

**Office of the Provost
Annual Report
July 2009**

Undertook a successful national search for Dean of the Crane School

Undertook a successful national search for the Director of the Libraries

Completed an Academic Master Plan through a collaborative process that gave all faculty constituents an opportunity for contributions

Created a Task Force to propose structure and processes to support student-faculty research, which served as the basis for a Title III grant proposal

Received and began implementation of a \$1.6 Title III “Strengthening Institutions” Grant, which created the Center for Undergraduate Education and provides for a number of funding programs to transform curricula at the college to integrate undergraduate research

Successfully applied for \$10,000 curriculum development funds from SUNY to support workshops to foster integration of diversity issues in the curriculum

Reorganized the Center for Lifelong Education and Recreation and assisted in transitioning it to Student Affairs

Performed extensive analyses of academic programs, including compiling data regarding enrollments, class sizes, student-faculty ratios and other data related to planning for the financial restraints imposed by the withdrawn funding for the College

Developed and implemented procedure to review course enrollments after registration to allow for efficient delivery of instruction at the colleges

Supported enhancement of departmental assessment, hosting a workshop by Linda Suskie, VP for Middle States Commission on Higher Education and working with Institutional effectiveness to move substantially farther towards compliance with Middle States expectations

Supported the initiation of the MST program in Ottawa; despite some challenges, this is underway and promises to be successful

Supported the implementation of the web-based degree audit system

Supported continued efforts to improve services and functioning of the graduate studies office, including recruitment of graduate students

Assisted in a revision of the College’s Animal Care Policy and procedural documents

Submitted eighteen program revisions to System Administration in Albany and the New York State Department of Education:

- BA Business Administration (JCC)
- BA Childhood/Early Childhood Education
- BA Geology (Education)
- BA Musical Studies
- BA/MST Adolescence Education: Biology
- BA/MST Adolescence Education: Chemistry
- BA/MST Adolescence Education: Earth Science
- BA/MST Adolescence Education: Physics
- BS Computer Science (revision of BA)
- MA English and Communication
- MSED Curriculum & Instruction: Language Acquisition for International Students
- MSED Educational Technology Specialist
- MSED Literacy
- MST Adolescence Education: Biology
- MST Adolescence Education: Chemistry
- MST Adolescence Education: Earth Science
- MST Adolescence Education: Physics
- MST Curriculum and Instruction

Submitted one new program to System Administration in Albany and the New York State Department of Education approval of which is pending:

- BA Theatre Education

Highlight of programs overseen by the Associate Vice President for Academic Affairs include:

UNDERGRADUATE RESEARCH

The implementation of the Title III Strengthening Institutions Grant in support of undergraduate research was initiated. In the first half-year of the grant, projects involving 13 faculty and 11 students were funded

The Center for Undergraduate Research opened in March with Open House, attended by over 100 faculty, students, and staff members. The Center surveyed departments on campus and found that most departments on campus are either currently actively engaged in undergraduate research or are interested in encouraging it in their departments

Through the Center for Undergraduate Research, the Kilmer Undergraduate Research Fund supported 16 student apprentices supported under six faculty members in spring 2009. One student, Dan Slane, won a Geological Society of America grant in May based on his Kilmer

Research. In cooperation with Research and Sponsored Programs Office, 6 students working with two faculty members received Faculty-Undergraduate Summer Research grants. Of these, four were supported by RSP funds and 2 by Kilmer funds

The Kilmer Fund also supported three awards at the annual Learning and Research Fair, in addition to the donor- supported Dr. Ram L. Chugh North Country Research and Public Service Award

LEARNING COMMUNITIES

Offered 27 Fall 2008 FIGS enrolling 339 of 587 eligible first-year students (57%)
Offered 5 new FIGS: Psychology, Criminal Justice, Bio-Ethics, Native Americans and History
Designed new program brochure to advertise course offerings
Designed new FIG Handbook for first-year students
Offered 2 campus workshops on designing learning communities
Redesigned program website

HONORS PROGRAM

Offered 45 Honors courses in Fall/Spring terms
Co-sponsored Bregman Book Discussion Series with Crumb Library
Admitted 106 freshmen Honors students for 2008-2009 academic year
Graduated 36 senior Honors students in class of 2009
Designed new video clip of program offerings for website
Completed year-long program assessment and evaluation of Honors program

U.S. and GLOBAL STUDIES

Increased student minors in Africana Studies (6), Asian Studies (9) and Native American Studies (5)
Hosted 6 campus-wide program presentations
Revised program curriculum offerings

WOMEN'S AND GENDER STUDIES

Developed exchange agreement (MSW) with the University of Louisville
Expanded "Anne Malone Lecture Series" campus program offerings

LEARNING AND TEACHING EXCELLENCE CENTER

Hosted 54 campus program activities with 356 participants (10.8% increase)
Designed new program website
Awarded 18 FACUL-TE FELLOW professional development awards

STUDENT FELLOW PROGRAM

Processed 4 applicants for national fellowships
Designed new program website
Hosted 5 faculty/student campus information sessions

PRESIDENTIAL SCHOLARS PROGRAM

Admitted 11 new Presidential Scholars (24 total)
Hosted 3 public service community events
Redesigned new program website
Hosted 8 Senior Scholar Colloquium events
Graduated 8 Senior Scholars

COLLEGE WRITING CENTER

Provided 1,536 individual tutoring sessions for 453 students
Provided 65 group tutoring workshops
6% increase in student clients and 12% increase in student sessions
Co-sponsored “World in Potsdam Diversity Festival Writing Contest” with 150 student entries

STUDENT SUCCESS CENTER PROGRAMS:

Academic Advising

Advised 350+ transfer students and 110 assigned advisees (57% increase)
Provided supplemental advising to 150 students assigned to faculty advisors
Trained 80 faculty/staff advisors (43% increase)

Academic Support Services

72% of students being tutored earned overall 2.0 g.p.a.

Experiential Education

Program received 2008 President’s Higher Education Community Service Honor Roll Award
420 students completed an internship
1,300 students completed a volunteer experience
11 courses now designated as Service Learning

Accommodative Services

20% increase in students served

First Year Transitions

81% of eligible students enrolled in FYSS

International Education

148 students studied abroad (2% increase)
392 students from 26 countries attended SUNY Potsdam

Bridges

67 students enrolled in program

82% of students retained (overall 2.34 g.p.a.)

83% of students of color retained in combined Bridges/EOP programs

EOP

149 students enrolled

83% of participating students eligible to return (53% students of color)

Designed new non-credit EOP freshman seminar

Student Support Services

99% of program participants persisted

80.5% of participants in good academic standing

44/46 students of color retained (96%)

In addition, the Provost engaged in a number of professional and service activities:

Served on the Executive Committee, SUNY Chief Academic Offices Association as Past-President

Served on a SUNY Task Force examining the System's budget model for allocations to campuses.

Served on the Board of Educational Affairs of American Psychological Association

Served on the Executive Committee of the Society for the Psychology of Women (American Psychological Association Division 35) as chair of Strategic Planning Task Force

Received the Sue Rosenberg Zalk Award for Distinguished Service to the Society for the Psychology of Women in August 2008

Served as Faculty Fellow in Residence Halls

Served as Vice Chair of the Board of Directors of the Canton-Potsdam Hospital Association

Was accepted as Evaluator for Middle States Association of Schools and Colleges

Prepared for publication: Madden, M.E. (in press). Administrative leadership styles. In Barbara J. Banks (Ed.), *Gender and Higher Education*. Johns Hopkins University Press.