

# The Reporter



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## SUBMISSIONS

### Submitting Items to The Reporter

Articles and announcements for publication should be submitted by e-mail to Katherine Kelley in the Office of Public Affairs at [kkelleykm@potdam.edu](mailto:kkelleykm@potdam.edu) by Tuesday at noon. Submitting items by e-mail is an efficient way to ensure your information is placed accurately in *The Reporter*. Thank you.

## CAMPUS NOTES

### Open Office Hours for the President

The next series of open office hours for members of the campus community to meet with President Schwaller have been scheduled for the fall 2012 semester. To make a 15-minute appointment during one of the following times, please contact Diane Brown by phone at x2100 or by e-mail at [browndr](mailto:browndr):

Tuesday, Nov. 6 from 3 p.m. – 4 p.m.

Wednesday, Nov. 14 from 3 p.m. – 4 p.m.

### Approval of Academic Minor

The following minor was approved by the Faculty Senate at their October 18, 2012 meeting, and is hereby endorsed by President Schwaller:

- Approval of the Biomedical Anthropology Minor

Please contact Ramona Ralston or Diane Brown if you have any questions.

### Shared Services and Potsdam/Canton Joint Report to SUNY

The Fall 2012 meeting of all Faculty and Professional Staff will be held on Thursday, Nov. 9, from 4 p.m. to 5:30 p.m. in Kellas 105. Anticipated discussion will include Shared Services and the proposed SUNY Institute for Arts, Sciences and Technology that was in the Potsdam/Canton joint report to SUNY. If you have questions that you wish to raise anonymously, you may e-mail them to the Faculty Senate Chair, Jan Trybula, at [trybulj@potdam.edu](mailto:trybulj@potdam.edu).

### Digital Humanities Events

As part of its Bregman Humanities Series, the College Libraries will host a digital humanities lecture on Tuesday, Nov. 13 at 4 p.m. in the LTEC. Dr. Stéfan Sinclair, Associate Professor of Digital Humanities at McGill University, will give a talk entitled "Entrepreneurial Digital Humanities: Selling Out or Buying In?" Light refreshments will be served and all are welcome to attend.

As a prelude to this event, there will be a digital humanities roundtable on Friday, Nov. 9 from noon - 1 p.m. in the LTEC. Panelists Tom Baker, Tony Betrus, Trevor Blank, Jennifer Campbell, Brian Ladd and Martin Walker will discuss the place of digital humanities at SUNY Potsdam and beyond.

### Nominations are Being Accepted for the Alumni Association Awards

Do you know of any Alumni that deserve to be recognized by the Alumni Association? If so, the deadline for nominations for the Alumni Association Awards is December 1. If you know of a former student that is an alum and deserves to be recognized nominate them now at <http://www.potsdam.edu/alumni/connecting/awards/association.cfm>, where you can also view past award recipients. The four award categories can also be viewed at this website.

The deadline for the School of Education St. Lawrence Academy Medal and The Crane School of Music Helen M. Hosmer Excellence in Teaching Award is February 1.

Nomination forms are located at the following respective websites:  
<http://www.potsdam.edu/alumni/connecting/awards/medal.cfm>  
<http://www.potsdam.edu/alumni/connecting/awards/hosmer.cfm>

Questions can be directed to the Office of Alumni Relations at 315-267-2120.

## **Important Message from Computing & Technology Services**

The following areas of CTS will be open on Monday, Nov. 12, for Veteran's Day.

Administrative Information Systems (AIS), Stillman Hall  
HelpDesk, Stillman Hall  
Host & Network Services (HNS), Kellas Hall  
Network Infrastructure & Media (NIM), Kellas Hall  
TelCom, Stillman Hall

The following areas will be closed on Monday, Nov. 12, for Veteran's Day.

Administration & Operations, Stillman Hall  
Instructional Technology Center (ITC), Stillman Hall

If you have any questions or concerns, please contact Irene M. Haverstock at x2089.

## **Faculty Writers Reading**

The next Faculty Writers Reading featuring Stephanie Coyne DeGhett and Donald McNutt will be held on Monday, Nov. 12, 5:30 p.m., in the College Writing Center (Carson 106).

Stephanie Coyne DeGhett is the author of the poetry collection *No Longer Any Place But Here*. Her most recent work appears in *The Missouri Review*, *Confrontation* and *Southern Humanities Review*.

Donald McNutt began writing for real while studying at Temple University in Philadelphia, a city known for its hard edges and scrappy character. His writing often explores how we imagine places and give them meaning.

## **Faculty Development Application**

The final Title III Strengthening Institutions Grant application deadline for Fall 2012 to submit a Faculty Professional Development Application is Monday, Nov. 12. Faculty interested in attending regional or national conferences in order to cultivate instructional skills related to undergraduate research should visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including application forms and funding levels or contact Gerald L. Ratliff, Title III project director, at x2107.

## **Faculty/Student Collaborative Conference Travel Application**

The final Title III Strengthening Institutions Grant application deadline for Fall 2012 to submit a Faculty/Student Collaborative Conference Travel Application is Friday, Nov. 16. Faculty and students presenting preliminary results of their collaborative research at regional or national conferences are encouraged to apply and should visit the Title III website at <http://www.potsdam.edu/faculty/research/titleiii> for additional information, including application forms and funding levels or contact Gerald L. Ratliff, Title III project director, at x2107.

## **SEFA Campaign for 2013**

The annual SEFA (State Employees Federated Appeal) campaign will run this year from October 23 through December 21, 2012 for the calendar year 2013. President Schwaller encourages you to consider this very important campaign. Your contributions have the potential to support numerous organizations in St. Lawrence County and through those organizations you will be helping members of our community.

Through the use of a special code, you can designate which organization will be supported. The SEFA campaign provides the added benefit of making your contribution through a payroll deduction. Please call Diane Brown at x2100 if you have any questions or to request the SEFA booklet and donation form. Again, thank you for your support and consideration to SEFA and for all that you do to make SUNY Potsdam such a great place. It really is appreciated.

## Submission of Nominations for 2013 Chancellor's Awards for Excellence

Nomination packages are now being accepted for the 2012-2013 Chancellor's Awards for Excellence. Categories for Chancellor Awards include: Excellence in Faculty Service, Professional Service, Scholarship and Creative Activities, Teaching and Librarianship. The deadline for submission of nominations is December 14, 2012, close of business. Please visit <http://www.potsdam.edu/offices/hr/Chancellor-Awards.cfm> for more information.

## SUNY Potsdam in the News

The following are selected headlines from local newspapers featuring SUNY Potsdam and its people.

### Thursday, Oct. 25

Charleston Advisor:

"ACS, SUNY Potsdam and pricing: The publisher's perspective"

Watertown Daily Times:

"'Antigone 5.9' performances at SUNY Potsdam"

### Friday, Oct. 26

Ogdensburg Journal:

"The Met: Live in HD will showcase Fleming in 'Otello'"

"ONNY opens 25<sup>th</sup> season Saturday with Beethoven"

"Classic Greek drama revived in 'Antigone 5.9'"

Daily Courier-Observer:

"Potsdam's Fright Night draws big crowd"

"Orchestra of NNY tackles Beethoven's 9<sup>th</sup>"

### Saturday, Oct. 27

Daily Courier-Observer:

"SUNY Potsdam makes changes in cyberspace"

Watertown Daily Times:

"Jazz legend honored at Crane"

"Schuller is artist-in-residence"

### Sunday, Oct. 28

Sunday Advance News:

"Crane School fall concert features flute ensemble"

"Crane opera brings 'Coronation' to Snell Theater stage in Nov."

### Monday, Oct. 29

Watertown Daily Times:

"A tale of two campuses—how shared IT will bring SUNYs together"

"North SUNY colleges share IT services"

### Tuesday, Oct. 30

Truthout:

"Economists' statements on jobs"

WWNY TV:

"Storm hits St. Lawrence County"

Daily Courier-Observer:

"Universities cancel classes, warn students before storm"

"Hurricane Sandy, hundreds of miles away, gives North Country pre-Halloween scream"

"Sandy striking from afar"

"Photo spot"

Watertown Daily Times:

"Winds cause early closings"

"Sunny skies follow Sandy's brisk wind"

North Country Now:

"National Grid prepares for high winds, heavy rain"

"Rain remains but Sandy blows over: St. Lawrence County sets up emergency shelter, SUNY Potsdam loses power, Cape Air cancels flights"

"Adopt-a-Bear-Cub program raising money to help Potsdam kids"

"No SUNY Potsdam hockey games at Maxcy Arena, but ticket prices not changing"

### Wednesday, Oct. 31

Watertown Daily Times:

"Superstorm Sandy goes easy on NNY"

"Crane Opera Ensemble staging 'Coronation of Poppea'"

North Country This Week:

"SUNY Potsdam presents musical performance"

"Brookmeyer concert"

North Country Now:

"Potsdam resident awarded United University Professions scholarships"

"Potsdam Halloween from 1920s remembered by village historian"

North Country Public Radio:

"Preview: 'Fatal Promises' at SUNY Potsdam"

## **2013 Summer Session Dates**

The 2013 Summer Session dates will be as follows:

Session I	May 23 - June 27
(no class May 27 – Memorial Day)	
Session I-A	May 23 - June 10
(no class May 27 – Memorial Day)	
Session I-B	June 12 - June 27
No classes June 28 - July 7	
Session II	July 8 - August 9
Session II-C	July 8 - July 23
Session II-D	July 25 - August 9

Additional information regarding the class meeting times template, General Education Committee Guidelines, and instructor compensation rates is available on the Extended Education website under Summer Session/Faculty Information.

If you have not submitted your course proposal(s) please do so as soon as possible.

For questions or assistance, please contact Katie Logan at x2166 or by e-mail [logankm@potsdam.edu](mailto:logankm@potsdam.edu), or Tom Fuhr at x3089 or e-mail [fuhrtw@potsdam.edu](mailto:fuhrtw@potsdam.edu).

## **Jewish Holy Days 2012-2013**

In scheduling events on campus for 2012 and 2013, please be observant of the Jewish holy days. All Jewish holy days with Sabbath-like restrictions require that all normal business, school or secular activities cease approximately two hours before sundown on the eve of the holy day to allow for adequate preparations. Work prohibitions are required during the holy days of Rosh Hashanah, Yom Kippur and Passover.

For the spring 2013 semester:

Passover

March 25 through April 2

\*The first two days and the last two days of this holy day are days in which no work is permitted (25, 26, 1 and 2).

For the fall 2013 semester:

Rosh Hashanah

Sunset of September 4 through nightfall of September 6.

Yom Kippur

Sunset of September 13 through nightfall of September 14.

If you have any questions, please feel free to contact Dr. Stebbins at x3372.

## 2012 Flu Shot Clinic Schedule

Thursday, Nov. 15

Location: BSU - Fireside Lounge, 11 a.m. – 2 p.m.

Shots will be administered on a first-come, first-served basis. Information regarding the flu, the Vaccine Consent Form and the Vaccine Information Statement (VIS) are available on the Student Health Services website. Look under Campus Health Alerts. If you are younger than 18 years, you must have your parent/guardian review the VIS and sign the consent form. The completed form can be faxed or mailed to:

SUNY Potsdam Student Health Services

44 Pierrepoint Avenue

Potsdam, NY 13676

Fax: 315-267-3260.

Please wear appropriate clothing, short sleeves or loose-fitting sleeves and be prepared to list all medications and supplements you are taking. If pregnant, please see your obstetrician for a flu shot.

The vaccine is free for both students and faculty / staff. Student ID is required at all clinics.

## The Center for Undergraduate Research Fall 2012 Workshops & Events

The application deadline for Spring Semester Kilmer UR Apprenticeships is Monday, Nov. 12, 4 p.m., 102 MacVicar.

## CSEA Tuition Benefits

The NYS & CSEA Partnership for Education and Training now has its catalog and application forms available for program year 2012-2013. The NYS & CSEA Partnership for Education and Training provides programs and services for NYS employees and agencies. Check out the website at [www.nyscseapartnership.org/index.cfm](http://www.nyscseapartnership.org/index.cfm).

## Employee Assistance Program

The SUNY Potsdam Employee Assistance Program (EAP) has two EAP Coordinators, Toby White, at x3434 and Ada Santaferri, at x2229. Both are available to discuss personal concerns and make appropriate referrals. You may contact Toby or Ada at the numbers listed above, or you may call the Statewide EAP in Albany at 1-800-822-0244. EAP is a confidential referral service available to all campus employees, retirees and their families.

## CALENDAR

### November

- 2      Voice Area Recital @ Hosmer, 1 p.m.  
          Woodwind Area Recital @ Wakefield, 3 p.m.  
          Antigone Projects @ College Theater, 7:30 p.m.  
          Jazz Ensemble @ Hosmer, 7:30 p.m.
- 3      Crane Opera Sitzprobe @ Snell Theater, 10 a.m.  
          Annual Scholarship Luncheon @ Union MPR, 12:30 p.m.  
          Swimming vs. Norwich @ Maxcy Pool, 1 p.m.  
          Men's Hockey vs. Plattsburgh, 7 p.m.  
          Antigone Projects @ College Theater, 7:30 p.m.
- 4      Daylight Savings Time Begins  
          Antigone Projects @ College Theater, 2 p.m.  
          Tuba/Euphonium & Trombone Ensembles @ Hosmer Hall, 7:30 p.m.
- 5      Potsdam Appreciation Week (PAW) @ Union Lobby, 11 a.m. – 2 p.m.  
          Men's Basketball vs. Algonquin College, 7 p.m.  
          Crane Brass Ensemble @ Hosmer Hall, 7:30 p.m.

- 6 Registration for Graduate Students  
Crane Horn Choir @ Hosmer Hall, 7:30 p.m.
- 7 Registration for Seniors  
Crane Symphonic Band @ Hosmer Hall, 7:30 p.m.
- 8 Registration for Juniors  
Crane Opera Ensemble presents "L'Incoronazione di Poppea" @ Snell Theater, 7:30 p.m.
- 9 Registration for Sophomores  
Crane Voice Area Recital @ Wakefield, 1 p.m.  
Crane Saxophone Chamber Music @ Hosmer, 3 p.m.  
Men's Hockey vs. Fredonia, location TBA, 7 p.m.  
Crane Opera Production, "L'Incoronazione di Poppea" @ Snell Theater, 7:30 p.m.
- 10 Fall Open House  
Intramural Racquetball Tournament @ Maxcy, 2 p.m.  
NCMTA Fall Festival @ Wakefield, 8 a.m. – 2:30 p.m.  
Men's Hockey vs. Buffalo St. @ Massena Arena, 7 p.m.  
Crane Opera Production, "L'Incoronazione di Poppea" @ Snell Theater, 7:30 p.m.
- 11 Veteran's Day  
Crane Symphony Orchestra Rehearsal Conducted by Gunter Schuller @ Crane School of Music Room C119, 2 p.m.  
CPS Presents Calefax, reed quintet @ Hosmer Hall, 7:30 p.m.
- 12 Guitar & Harp Ensembles @ Snell Theater, 7:30 p.m.
- 14 French Horn Masterclass @ Crane C101, 3 p.m.  
Percussion Ensemble @ Snell Theater, 7:30 p.m.
- 15 Piano Area Recital @ Snell Theater, 5 p.m.  
Women's Basketball vs. Utica, 6 p.m.  
Ten Minute Play Festival @ Blackbox Theater, 7:30 p.m.  
"Tribute to Gunther Schuller" Concert @ Hosmer Hall, 7:30 p.m.
- 16 Swimming North Country Invitational, 4 p.m.  
String Chamber Music @ Wakefield Recital Hall, 6 p.m.  
Latin Ensemble @ Snell Theater, 7:30 p.m.  
Ten Minute Play Festival @ Blackbox Theater, 7:30 p.m.
- 16 & 17 NYSMMA Area All-State, Hosmer & Snell
- 17 Swimming North Country Invitational, 10 a.m.  
Men's Basketball North Country Tournament, noon
- 18 PCC & Men's Ensemble @ Hosmer, 3 p.m.  
Concert Band @ Hosmer, 7:30 p.m.
- 19 Wind Ensemble @ Hosmer, 7:30 p.m.
- 20 Recess begins at 10 p.m.
- 22 Thanksgiving
- 26 Classes resume at 8 a.m.

## **PACES**

### **College Store**

November 5 - 10

Get ready for winter sale

Hats, mittens, gloves and scarves - 20 percent off

November 12 - 17

Bear Express Week

All purchases made with Bear Express or cash – 20 percent off

**Union Market**

November 5 - 10

Get ready for winter sale

Hats, mittens, gloves and scarves – 20 percent off

November 12 – 17

Popcorn – 50 cents

**Student Union Dining Court**

November 6

Election Day Specials

**Cookies & Cream**

Red, white & blue milkshake - \$2.50

Red, white & blue parfaits - \$3.25

**Firehouse Grill**

Nacho's with red, white & blue chips - \$2

Any red, white or blue yogurt - 50¢ off

**Student Union Dining Court**

November 8, 11 a.m. – 4 p.m.

Customer Appreciation Day

Fifth World Grill and Chips

**Becky's Place**

Yogurt and soup demo with Renzi Brothers (while supplies last)

**PACES Celebrates International Week**

November 12-17

**Lehman**

Monday, Nov. 12

Spain-Spanish rice w/olives, tomatoes & herbs

Tuesday, Nov. 13

China-Sesame chicken w/pork fried rice

Wednesday, Nov. 14

Africa-Apricot & Couscous w/chicken

Thursday, Nov. 15

Mexico- Chicken, Chorizo & Tortillas soup

Friday, Nov. 16

Japan- Tofu/black bean garlic sauce & vegetable stir fry

**Student Union Dining Court**

**Cookies & Cream**

Tuesday, Nov. 13

Gelato cakes (until supplies last)

**Mediterranos**

Nov. 12 to Nov. 16

Greek dishes

**Fifth World Grill**

Wednesday, Nov. 14

Gyros @ lunch

**Chip's Deli**

Friday, Nov. 16

Mediterranean wrap all day

**Tomassitos**

Thursday, Nov. 15  
Spaghetti & meatballs @ lunch

**Blue Plate**

Thursday, Nov. 15  
Tacos @ lunch

**Becky's, Crane & Minerva's**

Baklava starting at 11 a.m., (while supplies last through out the week)

**Lehman Dining**

Monday, Nov. 12, 4:30-8pm

**Thanksgiving Gobble Up**

Traditional Theme Dinner - roast turkey, stuffing, corn, broccoli, mashed potatoes, mashed sweet potatoes, cranberry sauce, dinner rolls, thanksgiving day soup, butternut apple soup, roasted vegetable soup, apple pie, pumpkin pie and pumpkin cheesecake.

**PACES Faculty and Staff Discount Program**

PACES Dining Service, The College Store and the Union Market offer special discounts for SUNY Potsdam faculty and staff. Dining Services offers a Faculty and Staff Flex Plan that affords a 20 percent discount off purchases at dining locations on campus (except Tim Horton's).

To open an account, you must go to the PACES Business Office in Merritt Hall. You can add money at any Dining Services register or at the PACES Business Office with cash, check or credit card.

The program is being offered only to the faculty & staff of SUNY Potsdam. Dependents, family members and spouses are not eligible for the plan.

PACES also offer discounts on a variety of items in both the Union Market and The College Store. These are standard discount categories. Check with the cashier before ringing out to verify your discount.

Clothing 15 percent off (except outerwear)

Gifts, imprint memorabilia 15 percent

Textbooks & supplies, 10 percent off

Backpacks, Vera Bradley, 10 percent off

Umbrellas, sporting goods 10 percent off

Greeting cards, balloons 10 percent off

**FACULTY/STAFF/DEPARTMENT EXCELLENCE**

*Donald George*, (Crane) has signed a book contract from *Oxford University Press* (the world's largest university press, known for "excellence, tradition and innovation").

This book, *Master Singers: Advice from the Stage*, is an exciting opportunity to provide singers with invaluable insights from great artists. In addition, an artist's bio and photo will be included.

The book will also fill a void in the current vocal training books by providing the voice student practical advice on what really must be done to perform on a regular basis on the major stages of the world. With Oxford, our vision for this book is that it will become the prestigious, current standard reference for singers.

Artists such as Crane alumni Stephanie Blythe and Dimitri Pittas along with Met Stars Cheryl Studer, Alan Held, David Daniels, Sam Ramey, José Carreras and Sumi Jo have already signed on. More stars will be signing in the future.

**VACANCIES****Assistant Professor for Community Health Department**

The Community Health Department invites applications for a tenure-track Assistant Professor beginning fall 2013.

Responsibilities include instruction of undergraduate professional preparation courses within the field of community health, including but not limited to maternal and child health, health education, nutrition, program evaluation, program planning, human disease, substance abuse prevention, environmental health and epidemiology. Duties also include student advising, research/creative activities, and University/public service.

Required: Earned PhD or ABD in Public Health, Community Health or Health Education required.

Preferred: Preference will be given to candidates who have experience working within the public health and prevention field. To apply visit <https://employment.potsdam.edu>, job posting No. 0600389. Position is open until filled.

## **Assistant Professor for Physics Department**

The Physics Department is accepting applications for a tenure-track Assistant Professor beginning fall of 2013. The Physics department currently offers a BA in physics, participates in 3-2 dual engineering degree and has a plan to offer BS degree.

Primary duties include teaching a physical science course for education majors, other physics courses for majors and non-majors, and establishing a research program involving students.

Required: Ph.D. in physics, astronomy or closely related field is required and expertise in experimental physics is preferred. Prior experience in physics education and innovative teaching method will be highly preferred. To be considered, visit <https://employment.potsdam.edu>, job posting No. 0600394. Position is open until filled.

## **Director of Graduate Studies**

The School of Education and Professional Studies seeks a dynamic leader to develop and oversee innovative approaches to the operation of the Graduate Studies office. The Director of Graduate Studies will coordinate all operations and budgets within Graduate Studies, including supervising professional and clerical staff. The individual must be able to develop a positive working environment within the Graduate Studies office, maintain an accurate and efficient system for processing graduate documents, and be able to work with students, faculty and other college staff in a positive, collegial and professional way.

Essential Functions: Work collaboratively with the Admissions Office; assist where necessary with the design of recruiting and marketing materials, and setting and monitoring graduate retention/graduation goals; create a high quality-level of customer service in the office; work collaboratively with academic program faculty on any issues related to graduate admissions decisions; ensure accurate and efficient processing of graduate student records, including registrations and degree audits; maintain the Graduate Studies website and ensure the correctness and completeness of the Graduate Catalog; assist college faculty and staff with graduate program policies and procedures; oversee the development and growth of the graduate assistantship selection process and related procedures; assist with data collection and survey completion pertaining to graduate programs.

Required: Masters degree or higher. 3-5 years of college administrative experience. Excellent communication and interpersonal skills. Ability to work collaboratively with college faculty and staff. Experience with planning, and setting and tracking goals. Strong technology skills and proven transformational leadership skills.

Preferred: 3-5 years experience in college graduate program administration. Experience with student information systems and/or records management. Experience supervising personnel. Some travel may be required. Visit <https://employment.potsdam.edu>, posting No.0600388 to apply. Position is open until filled.

## **Motor Vehicle Operator**

ID: NO: 0600386

Salary Grade 7

Contingent Permanent Full Time

Salary: \$29,278

Motor Vehicle Operators regularly drive any of a variety of motor vehicles including automobiles, buses, trucks, and ambulances in order to transport people, material, and equipment as required. The incumbents may post manifests and other records of goods and people transported in order to document their safe delivery.

### **Qualifications:**

Candidates must possess a New York State driver license appropriate for the type of vehicle to be operated. Candidates may be required to possess a CDL Class A, B, C or General Class D license.

Location: Physical Plant

Supervisor: Robert White

Shift: Shift Varies

Persons who are interested and who qualify for this position may apply online at <https://employment@potdam.edu> by November 6, 2012 close of business.

## RESEARCH

### Conflict of Interest Requirements

In accordance with Federal regulations, SUNY Potsdam requires that a researcher disclose any potential conflict of interest due to a significant financial interest in a sponsored activity to the Research and Sponsored Programs Office before a proposal for that activity may be submitted to a sponsoring agency.

In order to provide assurance that any potential conflict is disclosed all investigators must read the Conflict of Interest Policy and then complete and submit the Annual Disclosure of Financial Interests and Obligations Statement on or before October 1, but no later than:

- Submission of an application to an external sponsor, or
- Acceptance of award where there was no prior disclosure submitted for that work

The Policy and forms can be found on The Research and Sponsored Programs Web site at <http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm>.

### Responsible Conduct of Research Requirements

Effective January 4, 2010, the State University of New York at Potsdam will require that all researchers receiving NSF or NIH funding, whether a new application or renewal, complete training through the Collaborative Institutional Training Initiative (CITI) online training program to meet the RCR requirements. The modules contain information about responsible conduct in research, case studies and quizzes related to each of the areas.

The policy and procedures for completing the training can be found on The Research and Sponsored Programs Web site at <http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm>.

Please note that these RCR courses are not substitute training courses for individuals who conduct research utilizing human participants or animals. If you plan to conduct research utilizing human participants or animals you must also complete the required basic training courses in those areas.

### Institutional Review Board

The SUNY Potsdam Institutional Review Board (IRB) reviews and approves all research activity involving the use of human subjects or activities involving data collection from, or related to, human subjects. State and federal laws require that all projects involving human subjects be reviewed.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The board requires sufficient time to review the proposal and to suggest any revisions prior to project approval by the Institutional Official. Please use the following as a guide for submission of proposals:

#### Fall 2012 Meeting Schedule

Meeting Date	Time	Room	Deadline	Proposal Due Date
Monday, Nov. 12	4 p.m.	Satterlee 117	5 p.m.	Friday, Nov. 2
Monday, Dec. 10	4 p.m.	Satterlee 117	5 p.m.	Friday, Nov. 30

Application materials, sample consent/assent forms and instructions on how to apply are available online at [www.potsdam.edu/rspo](http://www.potsdam.edu/rspo) under the Institutional Review Board. Researchers are asked to verify the revision date on their application materials with the online version to make sure you are using the most current version prior to submission. If you have any problems opening any of the forms, please contact Kathy LaMay in the Office of Research and Sponsored Programs at x3121 or by e-mail at [lamaykm@potdam.edu](mailto:lamaykm@potdam.edu).

The research proposal "Digital Textbooks at St. Lawrence University" submitted by Dr. Anthony Betrus, Gisele El Khoury, Maya Atchan, Tish Munt and Lindsay J. Barkley, Department of Computer Science, Organizational Leadership and Technology, has been reviewed by the Institutional Review Board. It has been determined that the use of human subjects in that research meets the criteria of exempt research on October 24, 2012. This exemption is applicable for a period of one year.

The research proposal "Equine Care in St. Lawrence County" submitted by Dr. Anthony Betrus, Melissa Evans, Mary Simon and Bryan O'Connor, Department of Computer Science, Organizational Leadership and Technology, has been reviewed by the Institutional Review Board. It has been determined that the use of human subjects in that research meets the criteria of exempt research on October 24, 2012. This exemption is applicable for a period of one year.

The research proposal "The Importance and Effectiveness of Field Experience in the Childhood/Early Childhood Education Program at SUNY Potsdam" submitted by Dr. Deborah Conrad, Bruce Brydges and Sarah Adams, Department of Curriculum and Instruction, has been reviewed by the Institutional Review Board and by the provost of the College. The researcher and the use of human subjects in that research have been approved as of October 25, 2012.

The research proposal "Social Promotion and Student Mathematical Ability" submitted by Dr. Kathleen Valentine and Beau Bailey, Department of Curriculum and Instruction, has been reviewed by the Institutional Review Board and by the provost of the College. The researcher and the use of human subjects in that research have been approved as of October 25, 2012.

An electronic copy of the application should be submitted to the chair, Maureen McCarthy at [mccartma@potssdam.edu](mailto:mccartma@potssdam.edu). In addition, the signed cover page with original signature(s) should be sent to Maureen at 101 Dunn Hall.

If you are unsure whether the research you plan to conduct should be submitted for IRB review or have any questions about the IRB process, please contact Maureen McCarthy at x2919 or by e-mail at [mccartma@potssdam.edu](mailto:mccartma@potssdam.edu).

Researchers are reminded that State and Federal laws require that all projects involving human subjects be reviewed.

### **Institutional Animal Care and Use Committee (IACUC) Meetings**

The SUNY Potsdam IACUC reviews any use of live animals in research, teaching, service or display by faculty, staff or students affiliated with SUNY Potsdam, regardless of where the activity occurs and of the activities funding source.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The committee requires sufficient time to review the proposal and to suggest any revisions prior to project approval by the Institutional Official.

Application materials are available online at [www.potsdam.edu/rspo](http://www.potsdam.edu/rspo) under the Institutional Animal Care and Use Committee. \*\*Note- the most current revision date of application materials is March 17, 2011. Researchers are asked to verify the most current revision date on their application materials with the online version to make sure you are using the most current version prior to submission.

If you have any questions regarding any of the forms please contact Kathy LaMay in the Office of Research and Sponsored Programs at x3121 or by e-mail at [lamaykm@potssdam.edu](mailto:lamaykm@potssdam.edu).

An electronic copy of the application must be submitted to the chair, Jan Trybula at [trybulj@potssdam.edu](mailto:trybulj@potssdam.edu). In addition, the signed cover page with original signature(s) should be sent to Jan Trybula, Stowell Hall 205A.

If you are unsure whether the project you plan to conduct should be submitted to the IACUC or have questions about the approval process, please contact Jan Trybula, chair of the IACUC, at x2258 or by e-mail at [trybulj@potssdam.edu](mailto:trybulj@potssdam.edu).

### **Title III Undergraduate Research Programs for 2011-2012**

SUNY Potsdam is the recipient of a 5-year, \$1.6 million dollar Title III Strengthening Institutions Grant Award from the U.S. Department of Education to promote undergraduate research across-the-curriculum and to foster an institutional culture of inquiry-based student learning. The internal grant programs for eligible tenured and tenure-track faculty focus on integrating undergraduate research principles and practices in curriculum design, cultivating professional development skills and promoting conference travel to share best practices.

For additional information, please contact Gerald L. Ratliff, Title III project director at [ratlifgl@potssdam.edu](mailto:ratlifgl@potssdam.edu) or Julie Ellingsen, Title III administrative assistant, at [ellingmj@potssdam.edu](mailto:ellingmj@potssdam.edu). Application forms for each of the internal grant programs are available at <http://www.potsdam.edu/faculty/research/titleiii/index.cfm>.

### **Faculty Professional Development Program**

The goal of the faculty professional development program is to provide enrichment opportunities for faculty to attend regional or national association conferences in order to cultivate instructional skills or teaching techniques related to undergraduate research. Applicants may attend program sessions that focus on instructional pedagogy, enroll in a short course that explores undergraduate research principles and practices, or participate in a pre-conference workshop that has a primary focus on curriculum development.

Application deadlines: November 12, 2012, February 23, 2013 & April 9, 2013.

## **Faculty Curriculum Development Program**

The goal of the individual faculty curriculum development program is to integrate basic undergraduate research principles or practices into a sophomore level or above course that will have significant pedagogical impact on a substantial number of students. The curricular proposal may focus on plans to revise an existing course, design a new course, or introduce a course that relies primarily on experiential pedagogy to promote individual and small group student research projects.

Application deadlines: November 30, 2012, March 5, 2013 & April 16, 2013.

## **Department Curriculum Development Program**

The goal of the department curriculum development program is to permanently incorporate additional or new undergraduate research activities in at least three required and/or elective courses in the academic major or minor curricula. The curricular proposal may focus on a detailed plan to revise existing courses and design new courses that promote active research or creative opportunities for undergraduate students.

Application deadlines: December 3, 2012, March 8, 2013 & April 12, 2013.

## **Faculty/Student Conference Travel Program**

The goal of the faculty/student collaborative travel program is to increase the number of new faculty and undergraduate students involved in research projects whose preliminary results are presented at regional, national or international conferences.

Application deadlines: November 16, 2012, February 11, 2013 & April 5, 2013.

## **Integrating Undergraduate Research in Learning Communities Initiative**

The "Transforming the Academy: Integrating Undergraduate Research in Learning Communities" initiative seeks to identify a select number of First-Year Interest Groups, General Education Learning Communities, and Upper Division Learning Communities as institutional pilot programs that provide research-based teaching and learning activities or learning experiences, foster a sense of an integrative academic community, and promote interdisciplinary intersections between collaborative faculty and cohorts of engaged students across—the—curriculum and across the three campus schools. Funding for each pilot program team of faculty selected includes instructional supplies and stipends for curriculum design.

Application deadlines: December 3, 2012 & February 26, 2013.

## **Research and Creative Endeavors Program for 2012-2013**

The Research and Creative Endeavors Program is designed to provide faculty with seed money to pursue a research or scholarly project and eventually seek and attract external funding for their work. As in the past, in making awards, the Committee will especially emphasize projects that have the potential to encourage new faculty, women and minorities; to support research and creative endeavors across the disciplines; and to attract external resources. The maximum award per project is \$1,000. Generally, this program does not provide funding for conference travel, computer equipment and general office expenses.

DEADLINES: April 3, 2013

## **Grant Development Program 2012-2013**

This program will provide awards of up to \$1,500 to full-time faculty or professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least \$50,000/yr.) to an external sponsor within one year from the time of award. It is expected that those interested will have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project time line that incorporates the applicant's plans for meeting the grant submission deadline. Allowable budget items include travel, supplies, books, duplicating, telephone, etc.

DEADLINE: Open.

## **Grant Writing Initiative (GWI)**

The Research and Sponsored Programs Office will make up to 6 awards of \$250 each to faculty and professional staff who develop and submit viable proposals to external funding agencies during 2012-2013. All grant proposals submitted through the Research and Sponsored Programs Office (excluding continuation and fellowship applications) will automatically be eligible.

Awards will be made based on the following considerations:

- quality of proposal
- match between proposal and sponsor (likelihood of success)
- institutional support of proposal

Up to 6 Awards of \$250 each will be given in May 2013 for proposals submitted up to April 30, 2013.

**\*\*RSPO Travel Program is still suspended for the 2012-2013 Academic Year\*\***

In affirming its commitment to equal opportunity for all individuals, SUNY Potsdam actively seeks faculty, staff and students without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or veteran status.