

# Provost's Corner

Bette S. Bergeron, Provost & VP for Academic Affairs

March 30, 2018

## *Welcome Spring!*

Spring is finally upon us, bringing my favorite (and busiest) time of the academic year. Between receptions for new honor society inductees, networking events with alumni and students, student performances, recruitment events, and awards ceremonies, I am continually reminded of the incredible impact that our faculty and staff are having on their students both in and out of the classroom. SUNY Potsdam is truly a unique place, and it's a privilege having the opportunity to share in these events with all of you!

I hope you have an energizing and restful Spring Break. I look forward to seeing you, and participating with you in our campus' many end-of-year events, when you return in April!



## *Saying Farewell*

The campus community was saddened to learn of the passing of *Dr. Clarence Stephens*. Dr. Stephens was on Potsdam's faculty from 1969 until his retirement in 1987, serving as chair for the entire time of his tenure at Potsdam. Dr. Stephens is perhaps best remembered for leading the campus in the "Potsdam Miracle," in which the College graduated a large number of accomplished math students, many of whom were from underrepresented backgrounds.

Dr. Stephens has been presented with three honorary doctorates in recognition of his achievements, including one from SUNY. In 1983, he was inducted into the Smithsonian Institution's National Museum of American History, as part of the Living History Project, recognizing black Americans in the sciences. The Mathematical Association of America has published a [biography](#) of him, and you may read an [article](#) about his legacy written by a recent alumna on our website. His obituary may be found [here](#).

Dr. Stephens' legacy of leadership, advocacy, and student success has made a substantial impact on our campus and the students with whom he worked.

### *New Faces/New Positions*

**Director, Office for Student Research and Creativity (OSRC).** Congratulations to *Tom Baker* (History), who has been selected as the Director for the OSRC. Tom has been serving in the role as Interim Director during the current 2017/18 academic year; he will begin his responsibilities as the Director in the fall. The OSRC houses the programs for Presidential Scholars, Honors, Kilmer / Student Research, the Institute for Ethical Research, and Student Fellowships. The Office is located on the first floor of the Loughheed Learning Commons.

I want to thank the members of the search committee, chaired by *Krista LaVack*, for their exceptional work and congratulate Tom in this critical new role!

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### *Campus Updates*

**Course Opinion Surveys.** Two quick reminders regarding the distribution of Course Opinion Surveys. First, be sure to inform students that they should not fill out the gender portion of the form (we are working with the vendor to have that portion of the form changed or completely deleted). Additionally, please also remind students that the response scale is "backwards": a score of 1 indicates Strongly Agree, and the score of 5 indicates Strongly Disagree.

**Vice President for Business Affairs/Chief Financial Officer.** The search committee for our campus' VP Business Affairs/Chief Financial Officer has been meeting this spring semester and campus interviews with the three finalists are underway. Members of the campus community can access the candidates' CVs here: <http://www.potsdam.edu/CFOsearch>. The search committee is in the process of gathering input on the candidates' visits and asks that you submit electronic feedback on the candidates by using the survey links on the CFO search page.

**Student Care Initiative.** A new "Student Care" initiative is emerging on campus, led by faculty and staff from across multiple disciplines, including Counseling and Student Health, who are deeply concerned about connecting our students with services needed outside of the classroom. This initiative also aligns with our campus' identified area of focus on Wellness.

The **Student Care Advisory Group** has held its first meeting, and will be focusing on a variety of initiatives including website redesign, identification of professional development for faculty and staff, coordinating luncheon meetings with faculty liaisons, and gathering resources to support the work of faculty and staff. One of the new developments related to this initiative is the identification of a case manager for our campus. Beginning no later than this August, a representative from the St. Lawrence Health Initiative's Navigation Program Coordinator will be on campus a half a day once a week (probably on Wednesdays) to serve as our **community services liaison**. More information will be forthcoming as planning for this new role is solidified. Current members of the Advisory Group include: *Sarah Lister* (SOEPS), *Gena Nelson* (Counseling), *Liberty Stanavage* (A&S), *Lisa Stewart* (SOEPS), *Beth Todd* (Student Accounts), *Louise Tyo* (SSC), and *Adam Wheeler* (SOEPS).

Also under development is the formation of **faculty liaisons**, who will be charged with sharing information with their departments related to campus and community resources as well as identifying issues, concerns, and new ideas to recommend to the Advisory Group. The liaisons will be meeting with campus and community resource personnel at a Student Care Luncheon on April 9, 2018. Current faculty liaisons include: *Laura Brown* (Education), *Melissa Cummings* (Education), *Shakuntala Das* (Economics), *Allonah Ezro-Christy* (Modern Languages), *Jeffrey Francom* (Crane), *K. Chad Graham* (Education), *Victoria Hayes* (Education), *Jessica Heffner* (English & Communication), *Kathryn Jeror* (Education), *Abere Kassa* (Business), *Victoria Klawitter* (Mathematics), *Ashley Reis* (Environmental Studies), *Christian Schrader* (Geology), *Claire Starrs* (Psychology), and *Carolyn Stone* (Education). If your department is not yet represented, please contact me ([bergerbs@potsgdam.edu](mailto:bergerbs@potsgdam.edu)) with the name of an interested volunteer.

**SUNY Potsdam's Food Pantry.** As institutions of higher education are discovering across the country, we are also seeing a rise in the number of college students who do not have adequate resources for food. In conjunction with the campus community, SUNY Potsdam's Department of Public Health and Human Performance sponsors a food pantry, located on the first floor of Dunn Hall. Interested in supporting the pantry? Donations can be made via the [Advancement website](#). Be sure to specify "Food Pantry" in the "Specific Program/Activity" box.

**Counseling Updates.** Just a quick reminder that this is a very stressful time of year for our students. They are dealing with early alerts, waiting for graduate school/job acceptance, fear of

## 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/>

not graduating/academic dismissal, the housing process, lack of sunlight, and the sense that finals are fast approaching. The campus has had over six mental health hospitalizations in March alone; eight of the 34 hospitalizations this year have been actual suicide attempts. Students need your help.

What you can do? The Counseling Center recommends the following:

- Follow your gut-- if you're worried about someone, talk to them.
- Pay attention to students who talk about feeling "down," "stressed," or "not ok."
- Share concerning emails, texts, or social media posts with your supervisor, the Counseling Center, or University Police.
- Talk directly to the student who is saying or posting these concerns.
  - If a student is expressing a desire to commit suicide, please ensure that they know that they can go directly to the Counseling Office, 131 Van Housen, anytime that the office is open (8:30am-4:30pm).
  - After 4:30 there are several options for support:
    - Reachout: Local 24-hour hotline 315-265-2422
    - University Police: 24 hours 315-267-2222
    - National Suicide hotline: 800-273-TALK (8255)
    - Crisis Text Line: Text HOME to 741741

More information can be found on the ["Care Enough to Call" poster](#), which outlines resources for consultation and referral for students with whom you have concerns.

**Suggested Guidelines for Course Syllabi.** One of the recommendations from the Student Care Advisory Group 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.

*[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@potsgdam.edu](mailto:basforsl@potsgdam.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](mailto: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.

**Potsdam Pitch-Perfect.** Potsdam Pitches, one of our campus' mixed A Cappella groups, won their semi-final competition this March and will be competing in the International Championship of Collegiate A Cappella final competition on April 21<sup>st</sup> in New York City. This is the first time in the 25-year history of A Cappella groups at SUNY Potsdam that one of our campus' groups has made it into the finals.

**Guidelines for New Course Prefixes.** Created with input from faculty leadership, the Provost's Cabinet, and the Registrar, the following guidelines have been developed to assist departments in developing new course prefixes. New prefixes should only be requested when new disciplinary areas are identified and when enough curricula exist or will soon be generated to justify a separate prefix. Therefore, prefixes are developed at the program level, not for individual courses.

When developing a new course prefix, departments should proceed as follows:

- Ensure that the proposed prefix is consistent with existing naming patterns and curricula within the Department, School, College, and SUNY with attention to system-wide transfer pathways as appropriate.
- Propose prefixes that would serve to clarify course options for students.
- Avoid prefixes that would be relevant only for a short period of time.
- Propose a prefix or prefixes that are four letters in length.

The following steps are to be used to guide the approval process of a new course prefix:

- When a new course prefix is initially proposed, department chairs will consult with the Registrar to ensure that the prefix is not duplicative and clearly reflects the broad program area it is intended to represent.
- In cases where prefixes are created by interdisciplinary entities or are intended to represent courses offered across multiple departments or programs, the chairs or directors of these interdisciplinary programs will be consulted early in the planning process.
- Once approved by the department, the chair will present the proposed prefix for approval by the appropriate school-level governance (e.g., curriculum committee).
- When approved by the school, the department chair will consult with the dean for approval.
- The dean will present the proposed prefix to the Provost's Cabinet for final approval.
- Once approved, the Provost will notify the Registrar's Office of the new prefix.

These guidelines can be accessed in the [Faculty Resources](#) section of the Provost's website.

**Graduate Studies Updates.** As students are considering next steps after they finish their bachelor's degree at Potsdam, faculty and staff are encouraged to help our Office of Graduate Studies to share the many opportunities for graduate degree options right here at Potsdam! SUNY Potsdam's master's programs are complimentary to any major on campus. Did you know that many of our graduate programs are open to all majors?

The Office of Graduate Studies is happy to visit your classes, department meetings, or clubs that you may advise to further discuss the options that are available for students. You are invited to complete this short, [three question survey](#) if you are interested in planning a visit. Or, please feel free to call the Office at x2165, or by email at [graduate@potsdam.edu](mailto:graduate@potsdam.edu) to discuss any ideas or questions you may have regarding visits or our campus' graduate programs.

In addition to walk-ins or scheduled visits to on-campus partners, a community-wide information session related to graduate programming is planned for **April 7<sup>th</sup>** from **10-11:30 am** on the 8<sup>th</sup> floor of Raymond Hall. All are welcome to attend!

## Coffee and Conversation

Monthly “Coffee and Conversations” with the Provost provide a means to connect directly across disciplines to dialogue on issues and initiatives impacting Academic Affairs.

The spring semester’s schedule includes the following dates; all Coffees are held on the 8<sup>th</sup> floor of Raymond (please note the change to include Tuesday afternoons!):

- **Friday, April 20<sup>th</sup>**, 8:30-9:30am- College Updates
  - **NOTE: This is a new date!**
- **Tuesday, May 1<sup>st</sup>**, 4-5:00pm- *Mentoring Students*



If you have ideas or suggestions regarding the scheduling of Coffees, as well as ideas on 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@potdam.edu](mailto:bergerbs@potdam.edu).

**College Libraries: Textbook Initiative.** The College Libraries are launching a textbook pilot to help students who are struggling to purchase personal copies of textbooks. A study done in January demonstrated that it would cost \$45,000 to purchase one copy of each book required or recommended for all classes at SUNY Potsdam. While that is not feasible given our current budget, the Libraries are designating a pool of funds to *start* a pilot to help alleviate the problem this semester. The Libraries will be continuing with planning and development through the semester and into summer, to build a strong textbook access program for Fall 2018.

### How you can help:

1. Faculty are always welcome to put personal copies of textbooks and readings on [Reserve](#).
2. Check our new guide for faculty on the Textbook Pilot: <http://library.potsdam.edu/textbooks>.
3. Faculty can recommend that we purchase a copy of a textbook for reserve. Your course might be a good fit for this pilot if:

- You are aware that students have not purchased a copy and are struggling to complete assigned work.
- A significant amount of the textbook is expected to be used.
- A three-hour reserve copy of the textbook would be useful (e.g. if students are not expected to use the text in class or on a daily basis).
- The textbook itself can stand alone. Many textbooks include access codes to online content. If the content provided by access codes is not required for your course, then a reserve copy of the textbook might be warranted.

**Faculty in Arts & Sciences and Education & Professional Studies:** If you think having a copy of your textbook on three-hour reserve at Crumb Library would be useful for your students, email *Marianne Hebert*, Librarian/Collection Development Coordinator, [hebertm@potsgdam.edu](mailto:hebertm@potsgdam.edu).

**Faculty in Crane:** If you think having a copy of your textbook on reserve at Crane Library would be useful for your students, contact *Ed Komara*, Crane Librarian, to discuss options specific to Crane's materials and collections: [komaraem@potsgdam.edu](mailto:komaraem@potsgdam.edu).

In Fall 2018, the Libraries plan to roll out a broader program that takes into account a targeted assessment of what courses may be enrolling our most financially fragile students, have high enrollments or are required for GenEd purposes, and/or will be used beyond a single semester. *If you are interested in providing feedback on this project*, please reach out to *Jenica Rogers*, [rogersjp@potsgdam.edu](mailto:rogersjp@potsgdam.edu).

**General Education Update.** There are a number of updates on the General Education restructuring process, including a revised timeline, reports on the recent campus survey, and the piloting of a First Year Talking about Diversity seminar. For more information, please visit the [General Education Restructuring](#) webpage. If you have questions, please contact *Alan Hersker*, *Krista Medo*, or any member of the GenEd steering committee.

**The Provost's Book Club, Fall 2018.** Stay tuned; the *SUNY Potsdam Provost's Book Club* is coming your way this fall. In each Book Club meeting, a group of faculty and staff members will gather to talk about a book that speaks to issues and challenges faced by contemporary colleges and universities. The book chosen for Fall, 2018 is *Free Speech on Campus* by Erwin Chemerinsky and Howard Gillman (Yale University Press, 2017). Chemerinsky and Gillman argue that institutions of higher education can and should do two things at once: provide a supportive and inclusion-building environment for their students, and allow and support freedom of expression. More specifically, the authors address relevant legal questions (what

colleges can and can't do) and practical questions (what specific steps might help colleges deal well with free speech controversies).

The Provost's Book Club will meet on three or four days in the Fall of 2018. At each meeting, two of the participants will lead a discussion of specific portions of the book. Each participant will receive a copy of the book. The number of participants will be limited to 15, so if you are interested please let us know via the link in [CCI Events Calendar](#). The deadline for registering is **May 4, 2018**. Specific dates/times for the meetings will be determined by the participants.

**Research and Sponsored Programs Office Updates (RSPO).** The RSPO staff are ready to assist faculty and staff in your efforts to obtain external funding for projects or programs. Recent changes are described below; if you have questions or ideas regarding grants you can also contact *Jack McGuire*, Interim Director, at x2131 or [mcguirjp@potsdam.edu](mailto:mcguirjp@potsdam.edu).

#### **What RSPO Does:**

The RSPO is administratively responsible for developing, coordinating, and stimulating research, scholarship, and creative endeavors across the campus. We help faculty and staff collaborate with partners in government (federal, state, and local), industry, nonprofits, foundations, and elsewhere. RSPO supports faculty and staff in the acquisition, performance, and administration of projects and programs funded from external sources.

#### **How We Can Help You:**

The RSPO is available to assist faculty and staff in obtaining and managing external awards while ensuring proper stewardship of those funds. We help faculty and staff identify potential funding opportunities, assist in the application process, ensure compliance, and provide post-award fund administration.

- **Locating funding sources:** The RSPO subscribes to several web-based search engines to help locate appropriate funding opportunities. We can assist you in these searches and help you navigate toward the most appropriate funding source for your needs. If you want to get started, go the [RSPO website](#) to access SPIN and The Grant Advisor. Several workshops on this subject are planned for this spring; keep a look-out for them. You can find them advertised on the [CCI website](#). We've organized the listing of grants by research areas, which should make your initial searching less daunting.
- **Grant writing:** The RSPO provides education on how to write grants via workshops and also connects grant applicants with each other. Again, you may see these workshops listed on the [CCI website](#).

- Pre-submission grant review: The RSPO is currently piloting a new program where faculty that have obtained outside funding will provide a critique / evaluation of a colleague's proposal prior to submission. Contact *Jack McGuire* [x2131] for more information about this program.
- Pre & Post Award services: The RSPO manages all sponsored program funding but also assists in the establishment of budgets. Before you get started writing a budget, contact our office and speak with *Kathy Chapman* [x2537] about just what goes into a properly structured budget. We also assist in payroll, accounts payable, and other fiduciary requirements after funds are awarded.

**2018 Bregman Speaker Series.** Professor Mitja Velikonja, Chair of Cultural Studies at the University of Ljubljana, Slovenia, joined the campus' 2018 Bregman Speaker Series on March 27<sup>th</sup> and 28<sup>th</sup>. The visiting scholar presented various aspects of his research and teaching on graffiti and street art to three classes on campus in the areas of Music, Communication, and History. Professor Velikonja provided thought-provoking lectures on the following topics: "Rock'n'Retro: Yugonostalgia in Contemporary Post-Yugoslav Music;" "Yugoslavia after Yugoslavia: Contemporary Anti- and Pro-Yugoslav Graffiti;" and "When Walls Speak: How to Research Graffiti and Street Art Subcultures."

The Bregman Speaker Series is coordinated by *James Donahue* (English & Communication).

**Student Conduct Hearing Boards.** Student Conduct and Community Standards is in the process of recruiting faculty, staff, and students who might be interested in serving on student conduct hearing boards. An important service for all members of the campus community, these experiences can be especially valuable for students who hope to enter professions in politics, law, and education.

An information session sponsored by the Office of Student Conduct will be held in the Barrington Student Union on **April 12, 2018** from **4:00-5:00pm**. For more information, please email [bergeogp200@potdam.edu](mailto:bergeogp200@potdam.edu).

**Student Outcome Tracking (SOT).** SOT is a self-service tool for students that will connect with Banner and DegreeWorks to provide transparency to students regarding which courses do/do not count towards full-time enrollment for state/federal aid purposes. Why is this important? Per state and federal regulations, for financial aid purposes, only courses that are required for a degree program can count towards aid. In order to be in compliance with these regulations, advisors need to be mindful of the following:

- All requirements for degree programs must be in the catalog, including all prerequisites.
- Because the state does not recognize minors, advisors need to be mindful of aid requirements when assisting students in course selection; e.g., if students are taking six credits towards a minor and six credits towards a degree program (and all elective, general education, and liberal arts requirements have been fulfilled), they would not be eligible for full-time state or federal aid (like TAP, Excelsior).
- All advisors need to be aware that changing the major in the middle of the semester could negatively impact a student's aid.

While we are not yet live with this tool, we are in the process of forming a committee to move towards full implementation. More information will be forthcoming.

**Website Redesign.** SUNY Potsdam's Office of College Communications is in the initial stages of embarking on the campus' first full website redesign in six years. The College has chosen idfive, an integrated marketing communications firm based out of Baltimore, Md. as the vendor for this project. The redesign is funded through a grant award from the SUNY Performance Improvement Fund. The focus of the website redesign will be twofold:

- Redevelop and improve the effectiveness of SUNY Potsdam's public-facing recruitment website, designed to reach critical external audiences including prospective students and their families, alumni, donors, community members, and the press; and
- Develop an internal website (intranet) focused on providing important information and resources for on-campus audiences, such as faculty, staff, and current students. The tentative timeline for the launch of both the website and the intranet site is early January 2019.

## 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 all the information they need regarding their cost options.

Consultants from idfive were on campus on Tuesday and Wednesday, March 27 and 28, to complete focus groups with key stakeholders including current students, faculty, and staff. The information gathered at that time will be used to cultivate insights to best guide development. If you have questions about the website redesign process, please contact *Mindy Thompson*, Assistant Vice President for Communications, at x3486 or [thompsme@potdam.edu](mailto:thompsme@potdam.edu).

**Update from the Registrar.** The campus is very close to implementing *Credentials* for online transcript ordering/processing, with an anticipated go-live date of April 9<sup>th</sup>. We have retained Credentials Inc. to accept transcript orders completely secure via the web. Our transcript services will be greatly enhanced as students and alumni will be able to request a transcript 24/7 through a self-service platform, and to receive processing notifications via email and optional text messaging. Additionally, students and alumni will have the option of electronic transcripts and overnight delivery for urgent requests.

**Tuition Waivers for Employees.** Limited funding is available for tuition waivers for the Spring 2018 and early summer 2018 semesters. All current full-time and part-time New York State and Research Foundation employees interested in pursuing career-related coursework at any SUNY institution are eligible to apply for a partial waiver of up to 50% of tuition for a maximum of two courses per semester. An application form is available upon request; please email *Sheila Scott* ([scottsh@potdam.edu](mailto:scottsh@potdam.edu)). Please note, the application does require the signature of your supervisor. Applications will be reviewed on a first come, first serve basis.

**Women and Gender Studies (WGS) Update.** This year's Amelia Morey Essay Award winner for research has been awarded to *Austin Raetz* for his paper, "The Most Unclear Cut: Castration and Gender Construction in Late Medieval and Early Modern Europe." It's a truly fascinating and well-written essay. Austin is a senior in History and a Presidential Scholar.

**TRIO Day.** In recognition of this year's TRIO Day, students from SUNY Potsdam, Clarkson, and SUNY Canton combined resources and held a Family Fun Day on March 3<sup>rd</sup> for all Head Start children in St. Lawrence County. There were a number of activities, from face painting to reading, games, and musical chairs. It was very well attended, with local NY State Congresswoman Addie Jenne volunteering for the read-around.

**SUNY Potsdam Law Enforcement Training Institute.** SUNY Potsdam's Law Enforcement Training Institute continues to take the lead in effective instruction and preparation for future law enforcement personnel. The Institute recently purchased a unique set of training firearms that set off an alarm whenever a cadet's trigger finger mistakenly leaves the frame side of the pistol and enters the trigger guard. This alarm solidifies cadet muscle memory so that this

mistake can be avoided in eventual real-work situations. Our Institute is the first in the North Country to adopt this critical (and potentially life-saving) training device. SUNY Potsdam's Law Enforcement Training Institute is directed by *Sonny Duquette*.

**May 2018 Commencement Updates.** Commencement is the highlight of the academic year and is a meaningful occasion for our graduates and their families. It is also the largest event held at SUNY Potsdam; its success requires the help of the entire campus community. There will be one Ceremony for all degree recipients on **Saturday, May 19th, 2018 at 10:15 am**. Information is available on our commencement web page at: [www.potsdam.edu/commencement](http://www.potsdam.edu/commencement)

#### PROCESSION REGISTRATION

All faculty and professional staff are encouraged to honor their students by participating in the procession. If you plan to process it is important that you indicate your intention so that a seat will be available for you at Commencement. Please fill out the [Commencement participation form](#).

#### REGALIA ORDERING

Faculty participants are expected to wear appropriate academic regalia. Academic regalia may be purchased or rented through The College Store. If you need to rent regalia, please submit your request through our [online form](#). The College Store must receive your request by **April 16<sup>th</sup>** to avoid additional shipping charges.

#### VOLUNTEERING

A large number of volunteers are needed for Commencement Weekend. If you haven't volunteered before, please consider doing so this year. Your help is genuinely appreciated. If you are interested in volunteering, please fill out the [volunteer participation form](#).

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### *Around the State/System*

**International Children's Games.** The Adirondack Global Sports Committee is looking for college interns and volunteers to be an integral and exciting part of the [International Children's Games](#) hosted in Lake Placid **January 6-11, 2019**. Faculty, staff, and students are encouraged to express their potential interest in participating and representing SUNY Potsdam at this important event. Single-day and all-week assignments will be available. Students and faculty/staff adept in a foreign language are particularly needed as volunteers.

The event committee will be sending more information as plans unfold. In the interim, please reach out to *Kelly Chezum* ([chezumk@clarkson.edu](mailto:chezumk@clarkson.edu)) with questions and further ideas for participation.



## ***Mark Your Calendars!***

**Center for Creative Instruction (CCI).** For event information and access to event videos, visit the CCI website at: [www.potsdam.edu/faculty/CCI/](http://www.potsdam.edu/faculty/CCI/). Need support? Have ideas? Contact [cci@potsdam.edu](mailto:cci@potsdam.edu) to set an appointment or share your ideas.

**SSC-Campus.** Representatives from the Education Advisory Board (EAB) will be visiting our campus on **Thursday, May 3, 2018** to provide updates and training on the SSC-Campus platform. I hope that you can attend the events listed below, which are designed specifically for academic advisors, department chairs, faculty, and any others who are interested in learning more about SSC-Campus and how to leverage it to improve student success and retention in your department. Additional information will be available soon regarding the specific location for these events.

- 10-11:00am ***Identifying Risk in SSC-Campus***  
Goal: Review of the Predicted Support Model and Success Markers, explain their role in advising and decision making
- 2:00-3:00pm ***Population Health Dashboards/Overview for Advisors***  
Goal: Provide overview of Population Health Dashboards functionality specific to advising

**LoKo Arts Festival 2018.** The LoKo Arts Festival takes place this spring, **April 27<sup>th</sup> – May 6<sup>th</sup>**. Celebrate the arts at more than 40 free events during the Festival. Enjoy performances in the Proscenium Theatre, get hands-on in workshops, be awed by art in the gallery. The full schedule and biographies of visiting artists can be found online [www.potsdam.edu/loko](http://www.potsdam.edu/loko).

**Learning and Research Fair.** The **2018 SUNY Potsdam Learning and Research Fair** will be held **Wednesday, April 25, 2018, from 10:00 a.m. to 2:00 p.m.** in the Barrington Student Union. Since its inception over two decades ago, the Learning and Research Fair has been a wonderful opportunity for faculty, staff, and students to share their research, teaching/learning innovations, creative efforts, and scholarly achievements.

Student presenters at the Fair are eligible to compete for awards administered by the Loughheed Center for Applied Learning. Further information about these awards will be forthcoming. Please direct questions about the awards to *Bonnie Lawrence* at ext. 2900 or [lawrenbs@potSDam.edu](mailto:lawrenbs@potSDam.edu). The Learning and Research Fair 2018 Registration Form is posted under "Learning and Research Fair" on the home page of the [Office for Student Research and Creativity](#).

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## *Coming Due...*

**Student Recruitment & Retention Award.** 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.

### **Who is eligible for this award?**

Any individual, department, and/or unit on campus is eligible to apply for this award.

### **What is the process for applying for the award?**

Individuals/groups can apply by submitting a narrative (up to 3 pages) with the following information:

- Name of the individual/department/unit
- Name of the initiative
- Narrative describing the initiative
- Impact of the initiative on student recruitment and/or retention, with relevant data if available
- Plan for disseminating "lessons learned" to the campus

### **When is the deadline for applying?**

Applications are to be sent to the Office of the Provost no later than **Friday, May 4, 2018**.

### **What is the process for selecting nominees?**

Members of the Provost's Cabinet will independently review each application, and then meet as a group to make a recommendation to the Provost regarding potential awardees. The Provost will make the final decision on the awardees.

### **What criteria will be used in recommending finalists for the award?**

Each member of the Provost's Cabinet will independently review the applications based on the following criteria:

- Evidence of positive impact of the initiative on student retention and/or recruitment
- Potential for scalability of the initiative to other departments/units
- Clarity of the description of the initiative
- Plan for sharing "best practices" related to the initiative to the broader campus community

### **How many awards will be made?**

It is anticipated that two awards will be made each year.

### **How will awardees be recognized?**

Awardees will be recognized at the campus' Opening Meeting. In addition, the awarded unit/department will be provided with \$500 to be used towards professional development for the academic year in which the award is made (awards will not be able to be "banked" for future years). If an individual faculty/staff member is selected, the amount of the award will be \$250 for that individual or \$500 for the individual's department/unit, depending on the preference of the finalist. Summaries of all proposals will be provided in the Provost's Newsletter.

**LoKo Arts Festival 2019.** Faculty, staff, and students are welcome to apply for funding for 2019 or a later Festival if advance booking is needed for an artist. The deadline to submit proposals is **April 5, 2018**. There is another round of funding in the fall semester for requests of \$1,000 or less.

LoKo funds may be requested for individual or group honoraria for guest artists, artists-in-residence, and other presenters. Funds may also support the works of faculty and students. Funds can be used for travel expenses related to visiting artists, production expenses and exhibition costs, costs related to educational outreach, performance rights, and for promotional and support activities. The application and more information on the funding parameters can be found online at [www.potsdam.edu/loko](http://www.potsdam.edu/loko).

### *Did You Know...*

You can access information about the new Middle States Standards, including tutorial videos at:

<https://www.msche.org/newsletters/November-Special-Edition-Newsletter171031134654.pdf>



**Research and Creative Endeavors.** The next deadline for the Research and Creative Endeavors program is **Wednesday April 11, 2018**. 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 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; support research and creative endeavors across the disciplines; and 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](#).

**2018/2019 Kilmer Student Research Apprenticeships.** The Office for Student Research and Creativity is now accepting applications for the **Frederick B. Kilmer Student Research Apprenticeships** for Summer 2018, for the Fall 2018 semester, and for the Fall 2018-Spring 2019 academic year. Kilmer research apprenticeships financially support student/faculty collaboration in independent research projects. The program's goal is to foster student research across the campus in all fields of academic study. Kilmer Student Research Applications and relevant instructions are to be found at <https://www.potsdam.edu/kilmer>.

Requirements for the Apprenticeship:

- 2.5 GPA or above
- Enrollment in INTD 450 Scholar as Citizen (1 cr.) or a CHEM research course for one semester during the award
- Enrollment in a research or independent study course with the faculty mentor of the project during the academic year (if a Chemistry or Biochemistry major, this may be the same CHEM research course as above)
  - Note: Summer award students do not have to be enrolled for course credit to qualify
- Submission of a progress report each semester
- Presentation of the results of findings or the culmination of creative/scholarly projects in an academic forum or venue appropriate to the discipline within six months of completion of the project (i.e., campus academic forum, professional conference, academic journal, advertised exhibit or performance, the annual campus Learning & Research Fair, or the annual SUNY Undergraduate Research Conference)

**Application Deadlines:**

- **Thursday, April 19, 2018 @ 4 p.m.** for awards starting in Summer 2018
- **Thursday, April 19, 2018 @ 4 p.m.** for awards starting in Fall 2018

For further information on how to apply for the Frederick B. Kilmer Student Research Apprenticeship, please visit the Office for Student Research and Creativity at the Center for Applied Learning in 107 Crumb Library, or contact the Office by phone (315-267-2507) or email ([cur@potsdam.edu](mailto:cur@potsdam.edu) or [appliedlearning@potsdam.edu](mailto:appliedlearning@potsdam.edu)).

**FACT<sup>2</sup> Corner**



**CIT 2018 – Elevate Learning: Taking Education Higher  
SUNY Cortland  
May 22-25, 2018**

Don't miss your opportunity to attend CIT 2018 in SUNY Cortland! FACT2 will award a limited number of \$50 Scholarships to attend CIT. Submit your 'Statement of Interest' no later than **April 15<sup>th</sup>** to be considered. Go to <http://cit.suny.edu/scholarships/> for additional information and to submit your Statement of Interest.

**Register Early & Save!** Registration is just \$250 for SUNY participants if you register between now and May 7, 2018. After May 7<sup>th</sup> registration will increase to \$300.

**Don't Forget** - campuses that are members of the SUNY Center for Professional Development (CPD) can use their points to pay for registration, workshops and on-campus housing!

To register for CIT and for additional conference information go to <http://cit.suny.edu/>.

**SSC Student Award: Success through Service.** The Student Success Center (SSC) Student Award Committee requests nominations for the **SSC Student Award** funded through donations from the SSC staff and other interested faculty and staff at the College. The intent of the award is to provide financial support to encourage the persistence and continuing success of a student who has made use of the services within the SSC. It will be awarded annually to an undergraduate in economic need.

### **Nominee Criteria**

Nominees **must have** evidence of perseverance amidst personal and/or academic hardship (please provide as much information as possible), have used the services of at least two (or more) offices in the SSC (SSC staff will verify this information for you) and have a minimum GPA of 2.75. Preference will be given to students who have second semester freshmen standing (12-23 audit hours) at the time of nomination.

### **Deadline for Nominations**

Nominations for the SSC Student Award are due by **April 15, 2018** from SSC Offices and the campus community. Students can be nominated more than once, but only one scholarship is awarded per student.

To fill out an online form please visit <http://www.potsdam.edu/support/ssc/scholarship.cfm>.  
\*\*\*PLEASE NOTE: Some fields in the online form have a small character limit, so you may choose to email any additional support information to [firmstdl@potsdam.edu](mailto:firmstdl@potsdam.edu).

Thank you for helping us find students who deserve to be recognized and awarded this great opportunity.

**Family Weekend.** Planning has begun for the 2018 Family Weekend, which will be held the weekend of **September 21-22, 2018**. One of the most well-attended events of Family Weekend has been the classes that faculty and staff offer on the Saturday of Family Weekend. The schedule this year will be limited to one class per hour between the hours of 10:00 a.m. - 3:00 p.m. and classes will be held in a lecture hall (with the exception of the Crane classes, which will be taught in Wakefield Hall). Previous popular classes have included:

- The History of the World Through Chocolate- *Libbie Freed*
- The Music of the Beatles- *Douglas Rubio*
- You Had Me BEFORE Hello: The Psychology of First Impressions- *James Fryer*
- Workshop in Vocal Performance- *Deborah Massell*

If you are interested in offering a class, please contact *Annette Robbins* ([robbinal@potdam.edu](mailto:robbinal@potdam.edu)) by **Friday, April 27, 2018** for more information.

**Senior Series Crash Course.** Career Services will be hosting a *Senior Series Crash Course* to support seniors as they gear up for the post-graduation world of landing jobs. Please encourage your students to attend the following workshops:

- *Basic Resume Writing*- **April 11**, 12:00-1:00pm
- *Advanced Resume Writing*- **April 11**, 1:00-2:00pm
- *Job Search Strategies*- **April 13**, 12:00-1:00pm
- *Marketing You*- **April 19**, 12:00-1:00pm
- *LinkedIn I & II*- **April 23**, 4:00-4:30pm, 4:30-5:30pm
- *Interview Prep*- **April 25**, 3:00-4:00pm

If you have any questions, please contact *Karen Kus-Misiak* (Career Services) at x2051 or [kusk@potdam.edu](mailto:kusk@potdam.edu).

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## *Kudos*

**#Persistence.** Kudos and thank you to the following who presented at this spring's #Persistence conference:

- *Bailey Belgarde* (English & Communication)
- *Laura Brown* (Education)
- *Yanick Dulong* (Sociology)
- *Faris Kahn* (Anthropology)
- *Susan Novak* (English & Communication)
- *Ashley Reis* (Environmental Studies)
- *Rivka Rocchio* (Theatre & Dance)
- *Oscar Sarmiento* (Modern Languages)
- *Leandra Smollin* (Sociology)
- *Bernadette Tiapo* (Chief Diversity Officer)
- *Liliana Trevizan* (Modern Languages)
- *Louise Tyo* (Student Success Center)
- *Sharmain van Blommestein* (English & Communication)

*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](mailto:bergerbs@potdam.edu).*