

Provost's Corner

Bette S. Bergeron, Provost & VP for Academic Affairs

February 24, 2017

Greetings from the Provost's Office!

I hope that the spring semester is off to a productive start for you and your students! It doesn't seem possible that we are already over a month into the semester, with midterms, showcases, and performances on the near horizon. I look forward to seeing you around campus and at various events as our semester unfolds!

Be sure to continue to stay in touch if you have news, input, ideas, and/or concerns to share. I enjoy hearing from you, and working with you to creatively address the many opportunities that emerge on our campus!

New Faces/New Positions

The College Counseling Center has three new faces in their office this semester:

Tanya Dow is a Licensed Mental Health Counselor (LMHC) who previously worked in TRiO for 12 years. Tanya continues to work part-time in the Bridges Program while working part-time in the counseling center.

Christina Snell is also a Licensed Mental Health Counselor and a SUNY Potsdam alumna who worked for the Student Support Services office for five years. At that time she moved to Hospice of St. Lawrence Valley where she continues to provide on call services. She also served as a therapist at the St Lawrence County Mental Health Clinic for nine years before landing at SUNY Canton's Counseling Center.

Brandi Kelley is a Licensed Master Social Worker who has worked as a Psychiatric Social Worker at the St Lawrence County Mental Health Clinic for several years. She obtained her undergraduate degree from SUNY Cortland and her MSW from Syracuse University.

The depth of experience with diverse populations and high risk mental health concerns from all three counselors is a welcome addition to the Counseling Center. Welcome!!

Campus Updates

Periodic Review Report (PRR). The Periodic Review Report is a requirement for our accreditation with the Middle States Commission on Higher Education. The PRR provides the campus with an opportunity to update the progress made based on the recommendations of both the self-study committee and the 2012 visiting team. To review the criteria, please see the [Handbook for Periodic Review Reports](#). Also available for review are the [SUNY Potsdam Self-Study Report](#) and the [Middle States Visiting Team Report](#).

The [Periodic Review Report Draft](#) is now available for review (this is only accessible on campus or through a [VPN](#)). The members of the PRR Committee welcome and encourage your comments and suggestions for improvement. In addition, there are multiple venues for providing feedback. The following open forums are scheduled:

Th., 3/9 @ 4-5:30pm 8th Floor Raymond Hall Dining Room	Faculty Senate Meeting
Th., 3/16 @ 4-5pm Fireside Lounge	Open Forum for entire campus
Tu., 4/4 @ 9-10am Raymond 8 th floor Dining Room	Open Forum for entire campus

Any member of the campus community may submit feedback anonymously [online](#) (input links for each chapter under “Draft PRR Survey”). The PRR Committee was formed in 2015-16 to prepare this document. Members, listed below, represent the different divisions/units across campus:

Laura Brown
Nicole Conant (Primary Writer)
Walter Conley (Co-Chair)
Caroline Downing
Gena Nelson
Jill Pearson (Co-Chair)
Amanda Prescott
Kirk Severtson
Judy Singh

Campus-Wide Emergency Drill. In an effort to better ensure that members of the campus community are familiar with steps to take during a crisis, the College will conduct a “Shelter in Place” drill on **Thursday, March 16, starting at 9:45 a.m.** Simply stated, “sheltering in place” means that you stay where you are, securing the area as best as you can, until told otherwise. During crises, the College will communicate important information and updates through Rave text messages, emails, and social media platforms.

If you are not currently signed up for Rave, you are strongly encouraged to do so now.

Please take a moment to log in to Rave to ensure that your contact information is correct and up-to-date: <http://rave.potsdam.edu>.

To login to Potsdam Rave Alert: <http://rave.potsdam.edu>

1. Use your SUNY Potsdam email account username and password to log in.
2. Confirm your contact information.
3. Note: you can add up to 2 additional email addresses, 3 cell phone numbers and 3 landline phone numbers.

Space Prioritization and Allocation Committee Updates: As noted in previous editions of this Newsletter, Kellas Hall will be offline from May, 2017 through August, 2018 in order to complete critical updates and repairs. A subcommittee of the Space Committee has been meeting to determine appropriate “surge” space for displaced classes. The proposed plan includes the following changes:

- Utilize the seating area in the Satterlee Theater, using seats/tables from Kellas. A temporary wall will be installed in the front of the seating area to allow for projection and “SMART” technologies.
- Refurbish the Black Box Theater, to include “SMART” technologies and appropriate seating. This space, refinished, will be turned back over to the Gallery after the Kellas renovation.
- Morey 253 will be converted into a classroom.
- Former practice rooms on the third floor of Dunn will be converted into a computer lab (primary user would be Computer Science), which frees up Dunn 358 for a general classroom.

In order to make this plan feasible, it will be critical for all programs to utilize the approved scheduling template, and to spread classes out over the entire week. The current scheduling guidelines can be accessed at: <https://www.potsdam.edu/offices/registrar/faculty/development>.

The Space Committee has also been discussing concerns related to after-hours building access, specifically in terms of balancing students' needs to access studio space with issues of security and safety. Because of ongoing challenges with securing buildings after hours, persistent concerns with students' safety, burden on custodial staff if buildings remain open all night, the legal liability with open access to buildings, and the need to ensure students' overall wellness per accreditation standards of music and the arts, the recommendation of the Space Committee is to *limit access to academic buildings to 6:00am through 11:30pm*, with the exception of the Library and Union. This recommendation has been approved by the president, and is in effect immediately.

Office of Research and Sponsored Programs. Last fall, an external review was conducted of the Research and Sponsored Programs Office (RSPO) in order to provide information on how to better support the scholarly activities of faculty, particularly in terms of support for externally funded grants and the structure of the office more generally. This review has been completed, and is available online: <https://www.potsdam.edu/about/administration/provost/resources>. If you have any questions about this report, or would like me to visit your departments/units to discuss the recommendations, please don't hesitate to contact me!

Counseling Center. The Counseling Center is proud to announce its new **Satellite Office** located at **Draime 121**. The Satellite Office is a pilot program this semester that offers Walk-In availability from 8:30am-4:30pm. Currently Claude Aldous, LMHC, is providing services through this office. Students do not need an appointment and do not need to fill out paperwork, they simply walk-in if the door is open! The Satellite Office is meant for one-time situations in which students need to talk things through or need assistance determining a plan for their concern.

If you have questions about any of the Counseling Center's services or are concerned about a student, please call the Counseling Center's Main Office at 315-267-2330.

Center for Creative Instruction (CCI). The CCI has developed a new submission process for posters. Information on this process is now available on the CCI website: <http://www.potsdam.edu/faculty/CCI/Services>. The CCI is also offering a variety of events this spring; be sure to check their website for more detailed information and updates: <http://www.potsdam.edu/faculty/CCI>.

- **Pop-In Fridays-** The CCI invites faculty to join them for popcorn and conversation as you share, discover, and contemplate various kernels of creative instruction. These informal events are facilitated by CCI staff and allow participants to set the topic(s) of discussion.

- ***Pedagogy & Technology of Online Learning*** beginning **March 6th and ending April 14th**. Whether you are developing an online course now, planning one for the future, are a veteran of online education, or just curious about it - your participation is encouraged and welcomed! Each participant will design and systematically build an online course; participate in weekly discussions on such topics as online pedagogy, instructional design, and student engagement; and learn the fundamentals of Moodle, to boot! Although this is an online seminar, it will also include weekly, onsite sessions for those interested. These sessions are NOT required for participants of the seminar, but are offered to provide extended in-person instruction and discussion as the seminar unfolds (meetings held in the Center for Creative Instruction; time TBD). ***Please register by noon on Friday, March 3rd*** by visiting: <https://moodle.potsdam.edu/course/view.php?id=9208>.

- ***Keeping the Conversation Alive:*** Using online forums to increase participation and richness of face-to-face discussions
 - Presenter: Ray Bowdish
 - Date: March 8th, 2:00pm
 - Location: CCI (106 Crumb Library)

- ***Poster Design – The Basics for Success***
 - Presenter: Alex Gomez
 - Dates: March 22nd (2:00pm) & March 24th (12:00 noon)
 - Location: CCI (106 Crumb Library)

- ***Making the Most of Library-Related Assignments and Activities***
 - Presenter: Jessica Ramey
 - Dates: April 6 & 7; 1:00pm
 - Location: CCI (106 Crumb Library)

- ***Closing the Distance with Collaborate***
 - Presenters: Lora Lunt & Michael Phillips
 - Date: April 20th, 3:00pm
 - Location: CCI (106 Crumb Library)

- ***Build Your Presentation Powerfully!***
 - Presenter: Alex Gomez
 - Date: May 5th, 2:00pm
 - Location: CCI (106 Crumb Library)

Library Updates. The Library has initiated a new informational “Freedom Series.” For more on this critically important and timely initiative, check out the website at library.potsdam.edu/freedom.

In an effort to streamline information sharing and reduce the amount of email, the Library is discontinuing publication of its regular newsletter. Instead, the newly redesigned website will provide updated access to news and other information: <http://potsdam.libguides.com/updates>. The Library is also building a suite of resources specifically for faculty, available at: <http://library.potsdam.edu/faculty>. If you have suggestions for questions or informational updates you’d like to see on the faculty pages, please let Jenica Rogers know – the Library staff would love to share the data *you* want to read, and to ensure that this resource is useful for all its readers.

IRB Updates. The IRB website has been updated and revised—be sure to check it out at <http://www.potsdam.edu/faculty/research/rspo/irb>! On this site you’ll find information about the kinds of projects needing IRB review, the levels of IRB review, policies for conducting research with human subjects, application deadlines, workshop PowerPoints, and more.

For more information about the IRB process, please consider attending the IRB 101 workshop on **Wednesday, March 1** from Noon - 1:00pm in the Raymond Hall Boardroom (7th floor). For questions about the IRB, please contact Kelly Bonnar, Chair -IRB at SunyPotsdamIRB@potsdam.edu.

Looking for previous copies of the Provost’s Corner?

All editions of the Provost’s Corner, as well as additional resources for faculty and staff, can be found at: <http://www.potsdam.edu/about/administration/provost/>

Coffee and Conversation

I hope that you will be able to attend this semester’s “Coffee and Conversations”! The following topics have been suggested (all are scheduled from 8:30-9:30 in the Raymond 8th floor dining room):

- Thursday, March 16th- Academic Affairs Strategic Planning
- Thursday, April 13th- SSC Campus/New Retention and Advising Support
- Friday, May 5th: TBD

What topics are of interest to you?? Please email your suggestions to me at bergerbs@potsdam.edu.



Coming Due!

DIAC Subcommittees. The Diversity & Inclusion Action Coalition (DIAC) assists SUNY Potsdam in reaching and maintaining the highest standards of excellence with respect to diversity and inclusion. To help achieve this goal, DIAC invites faculty and staff to apply to join the following subcommittees:

- Diversity Programming & Student Training
- Campus Climate and Outreach
- Community Outreach
- Communication and Membership

Please apply by Monday February 27. For information on how to apply, please visit the following website: <http://www.potsdam.edu/about/administration/diversity/diac/applying>. If you have any questions, please contact diac@potsdam.edu.

Research and Creative Endeavors. The next deadline for the Research and Creative Endeavors program is **Wednesday April 5, 2017**. Submissions are due by 4:00 pm in the Research and Sponsored Programs Office, located in 238 Satterlee Hall. The Research and Creative Endeavors Program is designed to provide faculty and staff with seed money to pursue research or scholarly projects 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, or general office expenses.

The online application can be found on the Research and Sponsored Programs website (<http://www.potsdam.edu/faculty/research/rspo>), or feel free to contact the Research and Sponsored Programs office at x2131.





Mark Your Calendars!

Art Faculty Exhibition. The Art Museum's first spring 2017 exhibition in the newly renovated Gibson Gallery features artwork from SUNY Potsdam's faculty. The exhibition runs through **March 25th**. Please come and enjoy the incredible work of our Art Department faculty !

Native American Documentary. On **Friday, March 10th**, the Office of Native American Affairs will be hosting a film night as part of National Women's History Month. Katsitsionni Fox will be sharing student work from Salmon River Central School as well as her "Ohero:kon - Under the Husk" documentary. This will be the first time that her award-winning documentary will be shown locally.

The tentative agenda for this free event, held on Friday, March 10, 2017 from 4-6pm in Knowles MPR, is as follows:

- 4:00 - 4:15-- Introduction
- 4:15 - 4:45-- Salmon River Native Film Student short films
- 4:45 - 5:00-- Q & A for student films
- 5:00 - 5:30-- Ohero:kon - Under the Husk 26 min documentary by Katsitsionni Fox
- 5:30 - 6:00-- Q & A with filmmaker Katsitsionni Fox

Center for Diversity Events. You are invited to attend the following upcoming events, sponsored through the Center for Diversity:

- **Monday, 2/27** – "13th" - CFD Movie night/popcorn; Dunn Theatre, 6pm with a follow-up discussion by Dr. Nancy Lewis.
- **Wednesday, 3/1** - "One in the Same" - spiritual/cultural diversity panel - Knowles MPR 8:00 p.m.; Guest speakers, Mandala coloring activity, free refreshments.

Bookstore Briefing

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 the information they need!

Economic Fusion. On **April 13th** SUNY Potsdam will hold its *3rd Annual Economic Fusion Day*. This event's mission is to support and foster entrepreneurship and creativity among our students, faculty, and community. The event includes an Innovation Idea Competition, keynote speaker, and career networking.

Faculty are encouraged to include this event in course curriculum and invite students to participate in this great opportunity to interact with regional employers, learn new skills, and take part in the Innovation Idea Competition. As part of the competition on April 13th, student finalists will present their ideas to a panel of judges.

More information can be found at www.potsdam.edu/economicfusion or if you have any questions, please contact John M. Wicke, Director of Strategic Alliances at x2106.

Many Tongues/World Poetry Day. You are invited to read your poetry and enjoy the works of others at the upcoming World Poetry Day celebration, to be held on **Tuesday, March 21st** from 6-7:30pm on the 8th floor Raymond Hall Dining Room. Refreshments will be served. To make the event more fluid and allow for more people to participate, organizers are asking all readers to keep their reading time to no more than 5 minutes.

Questions? Please contact Mylene Catel at catelmj@potsdam.edu or Oscar Sarmiento at sarmieod@potsdam.edu.

In Case You Missed It...

Scantrons. I am very pleased to share that “scantronning” has found a new home. As you are aware, this function was coordinated out of the Provost's Office on a temporary basis in the fall semester to ensure that this service would remain uninterrupted for faculty. Starting this spring semester, the scantron function for class exams and student course opinion surveys will be coordinated through PIAR (Potsdam Institute for Applied Research) and will continue to be financially supported through the Provost's Office. Nothing will change for end-of-semester course evaluations—these will be collected in the Provost's Office as usual and will be centrally distributed to PIAR. *Class exams will need to be delivered directly to PIAR*, located on the 4th floor of Van Housen Extension. How these are handled will be up to individual faculty members/departments/schools. For example, Schools might decide to centrally collect exams and walk them over at certain times in the week. The quickest way to get them processed, however, is for faculty to take them directly over to Van Housen. I want to thank everyone for your patience in this transition, and especially want to acknowledge Patty Stone for her

willingness to add this responsibility onto an amazingly full plate and to Alex Gomez in the CCI for his expert guidance!

On a related note, the cost of processing exams is becoming a potential fiscal challenge due to the time taken to individually set up templates for processing. While scantron technology is appropriate for very large classes, we will want to begin to have a conversation regarding other methodologies and assessment strategies for small classes. If you are interested in leading or participating in dialogue and/or professional development around course assessment, please don't hesitate to let me know!

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@potdam.edu.