### Provost's Cabinet (Extended Cabinet)  
**Meeting Notes**  
*Date: March 15, 2018*

**Present:** Bette Bergeron, Michael Sitton, Walt Conley, Steve Marqusee, Jill Pearon, Alan Hersker, Jenica Rogers, Sean Partridge, Josh LaFave, Stephanie Claxton, Sabel Bong, Susan Godreau, Beth Todd

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| **Transfer Finder (Stephanie)** | --Discussion:  
  - *What is Transfer Finder?* Tool designed by SUNY to help students transfer seamlessly; housed within Bear Den; tab we can activate to see how students’ credits stack up against other institutions’ programs  
    - 42 SUNY schools in Transfer Finder (including us); we are not yet live  
    - Can compare against three different schools; lets students know how close they are to completing the degree  
    - Allows students to pull in their credits from other institutions  
    - Concern- incomplete information for programs with specific requirements (e.g., Crane, Education)  
  - Should we make Transfer Finder available to campus users for outbound use?  
  - Which programs do we want to be made available for students?  
  - Do we want students from outside of Potsdam to be able to search for us? | --Which governance body should be contacted, and by whom?  
--What is the goal- input, recommendation, approval? | --Bette: make information available via Newsletter and other requested meetings once the system is “live”  
--Stephanie- once information is finalized, provide Bette with text to include in the Newsletter, etc. |
---Note: Need to look at language to ensure that students know that they are not guaranteed admission into a specific program; the primary purpose of the tool is for General Education

---Recommendation: Open up all programs for access to inbound students (those who are interested in transferring to Potsdam); also allow access by SSC and Exploratory faculty/staff
  - Second phase: train faculty advisors in use of the program while advising our students

### Student Outcome Tracking (Susan)

---Discussion:
  - **What is SOT?** SOT connects with Banner and DegreeWorks; Transparency to students in what does/does not count towards FT enrollment for state/federal aid purposes; self-service tool for students
    - Regulation - for financial aid purposes, only courses that are required for a degree program can count; we need to get into compliance with this regulation; these requirements for degree programs must be in the catalog
    - E.g., state does not recognize minors; so, if students are taking 6 credits towards minor and 6 credits towards degree program (and all elective, liberal arts requirements fulfilled), they would not be eligible for FT state or federal aid (like TAP, Excelsior)
    - Note: changing the major in the middle of the semester could impact a student’s aid
    - Importance of catalog specifying every requirement for a degree program, including specifying prerequisites

---Bette: Update President’s Council; summary in Newsletter
  - Susan - send list of work group participants and charge to Bette/Jill to begin work
- Requires significant workload in Office of Registrar to scribe all changes for the catalog and Banner
  - What steps need to be taken towards compliance?
    - Develop a Work Group (e.g., Financial Aid, Registrar, IT, advisors)

Financial Aid/Student Accounts Transitions (Jill)
--Discussion: transitions of Financial Aid and Student Accounts into Academic Affairs; updates on “One Stop” planning
  - One-Stop Group has been meeting consisting of Provost’s Office, Registrar, Student Accounts, Financial Aid, SSC to gather info from other institutions with one-stop models; also researched best practices in the literature
    - Within next few weeks, will be sharing with the campus ideas on different models for Potsdam; will also be looking at budget impacts
--Once draft models are proposed, share with faculty constituencies for input
--Bette: update as appropriate through the Newsletter

Student Retention & Recruitment Initiatives
--SSC-Campus- updates on implementation and impact
  - Progress Reports/Early Alerts- Of courses that SSC requested feedback, 58% were followed up on
    - Note: progress reports can be submitted at any time in the semester; not limited as in previous system
    - Need to be more intentional in targeting courses with high DFW rates in order to provide students with feedback on progress
  - Updates in the SSC-Campus system
    - Success Markers- Tim has met with all but 6 departments on campus to identify courses to be set as success markers (course, grade, timeframe of completion)
    - Predicted Support (Risk) Model- assessing student’s progress related to likeliness to
--Sean- send Deans information on high-DFW rate courses
--SSC Team- provide training to faculty advisors on new tools in SSC-Campus platform
--Bette & Sean- set up time w/Cabinet to work through Analytics capabilities in SSC-Campus
--Extended Cabinet- send Bette suggested edits/changes to Call for Applications document (Recruitment & Retention Award)
graduate on time; provides criteria on which the risk score is calculated
  o Analytics: Provides info now on current students (not just historical data)

--Discussion: Strategies that Academic Affairs/faculty can implement to support retention and recruitment efforts?

--Review: Call for applications- Retention Award

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<th>--Extended Cabinet- send Bette ideas for the AASCU award</th>
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BSB; 3/16/18