

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 7th 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.

- III. **Topic/Question: Review Course Fee Requests**
 - a. **Data/Discussion:** Course fee requests were reviewed and approved.
 - b. **Action/Decision: Renee:** Send to Amanda Rowley.

- IV. **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.

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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.

- V. **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.

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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 22nd. 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.

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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:**