

# The Reporter



Published by the Office of Public Affairs

No. 1197

May 17, 2013

## 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](mailto: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

### 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](mailto: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.

### CSEA Local 613 Scholarship Recipient

CSEA Local 613 is pleased to announce that Adam Felt, son of Jan Felt, Office of the Registrar, is this year's recipient of the Local 613 Scholarship. In August Adam will be attending SUNY Canton majoring in Liberal Arts. Congratulations to Adam and his family.

### New Appointed Members for the General Education Committee

The General Education Committee is pleased to announce voting results for new members who will serve a three-year term beginning Fall 2013, and will be representing the following areas.

Math and Natural Sciences – Susan Haller  
Humanities and Fine Arts – MJ Heisey  
Crane School of Music – Kathleen Miller

### Important Message from Computing & Technology Services

All areas of CTS will be closed on Monday, May 27, 2013 in observance of Memorial Day.

Administration & Operations, Stillman Hall  
Administrative Information Systems (AIS), Stillman Hall  
HelpDesk, Stillman Hall  
Host & Network Services (HNS), Kellas Hall  
Instructional Technology Center (ITC), Stillman Hall  
Network Infrastructure & Media (NIM), Kellas Hall  
TelCom, Stillman Hall

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

## Summer 2013 Curriculum Development Workshop for Faculty

The Title III Strengthening Institutions Grant program is hosting a Summer 2013 Curriculum Development Workshop July 11 & July 12 for eligible faculty. The workshop will explore classroom assignments and strategies related to basic undergraduate research principles. Applicants may focus on a preliminary plan to (a) revise an existing course or (b) design a new course that introduces an instructional methodology relating to undergraduate research. Faculty selected to participate will receive a \$3000 stipend to attend the two-day session. The workshop format will include an interactive half-day presentation on Bruce Ballenger's popular text *The Curious Researcher: A Guide to Writing Research Papers* and individual meetings with the invited consultant to review curricular proposals. Complimentary copies of the workshop text will be provided to each participant.

Application forms for the Summer 2013 workshop are now available from Julie Ellingsen, Title III administrative assistant, in the Title III Grant Office (105 Morey Hall) or at [ellingmj@potdam.edu](mailto:ellingmj@potdam.edu). Completed workshop applications should be submitted on or before Monday, June 24 to Gerald Lee Ratliff, Title III project director, in the Office of Academic Affairs (712 Raymond Hall). Late applications will not be considered. Please do not hesitate to contact the project director at x2107 should you have any questions during the application process. Note: Faculty previously funded in individual or department curriculum development awards are eligible to apply for the Summer 2013 workshop if seats are available and proposals are not part of a previously funded application.

Jo B. Paoletti, former Director of the American Cultures Program at the University of Maryland, College Park is the invited consultant for the 2013 summer workshop. She is a founding member of The International Society for the Scholarship of Teaching and Learning (ISSOTL) and is a nationally recognized scholar in curriculum design and instructional methodology related to undergraduate research and new directions in humanities teaching and learning principles.

## 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

- 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

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.

## **VACANCIES**

### **Administrative Aide**

ID: NO: 0600473

Salary Grade 13

Permanent Full Time

Salary: \$40,903

Administrative Aides function as paraprofessionals performing a wide variety of administrative activities to support the work of professional administrative positions in various specialties, such as budgeting, human resources, or administrative analysis, or managers and staff in an agency executive office.

Promotion: One year of permanent service in a clerical, keyboarding, or secretarial position allocated to Grade 3 or higher.

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: Human Resources

Supervisor: Mary Dolan

Shift: Days, Monday Through Friday

Persons who are interested and who qualify for this position may apply online at <https://employment@potdam.edu> by May 24, 2013 close of business.

### **Clerk 2**

ID: NUMBER: 0600471

Salary Grade 9

Contingent Permanent Full Time

Salary: \$32,653

Clerks 2 perform complicated clerical processing and records maintenance activities in support of a technical, administrative or management operation and/or supervise three to eight clerical support staff who perform more routine clerical tasks.

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: Human Resources

Supervisor: Melissa Proulx

Shift: Days, Monday through Friday

Persons who are interested and who qualify for this position may apply online at <https://employment@potdam.edu> by May 23, 2013 close of business.

## 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

## 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.potsdam.edu](http://employment.potsdam.edu), job posting No. 0600463. Application review begins June 1, 2013.

## **FACULTY/STAFF/DEPARTMENT EXCELLENCE**

*Donald George*, (crane) announces that two singers from Crane have been selected for the Immling Estate Festival in Germany. Jaclyn Randazzo and Erin Reppenhagen will both be attending the Summer Academy associated with the Festival in Endorf, Bavaria for two weeks beginning June 22-July 6. This will culminate with an American Music Concert July 6th with the Festival Orchestra conducted by Cornelia von Kerssenbrock. The festival this year features the operas Lucia, Traviata and Alcina along with a world premiere Brandner Kasper and a Wagner for children outreach program, along with various concerts and recitals.

## **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, 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](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@potsdam.edu](mailto:lamaykm@potsdam.edu).

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

The Institutional Review Board has extended the approval of the project "Action Research for Music Educators - 2011" submitted by Dr. Caron Collins, Department of Music Education. This approval has been extended through May 3, 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](mailto: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](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.

An electronic copy of the application must be submitted to the chair, Jan Trybula at 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.

### **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 or Julie Ellingsen, Title III administrative assistant, at ellingmj@potssdam.edu. Application forms for each of the internal grant programs are available at <http://www.potssdam.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.