 - 10:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Michael Newtown, Kenneth Rhee, Michele Snyder

- I. Topic/Question: Adjunct Evaluation Form**
  - a. Data/Discussion:** The revised adjunct evaluation form was reviewed and discussed.
  - b. Action/Decision: Renee:** Make suggested revision and share back with the Deans. This will go to Michaela to add to an upcoming Labor/Management meeting.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** November 5, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder

**I. Topic/Question: Online Course Credit Evaluation Policy Proposal**

- a. Data/Discussion:** Melissa explained that Admissions is seeing some more self-paced online courses coming in, in addition to the ones we are already familiar with (Straighterline, Study.com, etc.). We want to ensure we are being consistent across the board on what credit we as an institution will accept. As such, a draft policy proposal was shared and discussed. Other institutions are adding courses like this through ACE (American Council on Education) which formalizes the process. Students receive an official transcript digitally through Credly or Parchment. The Admissions Office does not by and large give transfer credit for upper-level courses, but they do for General Education courses. Upper-level or questionable courses are sent to the Dean or Department Chair for approval. Melissa suggested her office add the courses that they are comfortable equating to our courses into the transfer database; this way the students could see what we would accept. However, the Deans wish to look at them first, and feel faculty should be involved in the decision making. It was agreed the first step is to share the draft policy with the Academic Standards Committee and proceed through the governance process per usual. It was also suggested that the policy name be revised, as it is confusing how it is currently written. Some suggestions for name revisions were made. Peggy also asked if it would be beneficial to partner with these institutions; Melissa thought there would be a cost but will investigate.
- b. Action/Decision: Melissa:** Make suggested edits to the draft policy and send to Renee.  
**Renee:** Send the draft to the Academic Standards Committee and ask that this be added as an agenda item.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 22, 2024 / 9:00 – 10:00 a.m. / MAC 620

**Attendees:** Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

**I. Topic/Question: English Leveling for Admissions / Plan for ENGL 097/101**

- a. Data/Discussion:** The discussion circled around how we treat “pre” students for English now that 097 is no longer offered. Data from students enrolled in ENGL 101 will be analyzed. So far, results from 2023 without concurrent remediation or designated sections of 101 for students leveled for 097 have shown that students are not performing well.
  - The plan for Fall 2025 will be:
    - 1. We will only offer ENGL 101
    - 2. Students not meeting 101 admissions requirements will be put into designated sections of ENGL 101. Schedules will adjust accordingly. Retention efforts will be put in place for these students.
    - 3. We will no longer “pre” a student if they are missing their English requirement but otherwise admissible to the college. A new sample letter was presented for review.
    - 4. The Accuplacer can still be offered as a tool for students, but it will not be required to register for classes or orientation.
  - Future discussions:
    - 1. Underprepared vs. Undeclared
    - 2. The “pre” process for math leveling
- b. Action/Decision:** **Sarah:** Pull more data from Fall 2024 when available. **Melissa:** Update Admissions letter.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 15, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

**Guest:** Joann Ellis

**I. Topic/Question: Outside Employment Policy**

- a. Data/Discussion:** Concerns regarding SUNY Canton employees having outside employment and the effect it is having on their work here were discussed. While outside employment can be a good thing, there needs to be provisions and guidelines in place. Joann mentioned that we do have policies which apply to employment outside of SUNY Canton. Anyone who wishes to work outside the college is required to submit a formal request; however not everyone discloses their outside employment. Employees are prohibited from working full-time elsewhere, and that state policy needs to be enforced.
- b. Action/Decision: Group:** If you become aware of an employee who is working a second full-time job, please let Joann know. **Joann & Peggy:** Joann will work with Peggy to put together a communication to be sent campus-wide to remind people of these policies.

## **Provost's Cabinet**

### **Agenda/Action Items**

**Date/Time/Location:** October 8, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier

#### **I. Topic/Question: Drop Schedule Documents**

- a. Data/Discussion:** Melissa and Sharon provided materials outlining the information communicated to new students, and information about the workflow process (what happens at the start of the semester with the workflow/approvals/billing, etc.). The documents were reviewed, and ways to minimize how a substantial amount of information is communicated was discussed. It is an overwhelming amount of information, and very confusing, but it is all important and we still want to get it all out there. Some ideas were suggested, such as hiring an outside agency to find ways to make this less manual, utilize a concierge approach where a person dedicated only to troubleshoot and help students with their billing/schedule, or automating a process where once a student completes one piece, it opens everything up they need for the next steps like a check list.
- b. Action/Decision: Melissa and Sharon:** Put together a list to share of possibilities to address this. Do an analysis of what we have been doing, what works, what doesn't, and pinch points. Melissa will also chat with Suzanne in Financial Aid for her thoughts. We will go from there and decide where this should be discussed next (i.e., Campus Leadership, President's Cabinet, etc.)

#### **II. Topic/Question: Revised Adjunct Evaluation Form**

- a. Data/Discussion:** The form was reviewed one final time, and small revisions were suggested.
- b. Action/Decision: Renee:** Make final changes and submit to Peggy. **Peggy:** Peggy will share the form with the President at her next meeting. The form will ultimately be placed on an upcoming Labor/Management agenda. It was decided the adjunct evaluations will be tracked in the Provost's Office.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 1, 2024 / 9:00 – 10:30 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

- I. Topic/Question: Faculty Publications – Learning Commons Scholarship Showcase**
  - a. Data/Discussion:** Johanna announced a new initiative, the Learning Commons Scholarship Showcase. Aside from our annual Scholarly Activities Celebration, we are working to increase faculty, staff, and student scholarship by showcasing them throughout the year. What the person chooses to spotlight is up to them. The first one will be held next Wednesday, October 8<sup>th</sup> at 4:00 p.m. An invite will be sent to the campus, and refreshments will be served. Any ideas or suggestions for participation can be sent to Johanna or Jessica Spooner.
  - b. Action/Decision: Johanna:** Send information to the group so that this can be communicated out. **Deans:** Announce this today at your school meetings.
  
- II. Topic/Question: Adjunct Evaluation Form**
  - a. Data/Discussion:** The form was reviewed and suggestions for some slight revisions were made.
  - b. Action/Decision: Renee:** Make suggested revisions and share back out to the Deans and Peggy.

## **Provost's Cabinet**

### **Agenda/Action Items**

**Date/Time/Location:** September 24, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

#### **I. Topic/Question: Reviews for Part-Time Faculty**

- a. **Data/Discussion:** The president is asking that part-time faculty adjuncts be reviewed, as he has concerns with Title VI violations and wants to ensure that we are protected if there is an instance of a complaint. Ideas for a process were discussed. It was suggested that a form be created, and that this be done for term adjuncts only, at the end of each spring semester so there is time to gather enough information from student course comments to reach a conclusion. It was determined that temporary adjuncts are work for hire, thus should not need to be reviewed as they are considered work for hire. Student course comments would be collated, and a brief summary would be written; any issues stemming from course comments would result in a classroom observation. Markers on the form should include Teaching Effectiveness (Student Course Comments) and a teaching reflection in which to pull assessment information. There would be a space for evaluation and comment by the reviewer.
- b. **Action/Decision:** **Peggy:** Speak with the President about doing this for term adjuncts only, once a year, so that we have consecutive semesters to look at. **Renee:** Draft a form and share with the Deans.

#### **II. Topic/Question: Dropping Schedules for Non-Payment**

- a. **Data/Discussion:** A discussion ensued regarding schedule drops and the implications of this process. Sharon shared her data from the start of this fall semester and informed the group of her continuing efforts (raising flags in RooSuccess) to get people around campus involved with identifying students who are not registered in hopes that others will help guide students to get their billing completed. While it is better than it has been in the past, we are still falling short on getting the students directed to get done what they need to do. Potential roadblocks were identified. It was suggested that hiring someone to serve as an enrollment steps support person would be invaluable for students who are having difficulty processing information for an already complicated process. It was also suggested that perhaps for a stipend, we could pay a faculty member to assist in this advocacy role to begin with. It was also suggested that attendance be taken at least the first couple of weeks of classes so faculty can help identify students who are in class but not on their roster.
- b. **Action/Decision:** It was decided that we need to pull together a focus group from campus offices to address pinch points in the process, and try to come up with a detailed procedure. **Sharon and Melissa:** Bring screen shots of workflow processes, and enrollment process materials to review with the group at an upcoming meeting, so we can get this started.

#### **III. Topic/Question: Faculty Information Form**

- a. **Data/Discussion:** Peggy met with the Directors and Department Chairs and asked them if they would be willing to meet with their faculty without the Dean to review their faculty's information forms. They were opposed to that.

- b. **Action/Decision:** The process we are currently utilizing will continue as is and the Chairs will still be invited to meet with the faculty with the Dean.

**IV. Topic/Question: Compensation for Instruction**

- a. **Data/Discussion:** The Deans reviewed the draft one final time, and there were no concerns.
- b. **Action/Decision: Peggy:** Speak with the President to find out where this needs to go from here.



## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: September 10, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier

#### I. Topic/Question: Awarding Micro credentials to Commencement Program?

- a. **Data/Discussion:** The question arose as to whether the awarding of micro credentials should appear in the commencement program. It was noted that they do appear on the students' transcripts, and once the courses for the micro credential are completed, students are awarded it. However, it is not a degree.
- b. **Action/Decision:** The group feels there is no need to include micro credentials in the commencement program, as it will make it too long and more costly.

#### II. Topic/Question: Advertising for Searches

- a. **Data/Discussion:** The Human Resources Office is currently down staff right now and are overwhelmed, so we need to support them where we can. Currently the biggest hurdle seems to be the requests for extra advertising locations for searches. There are often memberships to these organizations involved, and HR having to research this is causing major delays. They have asked if it is possible for that piece to be handled within the department prior to sending the C3 and advertisement. Joann feels this would expedite things greatly.
- b. **Action/Decision Group:** Notify your Chairs/staff of this process. We need to ensure that whoever is recommending the additional special advertisement locations is noted some way on the C3 so that we can put HR in touch with those folks when it comes time for them to place the ad.

#### III. Topic/Question: Deans' Office Coverage, One Hop Shop, January 19<sup>th</sup>

- a. **Data/Discussion:** We will be open on the Sunday before the first day of spring classes. The One Hop Shop will be open from 10:00 – 2:00. We would like to have Deans' Office staff be there in person to help. Compensatory or overtime will be paid.
- b. **Action/Decision: Deans:** Speak with the support staff to find a volunteer. **Melissa:** Send a brief email to the deans with details. Data will be collected to see if this participation is viable going forward.

#### IV. Topic/Question: Reminder: Course Fee Requests for Spring 2025

- a. **Data/Discussion:** Any lingering course fee requests for Spring 2025 are due to SUNY by October 10<sup>th</sup>. If anyone has any, please get them to Renee as soon as possible so they can be reviewed at Provost's Cabinet and moved to Amanda Rowley in time for this deadline.
- b. **Action/Decision: Mike:** Check with Lucas to see if he has any.

#### V. Topic/Question: End of Semester Obligation

- c. **Data/Discussion:** Renee shared the end of semester obligation with the group.
- d. **Action/Decision:** It was decided these dates are fine. **Renee:** Send out to the pertinent offices.

**II. Topic/Question: Senior Lecturer Promotion Process**

- a. Data/Discussion:** The final documents were reviewed and discussed.
- b. Action/Decision: Renee:** Send the materials to Michaela and ask her to include this topic, Promotion to Senior Lecturer Process.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: August 27, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

Guest: Liz Brown

#### I. Topic/Question: Credit for Life Experience / Police Academy

- a. **Data/Discussion:** A discussion ensued regarding granting life experience for students who have previously completed the police academy; specifically, should we be awarding college credit to students who are not admitted to our campus and whether the completion of the police academy justifies the awarding of college credit. Sharon indicated that we have allowed police academy students to audit JUST courses in the past, but they do not get credit for it as they sign up as non-degree students. Our current Prior Learning Policy states that a student must be matriculated in a degree program, and requests must be made during the first semester; however, SUNY does not use the term 'matriculated' they say 'degree program' when referring to prior learning credit, which is confusing. Liz explained that the police academy is a very rigorous program, and it is done on our campus; as such, do we want to put up barriers and make these students jump through hoops to obtain college credit and transcript them? Could we do this at no charge, and how many credits could we transcript for them? A good faith gesture like this could ensure that these students come to SUNY Canton to work on a degree or have family members who may attend. Liz mentioned that there are 6 SUNY campuses which house police academies. A standardized policy needs to be put into place across SUNY on how to evaluate a portfolio for prior learning.

- b. **Action/Decision:** It was decided that we will transcript police academy for these students at no charge. To keep it in line with the existing academy agreements with NYSP and NYPD, we will transcript 30 credits. **Liz:** Reach out to Ellen, her contact at SUNY, to clarify the Chancellor's language.

**Addendum:** Liz clarified the Chancellor's guidelines concerning PLA and was told that the policy language is intended for a person who is enrolling at the campus in a degree program. She also clarified the status of Microcredentials since these are technically not a degree program (the student is considered part-time, non-matriculated). She ran the idea by Ellen and SUNY feels we can proceed with this plan.

#### VI. Topic/Question: Dual Enrollment Revisit

- a. **Data/Discussion:** Liz inquired as to whether the group was in favor of piloting a course in the spring using the model we discussed earlier this summer (i.e., instead of high school teachers becoming certified to teach our courses, students would simply attend an online section of an existing course). As a reminder, the concerns were the fee structure and if it would be fiscally worthwhile to do this, as well as limited seats available in the 100 and 200 level courses that high school students wish to take. Sarah had run a list of courses and sent it to the Deans.
- b. **Action/Decision: Deans:** Take another look at the list Sarah sent in July, and we will discuss again at an upcoming meeting.

**VII. Topic/Question: Wall Street Journal Update**

- a. Data/Discussion:** Johanna spoke with Wall Street Journal to inquire about pricing for educational institutions and shared some pricing options, which are pricey given it is not being used much. Ken believes that student subscriptions are affordably priced.
- b. Action/Decision: Johanna:** Contact our representative at WSJ and get more information on individual student pricing.

**VIII. Topic/Question: Retention**

- a. Data/Discussion:** Ken inquired as to what efforts we are using to retain our students. The group explained the many student support services, committees, communication, and funding options we provide.
- b. Action/Decision:**

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** August 13, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

**I. Topic/Question: Attestation Completion Tracking**

- a. **Data/Discussion:** Sharon identified some issues with the professional licensure disclosure attestation completion, specifically students changing their major to funeral services, change of address after the form has been completed, and the tracking of such. A program needs to be built so that we can easily track these students and ensure that they are completing the attestation prior to enrolling into these programs. For now, a hold put on in RooSuccess was suggested to assist faculty with helping to catch these students.
- b. **Action/Decision: Michele:** Include this as an agenda item for her Chairs meeting next week. **Peggy:** Follow up with other tech Provosts to see what their processes are.

**II. Topic/Question: Status Review of Active Courses**

- a. **Data/Discussion:** Sharon has the list of inactive courses ready to be reviewed and will share it with the Deans to look them over. She feels General Education courses should be inactivated through the Curriculum Committee so that everyone is aware.
- b. **Action/Decision: Sharon:** Reach out to Marela and ask that this be added as an agenda item for Curriculum Committee.

**III. Topic/Question: Drop for Non-Payment: Dates & Process for Fall 2024**

- a. **Data/Discussion: FYI:** Sharon informed the group that she dropped the first round of schedules this morning, which were continuing students with a bill older than 30 days. The next round of drops will be done the end of third day of classes, for any student who has not processed a bill. Last fall we used RooSuccess to help with getting student bills processed, so employees who have contact with the students (counselors, advisors, residence life staff, etc.) can assist with getting the students to take care of their billing.
- b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: July 31, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Johanna Lee, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier, Sarah Todd

### WELCOME DR. KENNETH RHEE, NEW SBLA DEAN!

#### I. Topic/Question: Fall 2025 Class Schedule

- a. **Data/Discussion: FYI:** Sharon would like to get the Fall '25 schedule finalized and shared a spreadsheet of the schedule with the group. She indicated that because Payson Hall will be offline next year, there are more courses scheduled on MWF, and there are some earlier and later class times. Our main concern is that students are getting the courses they need. Sharon would like to release the schedule to EMS for Department Chairs to review next week.
- b. **Action/Decision: Deans:** Look over the schedule and let Sharon know if there are any glaring issues.

#### II. Topic/Question: Library Learning Commons Updates & Inter Library Loan

- a. **Data/Discussion:**
  - **Staff Changes:** Johanna discussed staff changes in the library, and informed the group that there are new searches underway.
  - **OERs (openly licensed material, not copyrighted):** The OER/low-cost flow chart will be updated, as the low-cost was \$60, now it is \$25. The taskforce which was formed last year will continue their work. SUNY Canton will be part of SUNY pilot where OER data tracking will be done; this will help us to gauge how much we are saving students on textbooks, and looking at how these cost savings help to retain students. Mike asked Johanna for an accurate list of OER courses. Johanna stated she can, but that it won't be available until after classes start because adoptions are still not on time or are incorrect. Additionally, OER and low-cost adoptions through e-campus are listed together, but Johanna is looking to get them separated out. Melissa asked if we could notate programs that offer low/no cost textbooks to use as a selling point on our academic pages.
  - **Crowd Source Funding:** Some SUNY schools are helping students pay for textbook costs through an endowment called Crowd Source Funding, which is a fundraising effort. Jess and Johanna will be meeting with Tracey Thompson about this possibility.
  - **Inter Library Loan** – Resource Sharing is a form of I.L.L. which allows us to only borrow within SUNY. However, there are some big libraries (Buffalo, Stony Brook, etc.). We are currently using Iliad and if we discontinue using that, we will probably lose a couple of resources, but could investigate other options for faculty unable to access what they need through Resource Sharing.
  - **Wall Street Journal** – Johanna mentioned that we pay for the Wall Street Journal subscription, but it has not been used since 2021. Ken feels the online version would be advantageous for students.
  - **Archives:** College archives (institutional history items) had been housed at Dana Hall but were moved to the basement of the library when Dana was renovated. However, Information Services now needs to utilize that space, so everything is currently sitting in the tutoring area. A proposal was put forth to the President's Cabinet and Johanna will be meeting with them tomorrow to discuss a new location for the

archives. Some suggestions were the CSEA space in the basement of Wicks which is no longer being utilized, or the basement of the Alumni House.

**b. Action/Decision:**

- **OERs: Johanna:** Send the Deans some language about what constitutes as an OER so they can share it with their faculty. Send the Deans a list of who their ambassadors are serving on the OER Taskforce. Send the Deans a list of courses that have that have an OER attribute once they are corrected.
- **Crowd Source Funding: Johanna:** Share this information with the Deans so they can read more about it.
- **Wall Street Journal: Johanna:** Get more information on WSJ subscriptions and share with Ken.
- **College Archives: Group:** If you have other ideas for storing the college archives, please let Johanna know.

**III. Topic/Question: Senior Lecturers**

**a. Data/Discussion:** The Senior Lecturer document was reviewed and discussed.

**b. Action/Decision: Renee:** Clarify some language and create a Sr. Lecturer Faculty Information Summary Form. Send to the Deans and Peggy for review.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 25, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

Guests: Molly, Mott, Lenore VanderZee, Liz Brown

Dr. De Cooke thanked Dr. Jones for his service as Interim Dean for the School of Business & Liberal Arts!

#### I. Topic/Question: Professional Licensure Disclosure

- a. **Data/Discussion:** Drafts of the Student Location Policies and Procedures, and the Attestation Process/Form were shared and discussed for the Professional Licensure Disclosure. There will be one accurate webpage that exists, explaining the reason for the attestation, with hyperlinks to take students where they need to go. Anyone who talks with students planning to enroll in a program that leads to licensure should be directing them to sign the attestation. A plan was discussed on how to ensure that students who need to be signing the form are, where the form will be located and housed after it is signed, and how this communication will come out to the campus and the students. Holds will be put on in Banner which will hold up student registration until the form is signed, but we are aware this won't work for all students, being this late. We will do the best we can for this year. Signed forms will be housed in the SAAADMS screen in Banner. Letters to students informing them of this will be sent from Admissions, however the letter will direct students to contact the Chairs and Directors in these programs with any questions. The hope is to get Travis the materials for the website by this Thursday.
- b. **Action/Decision: Group:** The materials will be updated and put into One Drive for review/revisions no later than Thursday, June 27, 2024. **Renee:** Send out the communication to the campus once the email is drafted. Add this topic back to an early August meeting to regroup and discuss kinks, revisions, document workflow, and review operational/communication plan.

#### II. Topic/Question: Dual Enrollment

- a. **Data/Discussion:** Liz explained that as part of our dual enrollment initiative, we have been getting calls from local school districts, wondering if SUNY Canton would consider allowing high school students to enroll into specific 100 and 200 level online courses. HVCC and JCC are doing this, but local students would prefer to take the courses here, especially those who plan to attend SUNY Canton. This is different than the current way we teach Dual Enrollment where high school teachers are certified to teach our college courses. However, some districts are having a hard time finding teachers and budget restraints are not making it easier. Instead, the high school students would take the courses online here with our students. There were many concerns raised, first and foremost, this must be cost neutral. Popular 100 and 200 level courses are usually fill fast; in turn, we would need to hire more faculty to teach them, which would be more of a cost to us compared to what the fee structure being proposed would cover in order to break even. High school starts later than we do, so we could not make this work for fall semesters. Some suggestions were made to possibly make this work, such as running the dual enrollments in spring only, increasing the fee structure, and start with a small list of



courses that typically have available space in them It was also suggested that perhaps some courses could be developed specifically for this, maybe chemistry and biology.

- b. **Action/Decision:** It was decided to do some more research and regroup. **Sarah:** Generate a list of potential courses that may work. **Group:** Think about a possible fee structure where it would be cost beneficial to the College.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 18, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

#### I. Topic/Question: Infused GERs

- a. **Data/Discussion:** The two infused GERs, Critical Thinking and Information Literacy, need to be outlined on the GETA. Sharon said she can mark specific courses as an attribute for them, but it needs to be decided which courses should be marked as such. Peggy also stated that there is a new mandated infused Gen Ed, competency in Civil Discourse Skills. The timeline for this to go into effect is Fall 25. We are aware this will require a major violation of our governance procedures. We are supposed to be getting guidance from SUNY System this fall which will explain the requirements of this Gen Ed. Peggy will include this in her remarks at the first College Assembly, noting this needs to get done. Kirk noted that he can send Sharon a list of courses for critical thinking, but we do not have a good instrument for determining information literacy; we are currently using ENGL 101 for that one.
- b. **Action/Decision: Kirk:** Contact Deb Moeckel and Keith Landa at SUNY to find out more information.

#### II. Topic/Question: Professional Licensure Disclosure

- a. **Data/Discussion:** We have always had to have statements on our website with respect to our programs that lead to licensure; Nursing, Vet Tech, Funeral Services, and Physical Therapist Assistant. The government has changed the guidelines for disclosing this information in that previously we could say that our programs do prepare students to meet licensure in NYS, but we are no longer allowed to say that. The statements “has not been determined” or “insufficient to meet” must be removed. Instead, programs must indicate yes (meets) or no (does not meet) and leave off states from the list that we don’t know the answer to. We are aware there are some enrollment implications, although small. Admissions has drafted a letter and will be sending them to students. The change apparently came out last October, and SUNY was slow to act, and as such, we have somewhat limited guidance. Unfortunately, this needs to be implemented by July 1, 2024. There was a presentation in May, but there have been changes since then; the legislation is confusing and contradictory. If we are found in violation, it is a \$275,000 fine, so we need to get it right. They have provided some blanket language to frame it. We are working with Travis to revise the website, and the tech sectors are working together. Morrisville offered to share their information with us. This is further complicated by distance learning and implications for our NC SARA status, who will also be tracking this information. The way the legislation is defining distance learning is, if you have taken a course online in the first semester, you are a distance learning student. This does not affect current students, just the incoming cohort.
- b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: May 7, 2024 / 9:30 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Cybersecurity Course Fees**
  - a. **Data/Discussion:** Michele indicated that these course fees are not due until fall and will be implemented in spring 2025. They were reviewed and approved.
  - b. **Action/Decision: Renee:** Send these course fees to Amanda Rowley.
  
- II. **Topic/Question: Open House/Admitted Student Day Display - Swag Purchases for Academic Programs & Departments**
  - a. **Data/Discussion:** Admissions has money in their College Association account to order swag for Open House and Admitted Student Day academic tables. Melissa asks that the design is good, and that SUNY Canton is written somewhere on it. She asked that any suggestions or needs be sent to her office.
  - b. **Action/Decision: Group:** Let Mau Paniconi know of any needs/ideas. Give the last day of obligation as the deadline so Melissa can get the order in early June. Encourage faculty and/or students in the programs to attend these events to speak with prospective families and students.
  
- III. **Topic/Question: College Closures**
  - c. **Data/Discussion:** Although Melissa has a standard operating procedure for outreach to colleges that are potentially closing, most times she never hears back. Admissions to Admissions outreach seems to be not working, so she wondered about some other communication outreach strategies which may work better, inclusive of many different areas on campus. For example, athletics. She also asked our Middle States experts if they could help to identify colleges that may be potentially closing or are in trouble, and to let us know so we can move faster. Johanna mentioned that on the Middle States webpage there is a way in which keywords entered can be filtered to find this information more easily.
  - d. **Action/Decision:**
  
- III. **Topic/Question: EMWG Updates**
  - a. **Data/Discussion:** Melissa reported that the Enrollment Management Working Group is now working on three projects simultaneously.
    - **Dashboard** - We report our numbers weekly, but they are just one marker. We don't report out on the steps afterwards, such as whether students submitted a FAFSA, done a housing request, paid their bill, etc. Are there other markers that should be included? There are a lot of factors going into the reports, the more data markers that can be included, the better.
    - **Performance-based admissions criteria, borderline credit for non-traditional/transfer students** - For example, if the student graduated from the NYS Police academy, they would be admitted directly into a four-year Criminal Justice program with the first two years completed. This is what we currently do for

students who come in with a two-year nursing degree, we admit them into the Nursing, BS, four-year nursing program.

- **Reinvigorating life on campus/themed residence halls** – Thinking differently than what we are currently doing with themed housing. For example, if a student likes athletics/sports, the common area will have multiple televisions with all the major sporting networks, could attend athletic conferences, and perhaps go to a sporting event. These perks/experiences would be part of their housing package.

**b. Action/Decision:**

**IV. Topic/Question: Petition/Exception Report**

- a. **Data/Discussion:** The petition/exception report is used to look at the petitions and exceptions that have been done during the academic year in Degree Works. If there are courses where petitions for substitutions are being done frequently, we can change the programming to allow the substituted courses to be included without having to submit the petition every time.

**b. Action/Decision: Sharon:** Send the report to the Deans for them to review.

**V. Topic/Question: Fall 2025 Schedule FYI**

- a. **Data/Discussion:** Sharon indicated that she is working on fall 2025 class schedule. She said that because Payson Hall will be offline, she is having to move more classes to MWF, with some earlier and later class times. She is looking at degree checklists to ensure that students are getting a reasonable schedule. She expects to have a preliminary schedule within the next week or so to share out.

**b. Action/Decision:**

**VI. Topic/Question: Electronic Diplomas FYI**

- c. **Data/Discussion:** Sharon announced that starting this semester, students will be able to obtain their diploma electronically through Parchment, the company we use for transcripts.

**d. Action/Decision:**

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** April 2, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Michael Newtown, Sharon Tavernier

**Guests:** Joann Ellis, Tina Flanagan

**I. Topic/Question: Term Adjuncts**

- a. **Data/Discussion:** Joann and Tina want to ensure everyone is on the same page regarding term adjuncts, as last summer the Board of Trustees amended their policy. Adjuncts who have been employed at the college for 6 consecutive semesters going into their 7<sup>th</sup> semester, will need to be given a contract for a full year instead of semester by semester (regular fall and spring terms only).
- b. **Action/Decision:**

**II. Topic/Question: Routing of the Yellow/Green Curricular Sheets**

- a. **Data/Discussion:**
  - **Green Curricular Sheet:** A discussion ensued regarding the use of the Green curricular sheet, the form we use when a new program announcement is being introduced. Do we still need this, when this information can be communicated via the SUNY 1A form instead? The group agreed that the 1A circulate amongst the Deans, the originating Dean sends to the Curriculum Committee as an FYI, back to the Dean, then to the provost, then on to SUNY.
  - **Yellow Curricular Change Request Form:** Sharon suggested a revision to this form, which was to add language to contact the Registrar's Office for available course numbers when proposing a new course. Additionally, she asked that an implementation date be included in the Master Course Syllabus so that once the course is approved, it is easier for her to find when it is to be implemented.
- b. **Action/Decision: Renee:** Ask Marela to add "Curriculum Proposal Sheet (Green Form)" to the next Curriculum Committee meeting; this will be an FYI. Once this is done, ask Travis to take down the form from the website. Make suggested changes to yellow curricular form and master course syllabus and share back with Sharon and the Deans.

**VII. Topic/Question: Review Course Fee Requests**

- a. **Data/Discussion:** Course fee requests were reviewed and approved.
- b. **Action/Decision: Renee:** Send to Amanda Rowley.

**VIII. Topic/Question: 2024-25 Anticipated Hires Review**

- a. **Data/Discussion:** Anticipated hires were reviewed and discussed.
- b. **Action/Decision: Renee:** Ask Michalea to add to the next President's Cabinet meeting agenda.

## **Provost's Cabinet**

### **Agenda/Action Items**

**Date/Time/Location:** February 6, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier

**Guest:** Chad Brown

- I. Topic/Question: 688 Individual Studies & Change of Major**
  - a. Data/Discussion:**
  - b. Action/Decision:** It was decided that Chad Brown will be the person responsible for reviewing and acting on change of major requests for the Individual Studies-Business (688-B) program. Chad will have a conversation with the student about their goals, then work collaboratively with the SBLA Dean's Office to ensure the student has the proper advisement. Students in 688-E and 688-H will continue with the point people currently receiving workflows for Individual Studies in their schools.
  
- II. Topic/Question: Curriculum Coordinator Reappointments**
  - a. Data/Discussion:**
  - b. Action/Decision:** To ensure that the process is consistent across the three schools with curriculum coordinator appointments/reappointments, it was decided elections will be held as we do with Directors/Department Chairs.
  
- III. Topic/Question: Inactive Courses Policy**
  - c. Data/Discussion:** In her research, Sharon has learned that campuses typically designate a course as inactive if it has not been taught in 5-6 years. She is suggesting that a proposal similar for our campus be drafted and presented to the Academic Standards Committee. She mentioned that annually, she will run a report of courses that have been inactive to be shared with faculty and if not acted upon, will be deactivated. The courses may eventually be brought back, as they will remain in Banner; they would need to go back through the Curriculum Committee. Inactive courses would come out of the College Catalog, General Education sheets, etc. The group agreed to this plan.
  - d. Action/Decision: Sharon:** Draft a proposal to be sent to the Academic Standards Committee.
  
- IX. Topic/Question: Incompletes Reminder**
  - a. Data/Discussion:** Sharon informed the Deans that the deadline for Fall and Winter '23 incompletes is today. This is important because Brightspace will turn off the courses, so students cannot complete their work after today, and faculty do not have the ability to open the course back up. She said extensions for incompletes can be done on the form.
  - b. Action/Decision: Deans:** Please make sure your faculty are aware of this.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: January 23, 2024 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier

#### I. Topic/Question: Canton Scholars Program

- a. **Data/Discussion:** Melissa stated that they have been running the Canton Scholars Program since they started decisioning applications and although we are slightly ahead overall for fall, we are not seeing any real deposits from students who have been awarded the scholarship. She would like to ask faculty to call the students who have been awarded, as we have done in the past. There are 176 students on the list, but we can start small with the 31 students who have been awarded and accepted but have not yet deposited. We can also ask student ambassadors to help with calling. She suggested a call night in Admissions if that works best for faculty. Melissa also mentioned that they are working with Public Relations on an email to send to high school counselors in all states who participate in tuition match, and most of them are in the Northeast. The message will state that we have already offered half of our scholarship dollar goal to students and ask if they can help us award the rest. Finally, Melissa informed the group that we are adding Early Childhood into the summer start program this year.
- b. **Action/Decision: Melissa:** Share the list of CSP students with the Deans and supply a call script for the faculty to refer to when calling students. **Deans:** Talk to faculty and encourage them to volunteer to work with Admissions to call these students.

#### II. Topic/Question: OER Working Group Update

- a. **Data/Discussion:** Johanna reported that the OER Working Group now has two faculty from each school, and their first meeting will be held on February 22<sup>nd</sup>. They will be discussing why OER is important, where the holes are, what the perceptions of OER are in their schools, review of baseline data in terms of cost savings, wrapping in the textbook adoption process, and actions going forward. Peggy asked that Johanna also emphasize to the faculty what qualifies as scholarship regarding OER development, as there is a lot involved with developing a good OER. Hopefully the faculty on this committee will raise awareness of OER to their peers and can be helpful in securing a grant to pay for some resources to create OER development. It was also suggested that it could be beneficial to indicate the programs that have very low to no textbook costs as a marketing tool.
- b. **Action/Decision:**

#### III. Topic/Question: Tutoring Needs and Library Acquisitions

- c. **Data/Discussion:** Every year Johanna sends out the request forms for tutoring and library acquisition needs so she can prepare for tutoring in needed areas and library acquisitions. However, she rarely gets any requests and then they start coming in late after her budget comes in. This makes it difficult for budgeting purposes and it will be further complicated as the HEERF funds are ending. Given how unpredictable budgets are, the reality is she may no longer be able to grant late requests.
- d. **Action/Decision: Johanna:** Send the forms out to the list serve and the Deans. **Deans:** Share this information with your faculty at your school meetings and make sure that your faculty are communicating their needs to Johanna in a timely fashion.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** January 9, 2024 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

**Guests:** Liz Brown, Lenore VanderZee

**I. Topic/Question: Dual Enrollment – President's New Initiative for SLC Students**

- a. Data/Discussion:** Lenore and Liz discussed a new President's initiative for St. Lawrence County students; this will be implemented in an effort to increase our dual enrollment program. We will offer dual enrollment at no cost to students in our county as a show of support and in return, each high school that participates with SUNY Canton's dual enrollment program will bring their students to campus at least once so students may tour the campus, meet faculty, and perhaps even shadow faculty. This would be done in coordination with the Admissions Office. We have not spread the word to all St. Lawrence County high school districts yet but are in the process of working with Madrid-Waddington, BOCES, and Canton, and a memorandum of understanding will be going out to them. Mike indicated that Massena school district can also be added, as he has been in discussions with them. In addition, every dual enrollment MOU has a correlating articulation agreement with us. Liz mentioned that if a high school is looking to credential a faculty member, a packet comes from the high school teacher who wishes to teach the course, Liz puts it together and sends to the appropriate Dean. Sarah suggested that a starting place for high schools looking to implement CIHS courses would be to potentially replace an AP course. AP courses cost money to the student and do not guarantee credit upon completion of the course. This could also assist in reducing high school instructor burnout. FYI: The application form has been moved to Slate so we have all these students in our system for future outreach.
- b. Action/Decision:**