

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 kelleym@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

The next series of open office hours for members of the campus community to meet with President Schwaller have been scheduled for the spring 2013 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:

Monday, May 13 from 2 p.m. to 3 p.m.

End of Semester Happy Hour

All faculty and staff are invited to the last Whine & Jeez of the semester. There will be live music, snacks, a cash bar and special door prizes. This is a wonderful opportunity to connect colleagues before summer.

Please note the date change. The last Happy Hour will be on Tuesday, not Wednesday as previously scheduled.

Join the fun this Tuesday, May 14 from 4 p.m. to 5:30 p.m. at Dexter's Café.

Party in the Plaza

The SUNY Potsdam Alumni Office and SGA are proud to host Party in the Plaza for our graduating seniors. This event will take place Friday, May 17, from 4 p.m. to 6 p.m., in the Thatcher Quad, the area between Thatcher Hall and the Barrington Student Union. There will be food, music and a cash bar. Faculty and staff are invited to join in celebrating the Class of 2013. If you are interested in attending or would like to volunteer to help with this event, please contact Laura Stevenson in the Alumni Relations Office at 267-2120 or email alumni@potdam.edu.

Honors Convocation and President's Reception

The College-wide Honors Convocation will take place on Saturday, May 18, at 2 p.m. in the Sara M. Snell Music Theater. The Convocation is a celebration of the notable contributions of our students. The President's Reception for graduating seniors and their parents will follow the Convocation ceremony at approximately 3 p.m. in the lobby of Snell Music Theater.

All faculty, staff and students are encouraged to attend to honor Potsdam's outstanding students.

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 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 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

May

- 10 Last Day of Classes
Crane Honors Convocation @ Snell Theater, 3 p.m.
- 13 – 17 Final Examinations
- 15 National String Project Spring Concert @ Snell Theater, 3:30 p.m.
- 17 Army ROTC Commissioning Ceremony @ Knowles Hall MPR, 3 p.m.
- 18 SUNY Potsdam Master's Commencement @ Hosmer Hall, 9:30 a.m.
SUNY Potsdam Undergraduate Honors Convocation @ Snell Theater, 2 p.m.
Air Force Commissioning Ceremony @ Raymond Eighth Floor Dining Room @ 2 p.m.
- 19 SUNY Potsdam Bachelor's Commencement in the Academic Quad at 10:15 a.m.

PACES

College Store

May 13 – May 17
9 a.m. – 4 p.m.
Sell your used books

Complete Summer 2013 Dining Services information can be found at
<http://www.potsdam.edu/studentlife/dining/breakschedule.cfm>

Summer Meal Service

Please note the following information for any campus department requiring meal service for Summer 2013:

Becky's Place will be open for a la carte sales from 7:15 a.m. until 3 p.m. Monday - Friday. In the past there was insufficient demand to support weekend or evening service.

Lehman will be open any time we have a continuous population greater than 100. This can be a single group or a combination.

Regular Lehman hours will be: breakfast 7 a.m. until 9 a.m. Lunch from 11:30 a.m. until 1 p.m. and dinner from 4:30 p.m. until 6 p.m. (unless other arrangements have been made.)

Although "walk in" customers are always welcome at Lehman, please be aware that hours and days of operation will be subject to change without notice since they are based on the needs of the conference & camp groups who have contracted for meals.

When we don't have a sufficient population to operate Lehman, conference groups smaller than 100 should make arrangements with the Catering Department (x2668).

Groups interested in meal service at Lehman should contact Susan Randall at 267-2657.

To make arrangements for catering or concessions please contact Lori at 267-2668.

EMPLOYMENT NEWS

Congratulations to *Martha Kerr*, Secretary 2, School of Education and Professional Studies, retiring on June 8, 2013. Thank you Martha for your 27 years of service to SUNY Potsdam.

Welcome *Jill Lawrence*, Secretary 1, to Student Accounts effective May 7, 2013.

VACANCIES

Adjunct Instructors

SUNY Potsdam seeks to create a pool of adjunct instructors for courses that may be taught in Watertown, Potsdam or online. Areas in which adjunct faculty are sought are listed below. Interested applicants should visit <https://employment.potsdam.edu> to complete the on-line application and also upload resume, letter of interest, and separate document with contact information for three references. Material review will be on going as needs in specific areas arise. Job posting Nos. for each department are:

- Anthropology – 0600447
- Art – 0600449
- Biology – 0600450
- Business Administration (Finance, Marketing, Management, and Organizational Leadership) – 0600451
- Communication – 0600452
- Community Health – 0600453
- Computer Science – 0600466
- Economics – 0600454
- English – 0600456
- Geology – 0600455
- History – 0600457
- Math – 0600458
- Philosophy – 0600459
- Politics – 0600460
- Psychology – 0600461
- Sociology – 0600462
- Teacher Education - 0600467

Maintenance Assistant

ID: NO: 0600444

Salary Grade 9

PERMANENT FULL TIME

SALARY: \$32,653

Maintenance Assistants use hand and shop tools to perform semiskilled maintenance and repair work on structures and equipment.

Qualifications: Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or completion of an appropriate two-year technical school course.

Location: Physical Plant

Supervisor: John Sullivan

Shift: Monday to Friday, 7 a.m. - 3:30 p.m.

Persons who are interested and who qualify for this position may apply online at employment.potsdam.edu/applicants/central?Quickfind=51218, by May 17, 2013 close of business.

Keyboard Specialist 1

ID: NO: 0600469

Salary Grade 6

Temporary Hourly

Hourly Rate of Pay: \$13.29/hr

Keyboard Specialists 1 are entry-level positions in the Keyboard Specialist Series and are located throughout State service. Incumbents' format and type correspondence, reports, forms, charts and other material to produce a final copy that is accurate and grammatically correct. This work is carried out under varying conditions of direction and availability of guidelines and by

the skilled use of various kinds of equipment, such as microcomputers with a variety of software packages, other automated systems and equipment and typewriters.

Location: Office Of Extended Education
Supervisor: Thomas Fuhr
Shift: Monday, Wednesday & Friday, days

Persons who are interested and who qualify for this position may apply online at <https://employment@potdam.edu> by May 17, 2013 close of business.

Keyboard Specialist 1

ID: NO: 0600443
Salary Grade 6
Temporary Hourly
Hourly Rate of Pay: \$13.29/hr

Keyboard Specialists 1 are entry-level positions in the Keyboard Specialist Series and are located throughout State service. Incumbents' format and type correspondence, reports, forms, charts and other material to produce final copy that is accurate and grammatically correct. This work is carried out under varying conditions of direction and availability of guidelines and by the skilled use of various kinds of equipment, such as microcomputers with a variety of software packages, other automated systems and equipment, and typewriters.

This is a competitive class position. To be eligible for appointment, applicants must be reachable from the appropriate civil service list or be eligible for transfer to the title.

Location: Service Center
Supervisor: Susan Hauer
Shift: Monday - Friday, days

Persons who are interested and who qualify for this position may apply online at <https://employment@potdam.edu> by May 21, 2013 close of business.

Systems Administrator

The Computing and Technology Services Department is seeking a Systems Administrator to join the Host and Network Services team. HNS is involved in all aspects of the enterprise server and network environment of the college. Successful candidate will join a dynamic group responsible for the management and engineering of the college's Linux and Windows server infrastructure, providing a wide array of services, including file, print, mail, storage, DNS/DHCP, calendar, database, LDAP, VPN, web, and myriad other applications. The group is also responsible for the management of the campus' integrated data network (voice, video, data), providing local-area and Internet access for thousands of users across both wired and wireless deployments. Members of the team enjoy great flexibility to work in different roles, maintaining a balance between skills, interests, and the needs of the group.

This position will work with other systems and network staff in the engineering of new solutions, and the maintenance and evolution of existing systems in a variety of spaces. The full scope of shared team responsibility includes setup, configuration, tuning, trouble-shooting, and security of systems and servers both real and virtual; installation, upgrades, and patching of operating systems and software; programming and scripting of numerous in-house applications; documentation of configurations and changes; management of network switches and routers; monitoring and analysis of complex systems across hybrid virtualized environments.

Work schedule involves rotating off-hours on-call duties. Negotiable salary based on work experience and qualifications. Required Qualifications: At least three years related professional work experience or a degree in Computer Science or a related field. Experience programming in any of the following: C, C++, Java, or Perl/PHP/Python/Bash with ability to learn other languages. Experience managing UNIX/Linux and/or Windows servers. Desired Qualifications: Excellent planning, organizational and problem-solving skills. Good written and verbal communication. Highly self-motivated. Candidate must be able to function effectively as part of a team. Experience supporting information technology in higher education. Experience supporting clients in a cross-platform environment.

Interested candidates may complete the on-line application and upload appropriate documents at employment.potdam.edu, job posting No. 0600463. Application review begins June 1, 2013.

Secretary 2

ID: NO: 0600464
Salary Grade 15
Permanent Full Time
Salary: \$45,781

A Secretary 2 is the principal administrative support position in an office and increases the effectiveness of program staff by coordinating the paper flow of the office and carrying out the day-to-day administrative support activities required to accomplish the work of the organization.

This is a competitive class position. To be eligible for appointment, applicants must be reachable from the appropriate civil service list or be eligible for transfer to the title.

Location: The School Of Education And Professional Studies
Supervisor: Peter Brouwer
Shift: Days, Monday through Friday

Persons who are interested and who qualify for this position may apply online at <https://employment@potsdam.edu> by May 14, 2013 close of business.

FACULTY/STAFF/DEPARTMENT EXCELLENCE

Andrew Ha (curriculum & instruction) submitted two poetry pieces that were selected for publishing, *The Joy of Teaching* published in the book entitled "Stars in Our Hearts" and his other poem *Encounter* is featured in "Best Poets and Poems of 2012."

Over the past 12 months World Poetry Movement has been reviewing the poetic accomplishments of people whose poetry has recently been discovered in major poetry archives, poetry websites and in print editions released by various publishers in the United States and around the world.

Michael Rygel (geology) coauthored a paper entitled "Evaporite tectonics and the late Paleozoic stratigraphic development of the Cumberland basin, Appalachians of Atlantic Canada" the May 2013 edition of the Geological Society of America Bulletin. The manuscript was written with John Waldron (University of Alberta), Martin Gibling (Dalhousie University), and John Calder (Nova Scotia Dept. of Natural Resources). In this paper, the authors describe how movement of thick layers of buried salt profoundly influenced deposition in a coal-bearing intermontane basin in the heart of the Appalachian Mountains approximately 320 million years ago.

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 Date	Time	Room	Deadline	Proposal Due Date
Monday, May 13	3:30 p.m.	Satterlee 117	5 p.m.	Friday, May 3
Monday, June 3	3 p.m.	Satterlee 117	5 p.m.	Friday, May 24

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.

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.

The research proposal "The Impact of Common Core Standards on Instruction in the Secondary English Language Arts Classroom" submitted by Dr. Deborah Conrad and Sara Pinsker, 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 April 30, 2013.

The Institutional Review Board has extended the approval of the project "NYS ELA Common Core Standards: Responding to Transition and Change in Pre-Service Literacy Education" submitted by Dr. Deborah Conrad and Carolyn Stone, Department of Curriculum and Instruction. This approval has been extended through May 16, 2014.

The research proposal "2013 North Carolina State SPP #14 Survey" submitted by Dr. J. Patrick Turbett, Department of Potsdam Institute for Applied Research has been reviewed by the Institutional Review Board and by the president of the College. The researcher and the use of human subjects in that research have been approved as of May 7, 2013.

The research proposal "Annual Professional Performance Review (APPR): A Look into How APPR is Affecting Music Teaching and Learning in New York State Music Classrooms" submitted by Marsha Baxter and Sam Plinick, Department of Music Education 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 May 3, 2013.

The Institutional Review Board has extended the approval of the project "Where are the Books? Pre-service Teachers' Choices and Uses of Children's Texts in Planning for the Teaching of Science in Elementary Classrooms" submitted by Dr. Deborah Conrad and Carolyn Stone, Department of Curriculum and Instruction. This approval has been extended through May 1, 2014.

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 trybulj@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 deadline: Closed

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 deadline: Closed

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 deadline: Closed

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 deadline: Closed

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 deadline: Closed

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.

DEADLINE: Closed

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.