

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: **September 30, 2026 / 10:00 – 12:00 / MAC 620**

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

Guest: Liz Brown

I. Topic/Question: SUNY Canton Launch

- a. **Data/Discussion:** Liz Brown joined the meeting to discuss a new initiative in partnership with St. Lawrence County BOCES called **SUNY Canton Launch**. The program is designed to mirror The Clarkson School, allowing high school seniors to attend college and complete their senior year while earning college credits. Liz explained that some students have become disenchanted with The Clarkson School because participation in the program prevents them from taking part in certain high school extracurricular activities and events, such as playing sports and attending prom. In contrast, SUNY Canton Launch would allow students to return to their high schools at the end of the academic day and participate in these activities. The program would be open to students from 18 school districts. To be eligible, students must have a minimum GPA of 85% and submit their application by May 1. Applications must also include transcripts and a recommendation letter from the student's guidance counselor. Students would be enrolled in a total of 31 credits across the fall and spring semesters. Because SUNY Canton's academic calendar does not align with the school districts' calendars, students would also be permitted to take a course during the winter and summer terms. This could be particularly beneficial for students who need to make up a course they were unsuccessful in completing. Liz explained that BOCES would be responsible for academic advising. Students would be charged full tuition, with their high school districts covering the cost of tuition and the meal plan and subsequently being reimbursed by SLC CoSeR. Liz also shared a program schedule outlining students' courses, times, and locations while on campus from 9:00 a.m. to 1:00 p.m., Monday through Friday. She indicated that the library would serve as the students designated "landing zone," where they would be encouraged to study. Several questions were raised by the Deans and answered by Liz.
- b. **Action/Decision:** The Deans expressed support for the SUNY Canton Launch program.
Deans: If there are additional questions or concerns, please contact Liz.

II. Topic/Question: Micro credentials & Electives Related to Permanent Schedule

- a. **Data/Discussion:** Michele indicated that micro credentials and the elective courses required to complete them are not regularly included in the permanent course schedule. As a result, students may be unable to fulfil the requirements for certain micro credentials. One contributing factor is the number of open electives within some micro credentials, as well as the overall number of electives required for certain credentials. Consolidating courses and developing a more streamlined scheduling approach may help address these challenges. Some suggestions were discussed, such as the bucket approach, in which an elective could be offered on a rotating basis to serve multiple micro credentials based on where and when the course is needed. Some strategic decisions will also need to be made regarding which courses should be prioritized, particularly those with enrollment demand. Liz had previously run enrollment numbers and offered to provide an updated analysis to share with the Deans.
- b. **Action/Decision:** **Liz:** Run the enrollment numbers to share with the **Deans**. **Renee:** Add Liz to an upcoming Provost's Cabinet meeting.

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Agenda/Action Items

Date/Time/Location: September 15, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

Guests: Sharon Tavernier, Shelly Thompson, Sarah Todd

- I. **Topic/Question:** Changes to Honors Convocation – Sharon and Shelly
 - a. **Data/Discussion:** Criteria for Honors Convocation Selection
 - b. **Action/Decision:** GPA calculator – 3.75

- II. **Topic/Question:** Chair Calculator – Sarah
 - a. **Data/Discussion:** Chair Director Calculator -Stipend
 - b. **Action/Decision:** Sarah to use the average of the service program as the floor for calculation for contract reclassification. (Humanities, Math, Science). Ensure chairs receive a similar amount, and then, as enrollment grows, the stipend grows.

- III. **Topic/Question:** Access Policy to Courses in Brightspace - Ken
 - a. **Data/Discussion:** Access to the Faculty Learning Management system by Chairs currently needs approval by the faculty. MOU with the union regarding the retention of curriculum.
 - b. **Action/Decision:** Ken to prepare a discussion for the president's cabinet regarding policies and access.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: September 8, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

- I. Topic/Question: Student Over the Limit Credit Hours**
 - a. Data/Discussion:** The question as to whether students taking beyond the 19-credit limit should be charged additional tuition was revisited. It was suggested that charging additional tuition for credit above the limit may discourage students from seeking permission to exceed 19 credits. The current understanding is that SUNY establishes tuition at a single rate for students enrolled in 12 or more credits. This will be confirmed with the President's Cabinet.
 - b. Action/Decision: Renee:** Ask Michaela to add this topic to the President's Cabinet agenda.

- II. Topic/Question: Finalize Sr. Lecturer Summary Information Form**
 - a. Data/Discussion:** The group is satisfied with the form on Brightspace. One concern was the ability in Brightspace to minimize sections, as they will get too long once faculty are typing in the boxes and it would be nice to be able to hide one area completely while reading another.
 - b. Action/Decision: Renee:** Ask Tonka about minimizing sections of the form and let her know regardless, we are ready for this to be live in Brightspace and ready for spring Sr. Lecturer reviews.

- III. Topic/Question: Course Fee Requests**
 - a. Data/Discussion:** There is only one course fee request for the spring. No others are expected.
 - b. Action/Decision: Renee:** Let Amanda know.

Provost's Cabinet Plus

Agenda/Action Items

Date/Time/Location: September 1, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

- I. **Topic/Question: Transfer Transcripts Re-Visit**
 - a. **Data/Discussion:** Discussed transcript processing delays and the impact of differing SUNY academic calendars.
 - b. **Action/Decision:** Remind faculty of the transcript process at school meetings. Parchment+ is planned for next year.
- II. **Topic/Question: Waitlist & Change in Drop Policy**
 - a. **Data/Discussion:** Reviewed the impact of delayed drops on waitlisted students, section availability, and course conflicts.
 - b. **Action/Decision:** Data will be reviewed to determine future WL capacity
- III. **Topic/Question: Progress Survey for Math**
 - a. **Data/Discussion:** Discussed timing of the Math progress survey and outcomes of the leveling tool.
 - b. **Action/Decision:** Sarah Todd to compile and share data on the leveling tool and survey timing.
- IV. **Topic/Question: Non-Degree & Non-Credit Student Course Availability Schedule**
 - a. **Data/Discussion:** A non-degree student enrolled in an upper-level course without prerequisites.
 - b. **Action/Decision:** Chairs to review courses to determine whether additional restrictions or clarification are needed.
- V. **Topic/Question: Textbook Prices, Access Codes, and OERs**
 - a. **Data/Discussion:** Discussed rising textbook/access-code costs, pricing discrepancies, OERs, and low/no-cost course options
 - b. **Action/Decision:** The OER Committee will resume work.
- VI. **Action/Decision: Topic/Question: Course Change Requests**
 - a. **Data/Discussion:** New course-change process resulted in fewer dropped schedules (60 vs. 200).
 - b. **Action/Decision:** Encourage students to consult with Financial Aid before course changes that could affect eligibility.
- VII. **Topic/Question: Policy on End-of-Term Course Withdrawals**
 - a. **Data/Discussion:** Some students initiate course withdrawals but do not complete the confirmation step.

- b. **Action/Decision:** Registrar may honor an initiated withdrawal if the semester has not ended. Continue emphasizing the confirmation step.

VIII. Topic/Question: 2026-27 Searches

- a. **Data/Discussion:** Reviewed timing of 2026-27 searches.
- b. **Action/Decision:** Delay searches as needed and revisit search plans.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: August 19, 2026 / 10:00 - 12:00 / MAC 620

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

Guests: Tonka Jokelova

- I. Topic/Question: Sr. Lecturer Faculty Information Summary Form**
 - a. Data/Discussion:** Tonka was asked to incorporate the Senior Lecturer Faculty Information Summary Form into Brightspace to make it more user-friendly for both faculty members and reviewers. She presented several versions of the form to the Provost's Cabinet for review.
 - b. Action/Decision:** The group agreed on a preferred version with minor suggested edits.
Tonka: Incorporate the edits and recirculate the revised form to the Cabinet for final review prior to implementation.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: May 19, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

Guests: Sarah Todd, Liz Brown

I. Topic/Question: Chair Calculator

- a. **Data/Discussion:** We are finding that the Department Chair calculator that was put into place is no longer effective or fair in compensating faculty. It was suggested to revisit and base compensation on credit hours only.
- b. **Action/Decision: Sarah:** Work up something and bring back to a future Provost's Cabinet for review and further discussion.

II. Topic/Question: Update: Dual Enrollment

- a. **Data/Discussion: FYI:** Liz updated the Provost's Cabinet on dual enrollment for the upcoming fall semester, and enrollment numbers are looking strong. The past semester was successful overall. The team hosted 11 Dual Enrollment Days, attended by approximately 650 students, and received very positive feedback from participating districts. On average, about 50% of students expressed interest in dual enrollment opportunities. Liz and Kate are also collaborating with BOCES and St. Lawrence County on additional initiatives related to dual enrollment. In addition, Liz shared her impressions from a visit to Brooklyn STEAM, noting how innovative and creative the projects were among 11th- and 12th-grade students.
- b. **Action/Decision:**

III. Topic/Question: Microcredential Declaration Numbers

- a. **Data/Discussion:** Liz shared the microcredential enrollment data, which continues to show strong growth. The top inquiry from community members is Nursing Home Administration, with Medical Coding and Grant Writing also drawing significant interest. Enrollment in Artificial Intelligence microcredentials has increased as well, likely due to SUNY's recent emphasis on AI initiatives. Liz maintains a tracking spreadsheet and works closely with department chairs to coordinate course offerings. She noted that many students pursuing microcredentials want to complete them as quickly as possible; however, some required courses are not offered consecutively, and in some cases are not available again for up to a year. To address the resulting inquiries about course availability, she recommended "hiding" those courses until they are scheduled again. Instead, the group discussed offering these courses off-term to support timely completion, particularly for microcredentials with high enrollment demand. This approach was well received, especially since off-term offerings are not canceled due to low enrollment, and the summer schedule includes three sessions. A plan will be developed to implement this strategy. The group also noted that planning for the winter term should begin now.
- b. **Action/Decision: Liz:** Work with the Chairs to put a plan into motion for winter off-term offerings.

Provost's Cabinet Deans Only

Agenda/Action Items

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

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

Guest: Shelly Thompson

I. Topic/Question: Honors Convocation Processes

- a. Data/Discussion:** Shelly raised concerns about the current Honors Convocation eligibility process after receiving multiple complaints from students and parents. Examples discussed included:
- i. First-time Fall 2026 freshman entering with college credits earned in high school, resulting in sophomore standing, who are ineligible despite excellent GPAs. Concerns were raised that this may discourage participation in dual enrollment programs.
 - ii. Fall 2026 graduates completing their programs one semester early who are also ineligible despite strong academic performance.
 - iii. Fall 2026 transfer students with excellent GPAs who were ineligible because they had not attended SUNY Canton for at least two semesters.
 - iv. Students who earn an associate degree with us and then continue into a bachelor's program: if we count all previously completed coursework for these students while applying a different standard to external transfer students, we may unintentionally create an inequitable situation. Students who begin their education with us and choose to continue here should not be disadvantaged simply because their complete academic history is already reflected in our system.
- b. Action/Decision:** The group decided this issue should be reviewed by a broader committee that includes the Registrar. **Shelly:** Contact Information Services to determine whether there is a simpler method for generating the Honors Convocation eligibility report. Reach out to her contact at SUNY Orange to learn about their Honors Convocation eligibility processes. **Renee:** Discuss this with Sharon. Ask her to send a message through the Registrar's listserv requesting information on how other campuses handle Honors Convocation eligibility and selection processes.

II. Topic/Question: Sr. Lecturer Portfolio - Materials & Brightspace

- a. Data/Discussion:** The group discussed inconsistencies in the materials being submitted by Sr. Lecturers. Submissions currently range from minimal documentation to nearly full portfolio-level materials. There is also confusion regarding where materials should be stored, with some faculty using One Drive or other file-sharing platforms instead of Brightspace. Peggy emphasized the need for a more consistent process. The original intent of the revised Sr. Lecturer process was to simplify submissions for both faculty and reviewers; however, the current Sr. Lecturer Faculty Information Form is resulting in overly lengthy submissions. It was suggested that the form itself may need to be integrated directly into Brightspace so faculty can complete the entire process within one system, similar to previous portfolio processes.
- b. Action/Decision: Renee:** Consult with Online Learning to see if we can incorporate the Sr. Lecturer Faculty Information Form into Brightspace, emphasizing that brief, concise responses (e.g., a paragraph where appropriate) are sufficient.

III. Topic/Question: Annual Evaluation Process for Directors/Chairs

- a. Data/Discussion:** It was suggested that a faculty Director/Chair review process is needed.
- b. Action/Decision: Renee:** Work with Mike and Peggy to draft a form for further review and discussion.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: March 24, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

Guests: Rebecca Snyder, Erin Lassial

I. Topic/Question: NORDP Consultants Program

- a. **Data/Discussion:** Rebecca presented an opportunity through the National Organization of Research Development Professionals (NORDP) consultants' program (via Emory University). The program supports emerging research institutions (non-R1s) in building sustainable research infrastructure over two years. Key benefits include:

Up to \$150,000 in funding (awarded after year one)

600 hours of consulting support (first year)

Strategic planning and research development services

Peer coaching and technical assistance

The group discussed aligning this opportunity (Category 1: Improving infrastructure and expanding institutional capacity) with the existing EPIIC grant. Michele mentioned that she needs to report on what we have accomplished but an analysis of hard vs. soft infrastructure needs to be done to fill in gaps. There was also strong interest in expanding faculty research capacity, particularly through training and structured support (Category 2: Building pathways to increased research activity). It was noted that the EPIIC Grant has increased faculty engagement regarding research. Faculty workshops on grant development were suggested, perhaps during winter term when things are slower. Peggy suggested the development of Standard Operating Procedures (SOPs) so that new incoming faculty know that they have research support. She also suggested the creation of a faculty/professional staff advisory group to support the Grants Office with this initiative.

- b. **Action/Decision:** It was decided that Category 2 is the route to pursue but align Category 1 with the EPIIC Grant. **Rebecca:** Draft campus-wide communication and share with the Deans; once reviewed and finalized, the communication will go out. A survey will follow. **Deans:** Provide feedback, questions or suggestions to Rebecca.

II. Topic/Question: Duration of Status Changes

- a. **Data/Discussion:** Erin outlined potential federal changes that may eliminate the current "duration of status" flexibility for international students. Instead, students may be granted a fixed period of stay, which could have a significant impact on our institutional practices. The College often sponsors students for an initial two-year program to reduce costs, with the ability to extend to a four-year degree. This flexibility may be removed, meaning students would need to be placed into their intended degree program from the onset with little or no opportunity to change majors later. As a result, academic advising will need to be significantly more intentional, precise, and error-free, since mistakes could directly affect a student's ability to remain in the U.S. This shift would require stronger coordination across admissions, athletics, advising, and academic departments, as well as more consistent tracking for in-person courses for international students. The form Erin fills out for students defines approved programs and expected completion timelines plays a critical role in ensuring compliance. As such, the group discussed the possibility of extending program completion timelines (e.g., from 4 to up to 6 years) to build in flexibility under a fixed-status model. Peggy also mentioned that she is working with the Advising Center on revising the advising model; perhaps a dedicated international student advisor would make sense. Overall, there is a clear need for a shared, institution-wide approach to support international students and mitigate risk if

these changes are implemented. Erin reported we currently have 43 international students.

- b. **Action/Decision: Deans:** Identify all relevant stakeholders in both information gathering and plan delivery. Determine possible sticking points. **Erin:** Draft a justification for a dedicated international advisor. Once we know the outcome of this bill, Erin will coordinate with Nick to get on the College Assembly agenda to present this proposal.

III. Topic/Question: Civic Discourse GER

- c. **Data/Discussion:** Ken understands that a committee previously met to develop a Civic Engagement module as part of the Civic Discourse GER. He is seeking clarification on the next steps for implementation. It was noted that some programs do not have room for another course in their curriculum. As a result, the Civic Discourse component may need to be embedded within existing courses; it was suggested that a DEISJ course may be used to fit in with this.
- d. **Action/Decision: Peggy:** Discuss this topic with Kirk during the next one-on-one meeting and request clarification on the plan moving forward.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: February 17, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

I. Topic/Question: Course Fees

- a. Data/Discussion:** Peggy expressed concerns about including accreditation-related expenses in recent course fee requests. While she understands including costs tied directly to licensure, she does not feel accreditation expenses should be passed on to students. An alternative discussed was incorporating these costs into the department budget, with careful consideration.
- b. Action/Decision:** The department will consult with the Business Office before submitting budget requests to determine whether accreditation expenses can be appropriately included in the departmental budget rather than course fees.

II. Topic/Question: Compensation Document

- a. Data/Discussion:** The group reviewed the recently updated compensation document to ensure compensation practices are aligned and consistent across all three schools.
- b. Action/Decision: Peggy:** Peggy will distribute the finalized updated compensation document to the campus.

III. Topic/Question: Anticipated Hires Review

- a. Data/Discussion:** The Anticipated Hires document was reviewed and discussed.
- b. Action/Decision: Renee:** Make the necessary revisions and send them to Peggy to present to the President's Cabinet.

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: February 10, 2026 / 8:30 – 9:30 a.m. / MAC 620

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

Guests: Tonka Jokelova

I. Topic/Question: Chair Access to the Learning Management System

- a. **Data/Discussion:** A question arose as to why Department Chairs have no access to the Brightspace shells of their faculty. We feel this is imperative, particularly with regard to adjuncts, to ensure that the courses are of good quality and students are getting what they need. Tonka indicated that while it is certainly possible to grant access to Department Chairs, her understanding is that an MOU exists between the College and the union that states no one outside of the instructor may have access to their course(s) in Brightspace without faculty permission. So, if we are looking to allow Chairs and/or Deans into the courses, the union must agree. Tonka's understanding is that this came about because faculty were fearful of their intellectual property being stolen. There was also a suggestion that some training or workshops be available for Chairs to understand what course design and quality instruction should look like. Tonka indicated she would be happy to offer that.
- b. **Action/Decision: Renee:** Check to see if this MOU can be found. If so, share with the Deans and Tonka and we will go from there.

II. Topic/Question: Summer and Winter-Term Revenue Sharing

- a. **Data/Discussion:** A discussion concerning off-term revenue distribution ensued.
- b. **Action/Decision:** Per our regular process, schools receive \$20 per student enrolled. The minimum schools receive is \$10,000 and the funding comes from the provost's off-term accounts. These funds pay for faculty travel and professional development, as we no longer receive state funds for those initiatives.

Provost's Cabinet Plus

Agenda/Action Items

Date/Time/Location: February 3, 2026 / 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: Needed Academic Momentum Data

- a. **Data/Discussion:** What do we need to look at, and what depth of retention are we concerned about was asked, as we are seeing nothing after first time freshman. Peggy indicated that SUNY is interested in the overly aggressive benchmarks that they sent. She mentioned that she talked about this at school meetings and College Assembly. SUNY wants to see an increase of 12% in our retention numbers, and they are only interested in first-time, full-time freshman completing in 2- and 4-year programs but not counting internal or external transfer students. This is a very small pool of students for our campus. SUNY will not change the way they calculate these scores. Peggy informed the group that we are about ready to submit our plan, with our focus being on the 3 big plans we discussed in our last meeting.
- b. **Action/Decision: Peggy:** Send the benchmarks from SUNY to the Deans.

II. Topic/Question: Math Leveling

- a. **Data/Discussion:** Discussion about issues with all leveling and possible ways to better level students. The Academic Momentum group will hopefully help with getting the correct people into the discussion and have a better plan going forward. Peggy would love to see professionalized advising to ensure students are appropriately placed and faculty are freed up from this task. An ad-hoc committee or task force for all leveling was suggested.
- b. **Action/Decision:** It was decided that a leveling task force will be created, to include a faculty member from each school, the Advising Director, and someone from Admissions. A faculty member from a selective program would be beneficial. **Deans:** Think about who in your school would be appropriate for this task force group. **Melissa:** Create a One Drive file share to include leveling information.

III. Topic/Question: Student Overloads

- a. **Data/Discussion:** There seems to be an increase in students who have been approved for an overload (over 19 students). Sharon has also noticed that there are no parameters outlined in the College Catalog for allowing students to go over 19 credits; it simply states, 'Dean discretion.' All the deans indicated that they do use guidelines, even though they are not published. Minimum GPA, success in overloads in the past, extenuating circumstances are some examples of criteria used; however, it was agreed that there should be some language included in the College Catalog, so students are aware before requesting an overload. There was also mention of charging an additional cost for taking courses over the max, which is a bigger conversation than this group.
- b. **Action/Decision:** It was decided that we will codify this based on certain criteria for the College Catalog going forward. **Deans:** Send the criteria that you use in decision making for student overload requests. **Sharon:** Check to see if there are extra charges for going over 19 credit hours.

IV. Topic/Question: General Updates from Registrar

a. Data/Discussion: Sharon updated the group on some general housekeeping.

b. Action/Decision:

~ Update on drop for non-payment, Spring 2026 – Sharon will summarize her data at census and share it with Eric.

~ Status of Incompletes – The language as to how the deadline is defined needs to be clearer. Is the deadline for the date the grades are due from the faculty, or when the student must have their work completed?

~ Gen Ed Core Competencies –

- Critical Thinking & Reasoning – Kirk will be addressing this at College Assembly today.
- Information Literacy – ENGL 101
- Civic Discourse – SOCI 101, but will need other courses as not all majors include SOCI 101

~ Reminder about class rosters and verifying accuracy

Provost's Cabinet Deans Only

Agenda/Action Items

Date/Time/Location: January 20, 2026 / 9:00 – 11:00 a.m. / MAC 620

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

I. Topic/Question: 3-Year Course Outline Updates

- a. **Data/Discussion:** To clarify the process. Michele indicated that they track their 3-year course outline updates in her office. They no longer use the course outline shared drive that was set up when these were first being done. Each school is to be updating their courses every 3 years; non-substantive changes go from the Dean/Director of Assessment directly to the Registrar and Public Relations for updates. Substantive changes go through the governance process.

Schedule going forward: SHCJ – 2025-26. SBLA – 2026-27. CSOET – 2027-28.

- b. **Action/Decision:** Renee checked with Sharon and Travis to see if they pull from the course outline shared drive for updates or anything else. They do not. It was decided that that shared drive will be removed. **Renee:** Reach out to Help Desk to remove the shared drive.

II. Topic/Question: Wait Lists and New Sections

- a. **Data/Discussion:** Concerns were raised regarding the wait lists and new sections, as the Deans do not feel that they are necessarily accurate. Some students are on the waitlist but end up not taking the class; so now we have opened another section for a small number of students. One suggestion was 2 weeks before the start of the semester check to see how many students have paid their bill. Or look at the trend data at census to determine a pattern. The McKean Report sent from the Registrar at census would provide that kind of data so that we are not running classes with such low enrollments.
- b. **Action/Decision: Renee:** Ask Suzanne and Sarah if there is a way to compile the data number and distribution of students who are in danger of being dropped for not paying their bills. If the data can be shared the week before classes start, we can use that information for scheduling purposes.

III. Topic/Question: Permanent Schedule Review Process

- e. **Data/Discussion:** A strategy for an annual or bi-annual review of the permanent schedule was discussed. As this is the first time we have had a permanent schedule, we have not talked about modifying it; there are areas where there is still work needed.
- f. **Action/Decision:** It was decided future modifications of the permanent schedule will be left to Deans' discretion to ensure we are where we need to be.

IV. Topic/Question: Adjunct Assignments

- a. **Data/Discussion:** We have consolidated quite a few courses, which has resulted in some unhappy adjuncts.
- b. **Action/Decision:** Going forward, data trends will be looked at for uncertain courses and designated as TBA until we know for sure if the course will run or if we need to assign it to full-time faculty instead in order for them to make load.

V. **Topic/Question: Academic Momentum Campaign**

- a. **Data/Discussion:** Our Academic Momentum plan is due to SUNY on February 5th. Regional summits took place at the beginning of December, and we had a retreat last week with the planning committee, which was very productive. We centered on three big ideas: looking at FAFSA completion is our easy metric, instituting completion grants as innovation, and our big one is working with gateway courses for retention. The planning committee looked at majors and math competencies. We are looking to move away from MATH 106 and dismantling some of the pre-requisites we have in place and adjusting competencies in particular majors. Peggy will be talking about this at school meetings and College Assembly. To advance this effort, Peggy would like a volunteer program at each school. This will be a friendly conversation with faculty, in looking to make a substantive change. Peggy recommended some programs.
- b. **Action/Decision: Deans:** Look at program outcomes and match the math content they have. Decide which programs would best fit this endeavor. **Peggy:** Once she has her check-in call with our SUNY liaison, she will let the Deans know when the information is needed.