Welcome Back!

While it still may feel like summer outside, our fall semester is literally around the corner! I am looking forward to having our students back on campus, and beginning a new academic year with all of you. This coming year also brings the excitement of officially rolling out new and/or substantially revised academic programs (including majors in Arts Management and Geographic Information Science (GIS); minors in Musical Theatre, Sports Management, Graphic Design & New Media, Disabilities Studies, and Social Justice; and the C.A.S. in Inclusive & Special Education), with innovative new programs just on the horizon. We’re also welcoming a cohort of Potsdam Excel students as part of our freshmen class (the largest in a number of years!), and are expanding our programming with our JCC partners in Watertown. We will also be searching for some key faculty positions across all three Schools. I suspect it’ll be a fast-paced year in Academic Affairs!

I hope that you will be able to join me in a number of activities that will be occurring this week as we welcome our students back to campus, and reengage with each other to roll out academic year 2018/2019:

- **Wednesday, August 22nd** - Research/Scholarly Activity Fair, 8:45am-4:30pm, Stowell 211
- **Thursday, August 23rd** - Opening Meeting, 8:30am-11:30pm, Knowles MPR
- **Friday, August 24th** - Students Arrive! Don’t forget the Freshmen Funnel at 4:45pm!
- **Saturday, August 25th** - Crane New Student Ensemble Concert, 8:00pm, Hosmer Hall
- **Sunday, August 26th** - Welcome Weekend Carnival, 1:00pm-5:00pm, Maxcy Fieldhouse
- **Saturday, September 1st** - First Saturday, 12:00pm-5:00pm, Downtown Potsdam

New Faces/New Positions

Please join me in welcoming the following new full-time academic faculty:

- **Sean Aldrin**, Visiting Assistant Professor, Graphic Design & New Media
- **Dean Anthony**, Visiting Assistant Professor, Opera
- **Mathew Chick**, Visiting Instructor, Politics
- **Lauren Diamond-Brown**, Assistant Professor, Sociology
- Kamal Humagain, Assistant Professor, Geology/GIS
- Kiirsi Johnson, Visiting Assistant Professor, Horn
- Nicholas Kilkenny, Visiting Assistant Professor, Voice
- Nils Klykken, Assistant Professor, Choral Music
- Erica Levenson, Assistant Professor, Music History
- Tracy Lipke-Perry, Assistant Professor, Keyboard
- Andrea Maas, Assistant Professor, Choral Music Education
- Jennifer Merriman, Clinical Assistant Professor, Social Studies Education
- Kaamel Nuhu, Assistant Professor, Community Health
- Joshua Roach, Visiting Assistant Professor, Bands
- Joel Schut, Visiting Assistant Professor, Orchestra/Conducting
- Colleen Skull, Assistant Professor, Voice
- Sabena Thomas, Instructor, Community Health
- Sharlee Thomas, Visiting Instructor, Elementary Education
- Cameron Williams, Visiting Instructor, Physics

**NEH Distinguished Visiting Professor.** This fall Professor Boris Lanin, Head of Literature and Professor at the Academy of Education of Russia, Moscow, will be joining the Department of Modern Languages as our NEH Distinguished Visiting Professor. Professor Lanin is a specialist in Jewish-Russian literature of the 20th-21st centuries and utopian/anti-utopian thought, as well as in methods of teaching the Russian language, rhetoric, and literature. He has authored many books on Russian literature and is also a chess Master. Professor Lanin will be delivering three public lectures this semester on Thursday evenings from 7:30-9:00pm in the 8th floor Lounge of Raymond Hall. These lectures are scheduled for September 20th, October 18th, and November 15th. All are welcome!

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**Campus Updates**

**SOEPS Dean Search.** The President’s Council has approved reopening the search for the Dean of the School of Education and Professional Studies (SOEPS). This national search will begin in the fall, with the new dean’s anticipated start date of June, 2019. More information regarding the search committee and timeline will be forthcoming. A huge thank-you to Walter Conley, for his continued service and exceptional leadership as the SOEPS Interim Dean, a role he will be continuing through this academic year.
C.A.S. in Inclusive & Special Education. The campus recently received notification that the newly revised Certificate of Advanced Study (C.A.S.) in Inclusive and Special Education has been approved by SUNY and registered with SED! My deepest thanks to everyone involved in the refinement and revision of this critical graduate program, particularly our faculty leaders in the School of Education and Professional Studies and staff in the Division of Graduate and Continuing Education. This advanced certificate will provide invaluable professional support for the PK-12 educators in our region.

Important Note about Instructor Drops. At the start of each semester and in accordance with college policy, faculty are asked to notify the Registrar of any student who does not attend the first meeting of a class, and does not notify you of the reason for this absence within 48 hours of the first class meeting. These are called Instructor Drops. (Please note: even if a student attends just one meeting of a class, that student does not qualify for an Instructor Drop.) It is essential that faculty initiate Instructor Drops for all applicable students in accordance with this policy; the policy can be accessed here. While students are required to complete an electronic check-in, we have learned from the NY State Attorney General and recent court rulings that the electronic check-in does not necessarily make students obligated to pay tuition and fees. Therefore, timely Instructor Drops of all impacted students will allow Student Accounts to remove charges from the bill rather than forward a student to collections with the Attorney General.

Student Care Fund. Through the generous donations of several alumni, the College has established a Student Care Fund to provide emergency support to students in need of funds to address one-time emergencies. If you are working with a student you believe may benefit from such funding support, please refer them to the Student Success Center (128 Sisson Hall) to complete an application and set up a meeting.

Thanks very much for all that you do to support our students!

Suggested Guidelines for Course Syllabi. Over the past year, the newly formed Student Care Advisory Group has been working on a variety of initiatives in support of our students’ changing needs, both in and out of the classroom. One recommendation that was shared last semester is for faculty to include in their syllabi information on resources that students can access both on and off campus. The following is an example of language that could be included in a course syllabus, which you are welcomed/encouraged to edit and adopt for your own courses:
[Sample Syllabi Template]

Student Support
Every student in this class is a valued individual. If you are struggling with issues outside of the classroom, please know that there are professionals both on and off campus who can assist you. If you need immediate assistance, please contact our campus Counseling Center (with free counseling) at (315) 267-2330 or visit their website. Links to other resources are provided below:

- **Stacey L. Basford**- Title IX Coordinator
  - Van Housen Extension 392
  - (315) 267-2516
  - basforsl@potsdam.edu
  - http://www.potsdam.edu/offices/hr/titleix
- **Bias Incident Reporting**
  - http://www.potsdam.edu/about/diversity/biasincident
- **Center for Diversity**
  - 223 Sisson Hall
  - (315) 267-2184
  - http://www.potsdam.edu/studentlife/diversity
- **University Police**
  - Van Housen Extension
  - (315) 267-2222 (number for non-emergencies; for an emergency please dial 911)
- **Student Conduct and Community Standards**
  - 208 Barrington Student Union
  - http://www.potsdam.edu/studentlife/studentconduct/codeofconduct
- **Reachout (24-hour crisis hotline)**
  - (315) 265-2422
- **Renewal House (for victims of domestic violence)**
  - SUNY Potsdam Campus Office: Van Housen Extension 390 (open Wednesdays, 9-5:00)
  - (315) 379-9845 (24-hour crisis hotline)
  - Renewalhouse_campus@Verizon.net

And please: if you see something, say something. If you see that someone that you care about is struggling, please encourage them to seek help. If they are unwilling to do so, Care Enough to Call has guidelines on whom to contact. Everyone has the responsibility of creating a college climate of compassion.
Academic Affairs Strategic Plan. Academic Year 2017/2018 was a very productive one, particularly in terms of new program planning but also in the creation of initiatives directly in support of students’ academic success. This work has been guided by the Academic Affairs Strategic Plan, which is directly aligned with the campus’ newly adopted Strategic Plan, and has been supported by faculty and staff from across multiple units in our Division. As we conclude AY 2017/18, I would encourage you to check out the Academic Affairs Strategic Plan summary, posted on the Provost’s webpage. This plan will provide the framework for our work in AY 2018/19… watch this space for updates!

Changes to CLEAR. In order to enhance our ability to focus on the campus’ priorities related to enrollment and retention, and on the academic initiatives integral to the Division of Graduate and Continuing Education, CLEAR in its current composition is being dissolved. All academic-related programs, including graduate programs, winter/summer sessions, the St. Lawrence Leadership Institute, Journey into Literacy Conference, etc. will remain within the Division of Graduate and Continuing Education. In addition, activities including Bears Swim, Crane Youth Music, NCSTEP, community open swims in Merritt Pool, and sports camps will continue, though not under the CLEAR umbrella. Third party contracts, facilitated by Nancy Hess as Conferences and Special Events Coordinator, have moved to Facilities and Donna Ober has transitioned over to a vacant position in the Lougheed Center for Applied Learning. Non-recreational programming like gymnastics and yoga will no longer be offered through the College, though we anticipate opportunities to work with community agencies and businesses to host such activities on campus in the near future. If you have any questions regarding these transitions, please don’t hesitate to contact me or Josh LaFave, Director of Graduate and Continuing Education.

Though not related to the CLEAR restructuring, the Department of Theatre and Dance has also decided to discontinue its Creative Arts for Kids programming during the academic year. Conversations are still ongoing regarding the annual summer camp; additional updates will be forthcoming.

Qualtrics. The Office of Institutional Effectiveness (OIE) is excited to introduce SUNY Potsdam’s new web survey software: Qualtrics. Qualtrics is a robust, easy-to-use online survey solution, and is available at no cost to all faculty and staff at SUNY Potsdam (and students who receive authorization from a faculty or staff member) for administrative, academic, or research
purposes. Qualtrics is replacing the campus’ outdated and broken web survey software and individual Survey Monkey licenses. The new survey software can be used for surveys, forms, quizzes, training evaluations and more.

If you want more information on Qualtrics at SUNY Potsdam, please visit the OIE’s Qualtrics Survey Software web page. In addition, the OIE will be offering “Getting Started” and “Advanced” trainings in September. The following sessions are being offered:

- **Qualtrics - Getting Started** - This introductory training session provides an overview of the new survey software. Topics covered will include accessing the software, creating basic surveys, survey distribution options, and a data reporting tools.
  - **Wednesday, September 5th** @ 12:00 PM – 1:30 PM
  - **Tuesday, September 11th** @ 9:30 AM – 11:00 AM
  - **Friday, September 14th** @ 1:00 PM – 2:30 PM

- **Qualtrics - Advanced Training** - This session builds upon the material presented in the ‘Getting Started’ training session. Topics Covered will include using the collaborate feature to grant students more advanced access to a survey, using survey blocks and branch logic, as well as randomization and survey customization and personalization.
  - **Friday, September 7th** @ 10:00 AM – 11:30 AM
  - **Monday, September 17th** @ 3:00 PM – 4:30 PM
  - **Thursday, September 20th** @ 12:30 PM – 2:00 PM

Registration for these sessions is required. Please sign up by filling out this form. If you have any questions, please do not hesitate to contact Judy Singh at singhjr@potsdam.edu.

**BearPAWS.** New faculty and staff who need access to BearPAWS Admin & Staff Reports should complete this form and return it to the Registrar’s Office. Please specify what information you need to access. Feel free to mention that your access should mirror a colleague’s access. This helps ensure that proper permission is granted.

**What is the CCI?** The Center for Creative Instruction (CCI) is a one-stop support services location for faculty and staff. The CCI works to strengthen, enhance, and support teaching and learning by providing services, resources, programming, and collaborative opportunities to the campus community. The CCI offers:

- Presentations and workshops on teaching and pedagogy, as well as on evolving technology and software tools to support teaching, learning, and productivity.
- Online course development and Instructional Design and Moodle support (Moodle is the College’s Learning Management System).
- Media design support including planning video/media projects, filming, editing, etc.
• **Funding and Awards** opportunities through the Facul-TE Awards and Lougheed Applied Learning Grants.
• **Equipment loans** of an array of technological tools.
• **Academic Assessment** support including Student Learning Outcomes (SLOs), Program SLO Assessment, and Program Review.

Check out the [fall events schedule](#) and call, email ([cci@potsdam.edu](mailto:cci@potsdam.edu)), or drop in (Lougheed Learning Commons 106) for support!!!

**Updates from Women’s and Gender Studies (WGS).** The WGS program welcomes Sandy Larock, who is now the administrative support professional for the newly formed Interdisciplinary Studies Department as well as WGS. Sandy’s office is located in Morey 103; she can be reached at [larocksg@potsdam.edu](mailto:larocksg@potsdam.edu).

If you are interested in teaching courses for the WGS program, please contact Christine Doran ([dorancm@potsdam.edu](mailto:dorancm@potsdam.edu)) no later than **Tuesday, September 4th**. As always, WGS strives to be inclusive and welcoming, so all faculty are encouraged to consider this opportunity. WGS course criteria include:

- Material that asks critical questions about gender and social relations.
- A substantial portion of the syllabus devoted to women’s issues, gender issues, feminism, and/or feminist theory and practice.
- Any feminist epistemology, theoretical framework, and/or methodology.

As part of last year’s WGS self-study, the following SLOs were developed:

1. Students will identify central contemporary/historical issues in gender studies.
2. Students will construct their own argument about a gender studies issue.
3. Students will evaluate the strengths and weaknesses of their own and other people’s arguments.

Incorporating these SLOs into your syllabi, where possible, will go a long way toward making assessment of the WGS more effective.

As part of the program’s recent self-study/external review, faculty expressed interest in building our campus’ WGS community. Possible plans include forming lunch groups in the WGS lounge on Mondays. Other suggestions are welcomed; please contact Christine Doran ([dorancm@potsdam.edu](mailto:dorancm@potsdam.edu)).

**Academic Assessment.** The Office of Academic Assessment, the Office of Institutional Effectiveness, and the Provost’s Cabinet have been working to draft Institutional
Student Learning Outcomes (ISLOs) that reflect the goals of SUNY Potsdam as stated in the University Mission and the Potsdam Graduate. These ISLOs will simplify the assessment process and will bring us into compliance with Middle States. Stay tuned for further updates.

If you are scheduled in Fall 18 or Spring 19 for mid-cycle or end-cycle Assessment Reports and updated Assessment Plans, and you want help, please check the resources at the CCI and/or contact the Assessment Coordinator, Carrie Bates (batescl@potsdam.edu), for assistance.

What’s New with SSC-Campus? Over the 2017-2018 academic year, faculty and staff logged more than 6,200 student appointments in SSC-Campus with more than 1,850 individual students. Advisors created 160 separate advising appointment campaigns and we had a faculty response rate of more than 60% on both our fall and spring Progress Report campaigns. These are tremendous outcomes for our first full year of implementation. On behalf of the Student Success Center and Division of Academic Affairs, thank you to all who have been using the platform to communicate with students and share information with others across campus. Our hope is to build on this solid foundation in the new year. Here’s what’s coming...

- **Tutoring:** Over the course of the fall term, we hope to add TRiO, Group Tutoring, and the Writers’ Block to the SSC-Campus system. The platform will allow ease of scheduling and more effective tracking of outcomes.
- **Care Units:** Later in the fall, the SSC-Campus software will be updated to include some exciting new features. The most interesting of these will be the Care Units. This new functionality will allow different offices to customize the platform to meet their specific needs. Training sessions will be scheduled once the new features are rolled out. If you’d like to discuss being an early adopter of the new Care Unit option, please contact the SSC (x2580).
- **Support for Department Chairs:** Department chairs have access to a wide range of reports in SSC-Campus. These powerful tools can be used to access data about enrollments, outcomes, and more. If you’re a chair wanting to make more data-driven decisions, set up a consultation by calling the SSC today.
- **New (and Old) Faculty Training:** The SSC-Campus team will be offering another wide-ranging slate of training sessions throughout the year for new faculty and for established faculty wishing to expand their use of the software to positively impact student success and retention. A full schedule will be posted early in the fall. If your department would like a customized training session, call the SSC to set one up.
- **Graduate Students in SSC-Campus:** The campus team has begun working with EAB to import graduate student data into the SSC platform. We anticipate that this information will be live in SSC for the start of the Spring 2019 term. Updates will be posted to the Newsletter throughout the fall semester.

**EOP Updates.** The Educational Opportunity Program (EOP) completed its three-week, Pre-First Year Student Summer Orientation. Eighteen students participated in this wonderful
experience from July 6th through July 28th. Students enrolled in credit and non-credit courses and attended several workshops designed to acclimate students to the campus. Students also participated in leadership and team-building activities. Thank you to all those who made this orientation a great and meaningful experience for our students. The SUNY Potsdam EOP programs are directed by Sabel Bong (bongs@potsdam.edu).

**Student Leadership Programs.** Campus Life is requesting nominations from faculty/staff for students who might be interested in the following two leadership programs:

- **Emerging Leaders:** Coordinated by Campus Life and Annual Giving, Emerging Leaders provides students, who have demonstrated strong leadership potential, with an opportunity to enhance their leadership skills and help promote student giving and volunteerism at SUNY Potsdam. The program provides students with an opportunity for involvement throughout their time at Potsdam and, as such, is an excellent way for students to meet new people, develop their leadership skills, and network with student leaders, faculty/staff, and alumni.

- **Women, Gender, and Leadership:** The Women, Gender, and Leadership program is designed to provide an opportunity for SUNY Potsdam students to explore, discuss and reflect on a wide variety of topics and issues related to women, gender, and leadership at SUNY Potsdam and beyond. The program includes two components: a workshop series in the Fall and a mentoring program in the Spring which pairs students, who attended all of the workshops, with a SUNY Potsdam alum Mentor currently working in the student’s desired career field.

Should you wish to nominate a student, please send names to Ruth Policella (Student Affairs) at policera@potsdam.edu. An additional call for Emerging Leaders nominations will be sent the first week of classes.

**Mental Health First Aid.** Over the past year, Gena Nelson (Counseling) and Josh Brown (Counseling) have completed the training necessary to offer Mental Health First Aid to employees and students on campus. MHFA training helps a person assist someone experiencing a mental health crisis, with the goal of supporting that individual until appropriate professional help arrives. Participants learn a single five-step strategy that includes assessing risk, respectfully listening to and supporting the individual in crisis, and identifying appropriate professional help and other supports. Recently, with the support of Police Chief Tim Ashley, Gena led the SUNY Potsdam University Police officers and support staff through this training, ensuring that by the end of the fall semester all members of the department will have completed the training.
MHFA training consists of an eight-hour class, which is offered free to the campus community. Training sessions are conducted with a minimum of 15 participants; smaller units or departments are encouraged to coordinate requests for training with other units to ensure this minimum. To set up training within your unit or division, or if you have questions regarding MHFA, contact Gena Nelson (nelsongc@potsdam.edu). To learn more about Mental Health First Aid, visit mentalhealthfirstaid.org.

**Around the State/System**

**Micro-Credentialing.** The SUNY Provost has reported that substantial progress has been made across the System around developing high-quality micro-credentials since the SUNY Trustees’ policy was adopted in January 2018. SUNY has recently announced new resources and is asking for your input in informing the ongoing efforts of the implementation teams working to support campus efforts in four key areas: removing policy barriers, data reporting, transferability and portability, and readiness and assessment. In terms of resources, SUNY has updated the micro-credentialing webpage – www.suny.edu/microcredentials. On the homepage a link there is a new page called “Campus Resources” that includes:

- A newly developed *Academic Quality Rubric* that is being issued in draft form. The rubric is designed to serve as a quality checklist in the development of micro-credentials and covers everything from alignment to campus mission to infrastructure support, learning outcomes and assessment, marketing, and evaluation. **Comments on the draft can be sent to provost@suny.edu through November 1, 2018.**
- A list of research/reports on micro-credentials and digital badges that supplements what was included in the Task Force Report.
- Links to recordings of eight professional development sessions highlighting the SUNY policy, different campus approaches to micro-credentials, and a session on getting started.
- A two-page summary of policy highlights.

Also on the home page is a link to a new section on the four University-wide implementation teams including membership, charge, and meeting notes. This section will be updated regularly so that campuses can follow progress of the initiative.

**Did You Know…**

…17 SUNY Potsdam students participated in this summer’s “SUNY Stands with Puerto Rico” service initiative! Kudos to *Krista LaVack* and *Christopher Torres* for leading our students!
The SUNY Chancellor has announced the call for nominations for both the SUNY Shared Governance Award and the Chancellor’s Awards for Excellence. Submission deadlines and information are provided below.

- **Call for Nominations for the SUNY Shared Governance Award for academic years 2018-2019 and 2019-2020.**
  The SUNY Shared Governance Award is conferred annually upon one SUNY campus in recognition of outstanding contributions to the advancement of shared governance. All SUNY campuses may self-nominate. Note: A campus that has received the award may not apply again in any of the following five years. Please see the program Policies and Procedures online for additional details. The deadline for receipt of nominations is Tuesday, November 20, 2018 for academic year 2018-19, and Tuesday, November 19, 2019 for academic year 2019-20. The award announcement will be made annually no later than the third week of March.

- **Call for Nominations for the Chancellor’s Award for Excellence in Adjunct Teaching (2018-2019 and 2019-2020).**
  The Chancellor’s Award for Excellence in Adjunct Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level. The program’s Policies and Procedures, including the number of nominations allowed per campus, are posted online. The deadline for receipt of nominations is Tuesday, November 13, 2018 for...
academic year 2018-19, and Tuesday, November 12, 2019 for academic year 2019-20. Award announcements will be made annually in mid/late February.

- **Call for Nominations for the Chancellor's Awards for Excellence in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching (2018-19 and 2019-2020).**

The Excellence Awards are a recognition of the expertise, commitment, and dedication of SUNY’s educators and professional staff. Note that full-time tenure, tenure track, non-tenure track and full-time clinical faculty are all eligible for nomination in three categories: Faculty Service, Scholarship and Creative Activities, and Teaching. A complete guide to Policies and Procedures, including the number of nominations allowed per campus, is posted online. The deadline for receipt of nominations is **Tuesday, February 19, 2019** for academic year 2018-19, and **Tuesday, February 18, 2020** for academic year 2019-20. Award announcements will be made annually in late April.

If you have any questions or concerns, please contact Yvette Roberts, Program Manager for Faculty and Staff Awards at: Yvette.Roberts@suny.edu (phone: 518-320-1449).

**Potsdam/Clarkson Community Event.** SUNY Potsdam is partnering with Clarkson University to host a Community and Partnership Event at Maxfield’s on **Tuesday, September 4th**, from 4:00-6:00pm. You are invited to socialize with your colleagues and with community members from the Potsdam area. During this event, Maggie McKenna, who has recently been hired as the Potsdam Chamber of Commerce’s Executive Director, will be welcomed to the community. Light appetizers and a welcome drink will be provided. If you are interested in attending, please RSVP to Nicole Conant (conantna@potsdam.edu).

**Mark Your Calendars!**

**Welcome Weekend.** Welcome Weekend 2018 takes place from **August 24th through the 26th.** Faculty and staff are especially encouraged to join in the following activities:

- **First Year Funnel:** **Friday, August 24th, 4:45pm;** Meet outside Sisson Hall (Corner of Barrington Drive)

  The goal of this activity is to gather a large group of faculty, staff, and student leaders who will create a receiving line to officially welcome new students to campus as they walk to Hosmer Hall for their campus welcome program. There is no need to sign-up in advance, just come out and join us!

- **Welcome Weekend Carnival:** **Sunday, August 26th, 1-5pm,** Maxcy Hall Field House

  The goal of this event is to bring the campus community together to kick off the academic year while welcoming both new and returning students to campus.
Representatives from student clubs/organizations will staff a wide variety of carnival activities throughout the day including inflatables, photo booth, make your own stuffed animal, tie dye tee-shirts and much more! Additionally, open swim and open climbing wall hours will be available. All entertainment as well as refreshments will be provided free while supplies last. We would like to invite you and your families to join us for this fun-filled all-campus event.

**Lougheed Applied Learning Grants.** Applications will be accepted for the fall round of Lougheed Applied Learning grants from **September 1-21, 2018**. Proposals can be submitted by an individual faculty/staff member, a department, or other group of faculty/staff and will be accepted in any of the following categories:

- **Individual Faculty Development or Course Grants** (maximum $2,000) are for activities designed either (a) to promote applied learning integration in their teaching, research, and/or creative works or (b) to fund development or revision of individual courses to meet applied learning requirements.
- **Team or Curriculum Grants** (maximum $5,000) are for activities designed either (a) to promote applied learning integration in the cohort’s teaching, research, and/or creative works or (b) to integrate applied learning activities across a curriculum.
- **Equipment Grants** (maximum dependent on scope of proposal) are used to fund academic equipment purchases that will allow applied learning to be a part of the work in the department and/or course(s).
- **Event, Workshop, or Training Grants** (maximum dependent on scope of proposal) are for an on-campus event designed to promote high impact and/or applied learning strategies for a group of faculty/staff.
- **Other Grants** (maximum dependent on scope of proposal) are for an experience other than those listed above that will impact faculty development and/or the student experience relating to applied learning, including travel with students.

For all categories, these funds can also be used for professional development to enhance existing applied learning opportunities. Information regarding the Lougheed Applied Learning Grants can be found online or on Moodle, where applications are to be submitted.

**SUNY SAIL Institute Webinars.** The SUNY SAIL (Strategic, Academic, and Innovative Leadership) Institute is offering the following free webinars this fall:

- **Supporting Executive Teams**
  - Two offerings: **September 13th** and **September 24th** at 11:30am
- **Assertive Communications: Leading Difficult Conversations on Campus**
  - **September 11th**, 11:30am
• **Transformational Leadership for Student Success**  
  o **October 4th**, 11:30am

• **Empowered Supervision for Organizational Performance in Higher Education**  
  o **October 11th**, 11:30am

• **Leading Your Campus through Change & Conflict**  
  o **October 11th**, 1:00pm

• **Shifting Mindsets for Successful Leadership in Higher Education**  
  o **November 1st**, 11:30am

More information on the SAIL workshops can be found on the [SUNY SAIL website](#).

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Coffee and Conversation

I want to thank all of you who were able to attend the “Coffee & Conversation” sessions this past year. I thoroughly enjoyed your insightful and productive feedback, and am looking forward to this year’s conversations!

Our “Coffee” dates for this fall have been tentatively scheduled for the following (all are held on the 8th floor of Raymond):

- **Friday, September 7th**, 8:30am-9:30am
- **Tuesday, October 2nd**, 4:00pm-5:00pm
- **Friday, November 9th**, 8:30am-9:30am
- **Tuesday, December 11th**, 4:00pm-5:00pm

Specific topics for each Conversation are still being determined; possible topics include:

- AY 2018/19 budget updates
- Updates on the campus’ strategic plans
- Academic initiatives

If you have ideas or suggestions regarding topics or other ways that we can increase communication and transparency, don’t hesitate to let me know! Please email your suggestions to me at bergerbs@potsdam.edu.

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**Institutional Review Board Workshop.** The Research and Sponsored Programs Office (RSPO) is holding workshops this fall to assist faculty and professional staff in learning how to use the IRB PAC for submitting human subject protocols; the PAC is an online system to submit and track all human subjects related research. This hands-on workshop will teach participants how
to sign on to the system, upload protocols, track the process of submissions, and communicate with IRB members. To get the most out of this workshop, participants should have on hand a completed electronic copy of their human subjects protocol (and appendices). A laptop computer is recommended.

Workshop dates are: **Friday, September 7th** from noon-1:00pm; **Monday, September 17th**, from 3:00-4:00pm, and **Wednesday, October 3rd** from noon-1:00pm. The workshops will be held in the CCI. Please sign up by visiting the [CCI Moodle page](#).

**Fall 2018 Days of Reflection.** The Days of Reflection: Education for Racial Equity and Justice planning committee is preparing the fall program, tentatively scheduled for **October 16th-19th, 2018**. Sessions currently slated for the fall address immigration, extremism, children's books, environmental justice, and more.

The Days of Reflection Planning Committee is also pleased to announce that, starting in the fall, Michael Popovic (International Studies) will serve as its coordinator. Additional members include Rachel Bayliss (Residence Life), Priscilla Burke (Office of Diversity), Libbie Freed (History), Matt LaVine (Interdisciplinary Studies/Environmental Studies), Jennifer Mitchell (English & Communication), Sheryl Scales (C&I, Literacy & Special Education), Bernadette Tiapo (Chief Diversity Officer), and Nicole Wendel (Residence Life).

**Coffee with a Cop.** You are invited to join your neighbors and local police officers at this fall’s “**Coffee with a Cop**” on **October 3rd** from 11:00-2:00pm in the Student Union Dining Court. The goal of the event is to break down the barriers between police officers and the citizens that they serve by allowing participants to ask questions, voice concerns, and get to know the officers. This event is sponsored by the SUNY Potsdam University Police Department.

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**Coming Due**

**SUNY Student Success Summit Proposals.** SUNY is pleased to announce the Call for Presentations for the **First Annual SUNY Student Success Summit**, to be held on **October 25th** and **26th** in Albany. This PIF-funded event will provide a forum for SUNY colleagues involved in student success to share what they are doing with others across the system.
The focus of this fall’s summit is on developing and strengthening academic and support pathways that promote student access, success, and completion. Presentation tracks include clarifying paths and goals to completion, helping students get on a path, helping students stay on the path, and ensuring students are learning. Please consider submitting your innovative ideas and practices that support student success and learning as a session proposal via the Summit’s website beginning the week of August 13th and no later than the September 10th submission deadline.

Fall 2018 OER Faculty Grants. SUNY Potsdam has received funding from SUNY to encourage the use of Open Educational Resources (OER) on our campus. Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others. Please refer to https://textbooks.opensuny.org/ for more information on the SUNY initiative.

SUNY Potsdam faculty can get involved in this project and can become eligible for funding to convert courses to OER format. Preference will be given to courses that are high-enrollment, have a high textbook price, or are part of the General Education program. The application to participate is available at here and you can get further information by contacting Esta Tovstiadi (Libraries) at tovstiem@potsdam.edu. Proposals are due by September 14th, and awards will be announced on September 28th for projects to be implemented beginning in Winterim 2018.

SUNY Voice Conference. SUNY is seeking presentation proposals for its upcoming SUNY Voices Conference, entitled SUNY at 70: Shared Governance – Past, Present, and Future to be held on Thursday, November 8th through Friday, November 9th in Syracuse, NY. This is the fifth shared governance conference, jointly sponsored by FCCC and UFS, with the goal of supporting and sustaining shared governance on SUNY’s campuses and at the system level. Please consider submitting a paper for presentation, panel topic, roundtable conversation, or workshop that revolves around one or more conference themes, which include:

- Grooming and generating future leaders (students and faculty/staff)
- Educating governance boards about shared governance
- Discussing shared governance from a Presidential standpoint
- Critical conversations regarding Academic Freedom and the First Amendment
- Finding the balance in governance between new administration and not-new campus governance
- Best practices for shared governance

The link to submit a paper topic, panel/roundtable session, or workshop can be found here. Information on registration will be available soon.
**In Case You Missed It…**

**Teaching Effectiveness Conference.** The Associated Colleges of the St. Lawrence Valley is planning its next Teaching Effectiveness conference, “Tech Tools for Learning.” The conference is scheduled for **Saturday, November 10th, 2018** from 9:30-3:30 at St. Lawrence University, Eben Holden. (Please note the change of date!)

Conference facilitators are currently recruiting presenters with expertise in educational technology and/or using technology in the classroom to facilitate learning. More information about the conference and the proposal process can also be found [here](#). Please contact Kelly Bonnar (bonnarkk@potsdam.edu) if you have any questions about the conference or the proposal process.

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**Kudos**

**Student Recruitment/Retention Awardees.** The *Student Recruitment and Retention Innovation Award* (SRRI) has been established to acknowledge individuals and units that are implementing highly successful and creative initiatives in support of student success. The goal is also to create a “community of practice,” through which faculty and staff from across campus can share and scale up successful practices that have been proven to have a positive impact on the recruitment and retention of a diverse population of SUNY Potsdam students. On behalf of the Provost’s Cabinet and Division of Academic Affairs, I am very pleased to announce the following awardees for 2018:

- **Law Enforcement Training Institute (LETI): “JCC and NCCC Law Enforcement Training Institute Visit”**
  - Summary: In April of 2018, a total of 60 students from the Criminal Justice programs at JCC and NCCC visited campus to learn more about SUNY Potsdam’s LETI program. Visiting students had the opportunity to meet with current cadets, Police Chief Ashley, LETI personnel, and admissions staff while also learning more about the LETI program through demonstrations of defensive tactics, the campus’ new firearms simulator, and emergency vehicle operations.

- **TRiO: “New Student Onboarding Program”**
  - Summary: During the summer of 2016, TRiO created and piloted an initiative called “Build-A-Bear-Cub,” designed to assist incoming students by serving as a single point of contact for a test group of incoming freshman and transfer
students. Through the use of targeted emails, responding to telephone calls, and targeted personalized emails, each student was prompted periodically on a number of milestones that they needed to meet in order to successfully commence their studies at SUNY Potsdam. The program was expanded in 2017 to include incoming Bridges and EOP students. After two successful pilot years, the program (now referred to as Universal Onboarding) will be expanded to serve all incoming new and transfer students. One of the goals of the onboarding process will be to encourage students to take advantage of the services and support available to them once they arrive on campus in the fall including FYE, FYSS, FIGs, Accommodative Services, Tutoring, and more. The staff hopes that the network of support created during the summer months can be sustained through these vehicles during the academic year, ultimately having a positive impact on overall retention.

- **The Writer’s Block:** “Individualized Tutoring on Writing Assignments, Supported by Staff Development, Workshops for First-Year Students, and a Referral Program”
  - **Summary:** Each year, the Writers’ Block provides approximately 1,200-1,400 individual tutoring sessions for 470 students, as well as roughly 40 course-based workshops. Specific programming includes FYSS workshops, through which classes are visited as an introduction to services; Sustained Tutoring Program for SOEPS teacher candidates and Community Health majors/minors; Course-based Workshops focused on guiding students through each phase of a writing assignment; and Tutoring Training and Staff Development, through which tutors learn to assist peer clients. An analysis of data from Writer’s Block clients from 2014-2017 indicate that students using these services are far more likely to return to college (82% return rate as compared with 69% of non-clients).

In addition, the Provost’s Cabinet would like to recognize the following departments for their leadership in implementing the SSC-Campus student advising and retention platform: Public Health & Human Performance; Music Theory, History, & Composition; Sociology; and Environmental Studies. These departments have adopted the use of the SSC-Campus software early and have stood out from their peers in the creative ways they have used the platform to connect with, encourage, advise, and support their students.

**Orientation Advisors.** The following faculty and staff provided extraordinary service as this summer’s Orientation Advisors:
- **Angelynn Alvarez** (Mathematics)
- **Sara Bier** (Geology)
- **Erin Brooks** (Crane)
- **Fadi Bou-Abdallah** (Chemistry)
- **Priscilla Burke** (Office of Diversity)
- **Deborah Conrad** (SOEPS)
- **Brent Crow** (Public Health & Human Performance)
Why are we required to submit textbook requisitions so early?

With the intent to keep students’ expenses down, the Higher Education Opportunity Act (2008) set regulations that require any institution receiving Federal financial assistance to:

- provide students, when they are registering for courses, with the required textbook(s) and their cost(s); and
- provide the college-affiliated bookstore with the required and supplemental materials, the number of students enrolled in the course, and the maximum student enrollment for each course.

Also, did you know…

- Many students on our campus get vouchers or financial aid for their textbooks that can only be used at the college store.
- Additionally, not all titles are rentable. The bookstore has to provide a list of titles to a 3rd party that identifies which texts are rentable and which are not. Submitting your text requisitions on time gives the bookstore enough time to get the list together and get it on the web site so students have all the information they need regarding their cost options.
**STANYS Champion.** Congratulations to *Melissa Cummings* (Science Educaiton), who is a recent recipient of the *Science Teachers Association of New York State (STANYS) Champion of Teacher Development!* Melissa will be recognized for her leadership at the STANYS Annual Meeting in November. Congratulations to Melissa!!

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Do you have ideas or news to include in the next Provost’s Corner? Be sure to let me know! Just email me at bergerbs@potsdam.edu.