Provost's Cabinet
Agenda/Action Items
Date/Time/Location: January 14, 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

Guests: Lenore VanderZee and Rebecca Snyder

I. **Topic/Question: Grants – Adaptive Learning Systems and Intelligent Tutoring Systems**
   a. **Data/Discussion:** Ken was reading articles about Artificial Intelligence, and they referred to two these two systems. He was researching them and feels they could change the way we interact with students, and wondered if this is something we might investigate for the future. The advantage of an AI tutor is they may be accessed anytime, 24/7, whereas a face-to-face tutor is not. Sarah indicated that she knows a little about this due to a SUNY committee she sits on through SUNY IR. She suspects SUNY may already have a plan and some vendors in mind and she offered to try and find out where the discussions are in the pipeline. She will also try to find out about any funding for campuses, if that has been discussed. Johanna mentioned that she would like to see some research on how this compares to face to face tutoring.
   b. **Action/Decision**: **Sarah:** Share any findings with the group. **Ken:** Send Johanna information on this.

II. **Topic/Question: Follow Up: Deans' Office Support Staff Using Slate**
   a. **Data/Discussion**: Melissa informed the group that they are working on this and plan to have a brief training for the staff on how to use Slate. Ken talked with his Chairs about this as well and wondered if there was a way for them to access information as well. RooSuccess was again suggested, as faculty do not have access to Banner. Melissa and Sharon met with Information Services to discuss options for one platform to store information where most people have access. They will keep the group posted.
   b. **Action/Decision**: **Melissa:** Let Kyle Fennell will reach out to the Deans' staff for training.

III. **Topic/Question: Policy for Processes of Allocation**
   a. **Data/Discussion:** Lenore and Rebecca shared the new campus policy which applies to the recovery and distribution of Indirect Facilities and Administrative (F&A) costs related to external grants awarded to SUNY Canton or the Research Foundation. A breakdown of the policy was discussed. They informed the Deans and Peggy that the policy has been approved and put in place, however a process still needs to be decided upon for allocating and distributing these funds.
   b. **Action/Decision**: **Deans:** It was decided that the Deans will draft a document that will be reviewed and discussed at our next Provost's Cabinet meeting. It was also decided that the Deans and Rebecca will attend the February 12th Provost & Director/Department Chair meeting to share out the document with the faculty and solicit feedback. **Renee:** Send an invite to the Deans and Rebecca.

Provost's Cabinet
Agenda/Action Items
Date/Time/Location: January 7, 2025 / 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: Dean's Symposium Discussion**
    a. **Data/Discussion:** The final Deans's Symposium schedule was clarified.
    b. **Action/Decision**:

II. **Topic/Question: Fall Schedule (w/Payson Offline)**
    a. **Data/Discussion:** The Chairs have seen the Spring schedule and made their edits for round one. Registrar's Office has made changes and sent them back to the Chairs and open for round two, which is due on January 17th. Sharon reported that there has not been pushback for what was proposed with the closure of Payson Hall, and that she has moved everyone where needed, and has looked at Degree Works to ensure students are getting a reasonable schedule. Deans are welcome to go into EMS for final tweaks.
    b. **Action/Decision**:

III. **Topic/Question: Update on Honors Convocation**
    c. **Data/Discussion:** Mike inquired about the plans for Honors Convocation this year. Peggy indicated that nominations were solicited, a person was selected and has enthusiastically accepted! There have been discussions with the Student Affairs side of the house to revise the program somewhat this year, but there has not been a plan put in place yet.
    d. **Action/Decision**:

IV. **Topic/Question: Learning Commons New Librarian**
    a. **Data/Discussion:** Johanna reported there is a new Outreach and Instruction Librarian and any faculty contacting the library for information literacy courses should reach out to him. His name is Ben VanTol.
    b. **Action/Decision**:

V.   **Topic/Question: Support Staff in Dean's Offices Using Slate**
    a. **Data/Discussion:** Melissa suggested that the support staff in the Deans' Offices blind copy the Slate email address when responding to new transfer students with registration codes and possible schedule options. Once the students get emails from the Deans' Offices, the students call admissions and the admissions staff does not have knowledge of course suggestions or the registration codes, so they need to reach out to the Deans' Offices. This would simplify and provide better customer service to students if they were copied on the email so there is a record of what the student was told without having to do that extra step of reaching out to the Dean's Office first. Sharon also would like something similar done in RooSuccess so that more people have access to the information, providing consistency. She mentioned that this would not be as easily done as blind copying Slate. Renee suggested perhaps the Deans' Offices could also blind copy the Advising email address. Mike suggested a mass integration of software so that everything is in one place. This would entail bringing several other offices into the

conversation. There were concerns raised of also sharing too much. Michele would like to have a conversation about our advising model here at SUNY Canton, as this came to the forefront when we were advertising for a full-time SHCJ advisor, which changes the dynamics of what we are doing in advising and how we are approaching advising.

b. **Action/Decision**: For the short-term solution, the Deans' Offices will blind copy the Slate email address in correspondence to new transfer students. **Melissa:** Share the Slate email address with the Deans' Offices. **Deans:** Communicate this to your staff. **Sharon:** Organize a list of attendees for the larger discussion and work with Renee to schedule something. **UPDATE: Sharon spoke to Chad Brown who liked the idea of including the Advising Office as a blind copy. Please adjust your processes to also include Advising.**

VI. **Topic/Question: Spring Numbers**

a. **Data/Discussion:** We are behind in commitments for spring. Students are not depositing, or they have holds such as missing transcripts which is preventing Admissions from making decisions. Melissa mentioned that she has come up with an active plan in focusing on our larger majors where we are behind in deposits and currently has been working on joint admissions with Suffolk Community College for Health Care Management. She explained that joint admission means if you apply to one college, you are automatically accepted to the other without going through the admission application process, which is one step less the student needs to do. Melissa mentioned that the research she is doing is market research and we are losing enrollments because SUNY is allowing other programs at other institutions to pop up. Suffolk had started a Health Care Management programs a couple of years ago and has a healthy enrollment right now both online and face to face. She mentioned articulation agreements seem to be the basis for many of the joint admissions agreements. Another program she will be looking at is Cybersecurity. Currently Admissions is working on reaching out to students who are at different stages of the process, be it non-deposits or missing documents.

b. **Action/Decision**:

VII. **Topic/Question: Final Grade Submission**

a. **Data/Discussion:** Faculty have asked about the reason for the quick turnaround for final grade submissions. Sharon indicated that they have 72 hours from their last final exam to submit final grades. There must be a relatively quick turnaround because many things hinge on final grades, such as grade review of suspensions and academic recovery, Dean's/President's Lists, off-term sessions, financial aid and implications of student aid, etc. These reports need to be run, and we only have a short period of time to do all the work that follows. As the academic calendar is done through a governance committee, it was recommended that complaints be raised there.

b. **Action/Decision**: