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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 kelleykm@potsdam.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

SEFA's Final Report

Note from Diane Brown, SEFA Coordinator: The 2013 campaign has been finalized and \$13,930 has been raised with 42 employees contributing. Thank you everyone for your contributions and for all of your support.

SUNY Potsdam Spring Electronic Check-In Process for Registered Students

SUNY Potsdam's electronic check-in process for all registered students began on Monday, Jan. 7. Students were asked whether or not they plan to attend for the Spring 2013 semester when they sign in to BearPAWS. The purpose of the check-in is to confirm student attendance as well as to remind students of their financial responsibility and the proper procedures to take if they decide to leave the college. It also frees up more class seats for students who will be attending.

Please note that all students registered for a class at the college need to check-in, including those who are student teaching, participating in off-campus internships, studying abroad, taking an on-line course or attending at a remote site such as Watertown or Ottawa. This process also includes staff members taking a course, whether cross-registered or on-campus.

An e-mail was sent to all registered students on Monday, Jan. 7, informing them of the check-in procedure. A follow-up e-mail will be sent on January 21 to all non-responders.

The deadline for registered students to complete the check-in process will be Friday, Feb. 1. Registered students who have not checked in by the deadline will have an All-Services Hold placed on their records, which can only be removed by the office responsible for their student type.

If you have questions about the Electronic check-in process, please contact one of the offices below: Registrar's Office, 267-2154, registrar@potsdam.edu Graduate Studies Office, 267-2543, kelleyar@potsdam.edu Extended Education Office, 267-2166, exted@potsdam.edu Student Success Center, 267-2580, ssc@potsdam.edu

Meditation Sessions

The Counseling Center offers two weekly meditation sessions this upcoming semester. Beginning on February 4, Midday Meditation takes place on Mondays from 12:15 p.m. - 12:45 p.m. and the Potsdam Meditation Circle meets Tuesdays from 6 p.m. -7 p.m. Both sessions will be held in the Labyrinth Room, 1st floor Van Housen Hall. All members of the campus community are welcome and no experience is needed. If you have any questions, please contact Julie Rapczynski at rapczyjk@potsdam.edu.

President's Awards for 2012-2013

Nominations are now being accepted for the 2012-2013 President's Awards. Nomination forms and the guidelines for each award can be found on the Human Resources website at http://www.potsdam.edu/hr. The President's Awards for Excellence include these categories:

Academic Advising
Clerical Service
College Service
Community Service and Outreach
Improving Campus Climate
Maintenance, Police, and Food Service
Professional Service
Scholarship and Creative Activities
Scholarship and/or Teaching Relating to Cultural Pluralism
Teaching

The nomination form should be e-mailed to Heather O'Hara, oharaha@potsdam.edu by the deadline, February 5, close of business.

Planetarium Show Schedule for Spring 2013

Thursday, Jan. 31, 4 p.m. Circumpolar Constellations

Thursday, Feb. 14, 4 p.m. Fall Constellations

Thursday, Feb. 28, 4 p.m. Winter Constellations

Thursday, March 14, 4 p.m. Brightest Stars

Thursday, April 4, 4 p.m. Constellations World Wide Thursday, April 18, 4 p.m. How Astronomers Locate Stars and Planets

Thursday, May 2, 4 p.m. Constellations of the Zodiac

For more information contact Frank Revetta at 267-2286 or by e-mail at revettfa@potsdam.edu.

SUNY Potsdam in the News

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

Thursday, Jan. 3:

Ogdensburg Journal:

"Vietnam veteran finds fallen comrade's family"

This Week Community News:

"Mooney making early impact"

Friday, Jan. 4:

San Francisco Classical Voice:

"Lisa Vroman: Soprano for all seasons"

Daily Star:

"Venue to highlight art, music"

Daily Courier-Observer:

"Houghton College to sell off its Star Lake campus"

Watertown Daily Times:

"Star Lake facility to become youth camp"

Saturday, Jan. 5:

Buffalo News:

"Newfane mother 'taking on the world'"

Watertown Daily Times:

"Potsdam's Adopt-A-Bear-Cub program receives grant"

Daily Courier-Observer:

"SLHI grant boosts Adopt-A-Bear Club"

Sunday, Jan. 6:

Ottawa Citizen:

"Commission for St. Andrew"

Watertown Daily Times:

"Brian A. Moore: Indian River Intermediate's new principal"

MPN Now:

"Snowfall jumpstarts snowmobile season"

Tuesday, Jan. 8:

Buffalo News:

"Diva dreams: Divas with big dreams audition for the Met in Buffalo on Saturday"

Daily Courier-Observer:

"Author lists pros and cons of living in Potsdam"

2013 Orientation Dates

Session 1: Monday, June 24 & Tuesday, June 25

Session 2: Thursday, June 27 & Friday, June 28

Session 3: Monday, July 1 & Tuesday, July 2

Session 4: Monday, July 8 & Tuesday, July 9

Session 5: Tuesday, July 16 & Wednesday, July 17

Session 6: Thursday, July 18 & Friday, July 19

For questions regarding the sessions please contact the Assistant Director Corrinn Schwabrow of the Office of Student and Family Transitions, at x2450 or by e-mail at schwabck@potsdam.edu.

Deadline for Submission of 2013 Summer Session Banner Forms

If you are planning to teach a course in our upcoming 2013 Summer Session and have not submitted your Banner form for approval, please do so right away. The deadline to receive them in our Extended Education Office is Friday, January 18, 2013. Banner forms received after this date will not be listed in our Summer Session Course Schedule.

For questions or assistance, please call 267-2166 or 267-2590.

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.

Employee Assistance Program

The SUNY Potsdam Employee Assistance Program (EAP) has two EAP Coordinators, Toby White, at x3434 and Ada Santaferra, 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

January

- 13 Women's Hockey vs. Utica @ Cheel Arena, 2 p.m.
- 15 Women's Basketball vs. Hamilton, 6 p.m. Men's Basketball vs. Utica, 8 p.m.
- 18 CPS Presents Griffin Theatre: The Stinky Cheese Man and Other Fairly Stupid Tales @ Snell Theater Women's Basketball vs. Oneonta, 6 p.m.

 Men's Basketball vs. Oneonta, 8 p.m.
- Students Move In
 Swimming vs. SLU, 1 p.m.
 Women's Basketball vs. New Paltz, 2 p.m.
 CPS Presents Griffin Theatre: The Stinky Cheese Man and Other Fairly Stupid Tales @ Snell Theater, 3 p.m.
- 20 Students Move In
- 21 Classes Begin Dr. Martin Luther King, Jr. Day
- 22 Women's Basketball vs. Plattsburgh, 6 p.m. Men's Basketball vs. Plattsburgh, 8 p.m.
- 24 Feb. 3 Winterfest
- 25 Last day to add/drop Swimming vs. Clarkson, 4 p.m.
- Women's Hockey vs. Neumann @ Cheel Arena, 7 p.m.
- Women's Hockey vs. Neumann @ Cheel Arena, 2 p.m. Northern Symphonic Winds @ Hosmer Hall, 3 p.m.
- 29 Women's Hockey vs. Hamilton @ Cheel Arena, 7 p.m. Faculty Recital, Julie Miller, piano @ Snell Theater, 7:30 p.m.
- 31 CPS Guest Artist, Luna Negra Dance Theater with Turtle Island Quartet @ Snell Theater, 7:30 p.m.

PACES

The College Store

E-book title lists are available at the store for students. Books are being prepacked for students who have ordered online.

College Store Hours

Open January 2 - 18 (Monday - Friday) 9 a.m. - 4 p.m.

Open January 19 & January 20, noon to 4 p.m.

January 21 – January 27 Opens at 8 a.m. the first week of classes. Normal hours resume on Monday, Jan. 28 January 28- February 2 Winter jacket sale, \$10 off selected outerwear

Textbook Preorder Pick up

January 19 and January 20, noon to 4 p.m., and January 21 from 8 a.m. to 5 p.m. at Petes' Place, Student Union.

Union Market will be open from noon – 4 p.m. on January 19 and normal hours will resume on January 20.

Cast your vote for Punxsutawney Phil through February 1

Dorm Supply Clearance

January 25

Last day to return textbooks for a full refund

Sales

Holiday Fall Scents Yankee candles on sale 50 percent off Valentine day cards and gift sets are currently in stock at the store Selected Vera Bradley bags and totes are on sale Boots Cosmetics Promotion for the Month of January

Planner & Calendar Sale

January 21 – January 26, selected planner and calendars up to 40 percent off

Semester Break Schedule

Lehman Dining Center

Opens Saturday, Jan. 19, 10:30 a.m. brunch

Student Union Dining Court

Fifth World Grill

Opens Saturday, Jan. 19, 11 a.m.

Chips Old Time Deli

Opens Saturday, Jan. 19, 11 a.m.

Tomassito's/Firehouse Grill

Opens Sunday, Jan. 20, 4:30 p.m.

Saguaro Burrito

Opens Sunday, Jan. 20, 4:30 p.m.

Blue Plate Diner/Meds

Opens Monday, Jan. 21, 11 a.m.

Cookies, Cream & Co.

Opens Monday, Jan. 21, noon

Snack Bars & Cafés

Crane Snack Bar

Opens Monday, Jan. 21, 7:15 a.m.

Dexter's Café

Opens Monday, Jan. 21, 11 a.m.

Minerva's Café

Opens Monday, Jan. 21, 7:45 a.m.

Tim Horton's

Opens Monday, Jan. 21, 7:15 a.m.

EMPLOYMENT NEWS

New Employee

The Campus is pleased to announce that Joshua LaFave has accepted the position of Director of Graduate Studies and will start January 15. Joshua comes to us from Syracuse University, where he served as Director of Graduate Enrollment for the Whitman

School of Management. Prior to that he worked at Clarkson University as Associate Director of graduate Business programs. He is a graduate of SUNY Potsdam's Business Administration program and Clarkson University's MBA program. Joshua serves on the Business Administration program's Business Advisory Council and has been very active in the NYGAP professional organization, including serving on their governing board. Please join us in welcoming Joshua.

VACANCIES

Resident Guest Artist for Department of Theatre & Dance

The Department of Theatre & Dance seeks an African-American resident guest artist to direct an August Wilson century cycle play (tbd collaboratively by selected candidate and department) and conduct master classes. The residency, part of SUNY Potsdam's Spring Arts Festival, runs from March 11 – April 29, 2013. Ideal candidate will possess the required MFA in directing, be in the early stage of his or her career and able to offer seminars in one or more of the following subjects: stage combat, theatre history, voice and speech, directing, acting.

Preference will be given to candidates who have a commitment to working with young actors in a liberal arts college and collaborating with colleagues in both theatre and dance. A portfolio and official transcripts will be requested from selected candidates. Salary is \$5,000 plus housing and travel expenses.

Interested candidates should visit https://employment. potsdam.edu, job posting No. 0600407 and upload letter of application, CV, and brief statement of directing philosophy. Material review begins immediately and continues until the position is filled.

Production Manager & Facilities Coordinator for Theatre & Dance Department

The Theatre & Dance Department invites applications for a full-time, 12-month, tenure track Production Manager and Facilities Coordinator to oversee and manage a new state of the art performing arts facility, and to coordinate calendar and space scheduling for 14-16 department and department-sponsored guest artist productions in three performance venues.

Responsibilities include working closely with department faculty and staff to develop short and long-term production calendars and facility scheduling; oversee production budgets and accounts; serve as production manager on department productions. Chosen candidate will teach courses in Stage and Production Management and mentor and coordinate student stage managers and running crews for the production season.

Requirements: MFA in Production/Stage management or equivalent professional experience. Desired qualifications include 1-3 years working in educational theatre; professional production and/or AEA Stage Management experience; production experience in theatre and in dance; demonstrated organizational, scheduling and budgeting experience.

For full job responsibilities and to apply, visit https://employment.potsdam.edu, job posting No. 0600416. Final candidates will be asked for three current letters of recommendation, and be expected to teach a master class and present a portfolio. Application review begins February 4, 2013 and continues until position is filled.

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:

Winter/Spring 2013 Meeting Schedule

Meeting	Time	Room	Deadline	Proposal
Date				Due Date
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,
Jan. 28	_	117		Jan. 18
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,
Feb. 25	_	117		Feb. 15
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,
March 18	_	117		March 8
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,
April 22		117		April 12
Monday,	3:30 p.m.	Satterlee	5 p.m.	Friday,
May 13	_	117	_	May 3

Application materials, sample consent/assent forms and instructions on how to apply are available online at 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@potsdam.edu.

The research proposal "The Effects of Stress on False Recognition in the DRM Paradigm" submitted by Dr. Heather Beauchamp, Amy Smith, Joseph Galusha and Stephanie Grytebust, Department of Psychology, 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 January 2, 2013.

The research proposal "A Study of the Comparison of Effective Reading Intervention Strategies by Northern New York Teachers vs. Literature for Students with Learning Disabilities in Grades K-6" submitted by Dr. Dennis Conrad, ALicia Kiechle and Taylor Jordan, Department of Special Education 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 December 12, 2012. This exemption is applicable for a period of one year.

The Institutional Review Board has extended the approval of the project "Vermont SPP14 Survey 2011" submitted by Dr. J. Patrick Turbett, Department of Potsdam Institute for Applied Research. This approval has been extended through November 1, 2013.

An electronic copy of the application should be submitted to the chair, Maureen McCarthy at mccartma@potsdam.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@potsdam.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 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@potsdam.edu.

An electronic copy of the application must be submitted to the chair, Jan Trybula at trybulj@potsdam.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 trybuli@potsdam.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@potsdam.edu or Julie Ellingsen, Title III administrative assistant, at ellingmj@potsdam.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: 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: 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: 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: 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: 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.