

Provost's Corner

Bette S. Bergeron, Provost & Senior VP for Academic Affairs

April 21, 2020

Special Edition3: COVID-19 Updates

I have recently heard the saying that every challenge presents a “solution opportunity.” As we have collectively faced the challenges of COVID-19, SUNY Potsdam’s faculty and staff have certainly risen to this “opportunity” with acts of generosity, innovation, and kindness that are integral to what defines the Potsdam community. As was recently noted by President Esterberg, the College has collected hundreds of pieces of personal protective equipment (PPE) from around campus for donation to the St. Lawrence County Public Health Department and the county Emergency Operations Center (EOC), and staff members are using their own funds to sew masks for distribution. Meanwhile, other faculty and staff are using 3D printers to create face shield visors and strap holders for N95 masks, while alumni working in industry are ramping up production of face masks and shields.

Recently, SUNY Potsdam staff delivered 118 boxes of gloves (19,000 total), 46 respirators, 60 face masks, 109 sets of goggles and safety glasses, and 500 pieces of transparency film to the County EOC, which is directing PPE to the institutions and individuals in greatest need. Separate from equipment, SUNY Potsdam has set aside free housing in Sisson Hall for any healthcare workers or first responders who may need a place to stay. Free secure housing with basic amenities has been offered to medical workers, separate from the College's remaining residential students. In addition, the Jerry Welsh Gymnasium in the Maxcy Hall Athletic Complex is a designated Red Cross facility and is available for use by emergency officials. The College has also offered appropriate residence hall spaces as possible locations for local hospitals to add overflow space or create temporary intensive care units' if needed.

In addition, our faculty and staff continue to find innovative ways to engage, teach, and support our students. These “solution opportunities” do not go unnoticed, and I am appreciative of all that you do, every day, to advocate for our students and each other. As we continue through the next weeks, please be sure to let me know how I can help *you*. Thank you for being the heroes for our students and our community.

Please take care, stay healthy, and keep in touch. *I look forward to hearing from you!*

Campus Updates

Crane Dean Search. I want to take this opportunity to update the campus on the status of the Crane Dean search and plans for an Interim Dean. The search committee members did an exceptional job identifying candidates for this position, and two highly qualified finalists participated in virtual on-campus interviews. Unfortunately, just as the search was winding down the pandemic was ramping up and, as a result, our finalist has decided to step away from the search at this time. Once the pandemic is over, the finalist may be open to future discussions and a possible visit to campus.

In the meantime, we do need to put in place a plan for an Interim Dean. After consultation with Dean Sitton, I am very pleased to announce that *Jill Pearson*, Professor of Voice, is willing to step into this temporary role. Jill will bring to this role both her direct knowledge of Crane and also her substantial administrative experience gained from work in the Provost's office as Assistant Provost (four years) and Associate Provost (five years), in addition to previous administrative roles in Crane as the Voice Area Coordinator and Performance Department Chair. Dean Sitton and I have begun working with Jill to prepare her to transition into the role of Interim Dean effective July 1, 2020. More information regarding plans for coverage of her current responsibilities will be finalized soon.

I do want to assure you that the Crane Dean search is not cancelled- it is just postponed. As soon as it is prudent to do so, we will revisit the position with our finalists and, if need, relaunch the search.

If you have any questions, please don't hesitate to contact either me or Dean Sitton. In the meantime, I want to thank Jill for agreeing to step into this new role, and I look forward to working with her and all of Crane's faculty and staff as we begin this leadership transition over the coming months.

Recruitment and Retention Innovation Award. During these extraordinary times, I have been continuously impressed with the many creative ways in which faculty and staff have been actively engaging with, retaining, and recruiting students. Your work is so important to our campus and, most specifically, for the success of our current and future students. Thank you!

I would like to take this opportunity to invite your application for the annual *Student Recruitment and Retention Innovation Award* (SRRI). The SRRI was 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. I have seen so many examples of these best practices this semester—I do hope that you will apply, and nominate your colleagues who have also been implementing creative and effective strategies.

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 three 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 electronically to *Ada Law* in the Office of the Provost (lawam@potdams.edu) no later than **Friday, May 15th**.

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?

While two awards are typically made each year, given the extraordinary circumstances this year additional awards will be considered.

How will awardees be recognized?

Awardees are typically recognized at the campus' Opening Meeting in the fall. 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.

Again—thank you for ALL that you are doing to support our students' progress and success. This semester's unique challenges have produced incredibly transformative and innovative strategies across all units on campus. Your individual efforts are invaluable.

Summer Session Updates. Since COVID-19 will likely continue to be disruptive over the coming months, the Chancellor has directed all SUNY colleges move to online/virtual summer classes for 2020. We are working with instructional designers to help our CCI staff and our faculty to transition as many of our scheduled courses to an asynchronous, 100% online format as possible. We expect that most—if not all—of our summer courses can be built and offered online.

Please note that faculty need not have their courses put into the asynchronous 100% online format but, if they choose to teach virtually (i.e., using Zoom or other technology), they must ensure that their courses are 100% ADA compliant. With all CCI resources being channeled into online course building and supporting faculty currently teaching at a distance, the staff will not be able to assist faculty with design questions and compliance issues for virtual (i.e., not fully online) teaching. As is consistent with current policy, low-enrolled courses may be cancelled.

As courses are being built, the Summer, 2020 schedule is being updated in BearPaws. Advisors and students should check the [Summer Session webpage](#) for more information and for the most updated list of classes that have moved online. These fully online courses will be listed on OpenSUNY and will be available to students across the SUNY system.

This effort is being coordinated by the Office of Graduate & Continuing Education. If you are teaching this summer and you have questions, please contact *Alan Hersker* at herskeal@potsgdam.edu.

Course Overrides. Questions have arisen regarding how the course override process is being managed this semester. To clarify, there has been no change in access or permission for department secretaries; they are still able to complete overrides when instructed by their department chair and/or faculty, as they have in the past.

When students were physically on campus, they also were able to bring completed override forms to One Stop for processing. Therefore, given that the override process has to be managed at this time in a digital format, and that not all students are aware who the Department Secretary is for a particular course/professor, the campus is attempting to provide students with a single point of contact to complete the override process remotely. The process is outlined [here](#) for your reference.

One Stop “Walk-In” Support. One Stop is online and ready to answer questions for our students and families. One Stop staff are available weekdays from 8:30am-4:30pm through Microsoft Teams. More detailed instructions for accessing the One Stop staff can be found at the top of the [One Stop Information](#) page.

Student Tech Support. *Jim Hubbard* (Lougheed Learning Commons) and three student assistants- *Moses Debrah*, *Patrick Nason*, and *Kyle Prescott*- are providing remote technology support for students who are experiencing trouble utilizing Moodle, Microsoft Office, Microsoft Teams, Zoom, and various other programs. They provide tech support Monday through Friday, from 8:00am to 4:30pm. Any student needing assistance should send an email to helpdesk@potsgdam.edu. This will generate a ticket that will be accessible to Jim and the student assistants so they can begin the process of providing support.

Academic Integrity. The Office of Student Conduct and Community Standards is available to help support you and your students. The move to remote learning is new to a lot of us, including your students, but the same academic integrity standards set for face-to-face classes should be in place for your remote learning environment. If you make changes to your grading matrix or other substantive changes to your syllabus, a best practice would be to send your students an email and ask them to respond to you that they understand and accept the changes.

If you feel that a student has violated the [academic honor code](#), there are two avenues available to you. These are not mutually exclusive. First, you can choose to handle the situation directly

with the student following any procedures outlined in your syllabus. You must ensure that you provide the student due process, which generally entails making sure the student has an opportunity to reply to the allegation before any decision is made. Faculty members are able to make appropriate decisions regarding the student's grade or other academic issues, but cannot assign other types of sanctions.

The other option available is to file a report with the Office of Student Conduct and Community Standards. You can do this by simply emailing your concerns with any supporting documentation (syllabus, student's papers or exams, etc.) to *Patrick Meldrim* (meldripl@potsgdam.edu). The Office of Student Conduct and Community Standards will investigate the situation and, if appropriate, charge the student with a violation of the honor code. If the Office of Student Conduct and Community Standards finds the student responsible for a violation, a sanction (e.g. warning, probation, education workshop) will be imposed. The Office of Student Conduct and Community Standards cannot assign or otherwise influence the student's grade or other academic decision but can reinforce the decision that the faculty member has made. The benefit of reporting to the Office of Student Conduct and Community Standards is that this office maintains a record of all reports so that a student who may be a repeat offender can be addressed differently than a student with a first-time violation.

The Office of Student Conduct and Community Standards is available to assist you. Please reach out to us with any questions or contact the Director, *Patrick Meldrim*, at meldripl@potsgdam.edu.

EOP Virtual Summer Program. Because of COVID-19, SUNY's Office of Opportunity Programs directed all EOP programs statewide to offer an online experience for new incoming and transfer students. SUNY Potsdam's Educational Opportunity Program (EOP) is planning to offer a three-week, virtual Summer Institute/Orientation for new, incoming pre-freshman. The date of the summer program is tentatively set for **July 3, 2020 to July 25, 2020**. More details will follow. Please contact the EOP office at eop@potsgdam.edu or call 315-267-2335 for more information.

Virtual Days of Reflection. Since our regular Days of Reflection cannot take place this semester, the Days of Reflection committee wants to let the campus community know that we have rescheduled most events for next semester. During next semester's Days of Reflection, we hope to also include an event focused on the impact COVID-19 has had on communities of color in the U.S. More details about next semester's events will be shared at the beginning of the fall semester.

We are very excited to be able to offer two *Virtual Days of Reflection* events this semester:

- **Tuesday, April 21 at 5:00pm**

Saul Flores – *The Walk of the Immigrants*

In the summer of 2010, Saul Flores—then a 20-year-old junior—undertook a 10-country, 5,000-mile Walk from Quito, Ecuador, to Charlotte, NC to alleviate the tension on immigrant communities in the United States. Flores’s parents, and many other Latino families, were suffocated by the heavy social pressures that resulted from the different immigration policies implemented over the years. As a way to act, Flores started a trek that would change the rest of his life. Throughout the journey, Flores captured the cultural values, struggles, and most prominent socioeconomic issues of these countries through photographs. The project quickly became the story of Latin America and its people, and successfully created a window to connect cultures around the world. The Walk of the Immigrants transformed into an image narrative that strived to teach people empathy. Now, Flores travels the country visiting universities and colleges to encourage students to think big, to inspire, and to create impact that connects communities.

- Meeting ID: 919 9139 7480
- Password: SUNY

[HTTPS://ZOOM.US/J/91991397480](https://zoom.us/j/91991397480)

- **Wednesday, April 22 at 5:00pm**

Katie Agar, Tewentenhawihtha Aldrich & Matt LaVine – *Addressing Bias Incidents on Our Campus*

This workshop is designed to raise awareness of issues related to Diversity, Equity, and Inclusion on our campus. It will help us understand our roles in fostering a welcoming and inclusive campus community. The workshop will help participants to understand and develop the necessary skills in addressing bias. Throughout the session, participants will learn about various bias incident categories, the impact of bias, and appropriate language and terminology. Participants will be provided with a number of techniques which they can use to interrupt bias-related incidents when they encounter them.

- Meeting ID: 990 6118 9649
- Password: 002793

[HTTPS://ZOOM.US/J/99061189649](https://zoom.us/j/99061189649)

The Days of Reflection committee is very much looking forward to seeing you at the virtual events. It is hoped that CORVID-19 is not taking too heavy of a toll on you and your loved

ones, and that you will all be able to stay safe and healthy. You can find information about Days of Reflection on the campus [site](#).

Judges Needed: Virtual Research and Learning Fair. The annual *Research and Learning Fair* (L&RF) will be held online this year, from **April 27** to **May 1**. *Tom Baker*, Director of Student Research and Creativity, is creating a website to host students' posters, abstracts, and short videos highlighting their projects. This will give our student researchers, some of whom have been working for almost two years on their projects, the opportunity to share their work both with us and with prospective graduate programs and employers.

As a part of the annual L&RF, several awards are provided, with cash prizes attached. Judges are needed for this event! As currently envisioned, students will self-select to be judged, and will sign up for a time slot. During that time, they will come to a Zoom room to present to the judges, who will also pose questions to the students.

If you are interested in volunteering to judge students' research projects, or if you have questions, please contact *Tom Baker* at bakertn@potsgdam.edu. We will work with all volunteers to make sure we have appropriate time slots to accommodate volunteers' varied schedules.

PACES Student Award. The PACES Student Award Committee is accepting nominations for the annual *PACES Student Awards*. These awards recognize graduating seniors who have excelled academically while providing exceptional service in college and student life activities. Nominees must have a cumulative grade point average of 3.0 or higher and demonstrated noteworthy, productive participation in college and student life activities. Nomination packets must include a letter of nomination, two additional letters of support, and the resume of the nominee. The PACES Award winner will receive a certificate and a \$500 award. Two runners-up will receive certificates and awards of \$200 each.

Please send complete nomination packets to: PACES Student Award Committee, PACES Executive Office, 129 Merritt Hall or arnogc@potsgdam.edu. As adequate time is needed to evaluate and interview final candidates, no nominations will be accepted after **May 8, 2020**.

National Student Exchange: Domestic Study Abroad. If you are working with students that have mentioned the possibility of transferring this fall, or had hoped to study abroad but may be unable to do so based on uncertainty regarding travel restrictions, we have an option for them to consider. The [National Student Exchange](#), a domestic parallel to study abroad programs, brings together nearly 160 member colleges and universities in the U.S., Guam,

Puerto Rico, the U.S. Virgin Islands, and Canada. More information can be found on YouTube: [What is National Student Exchange?](#)

Our students utilize NSE to:

- broaden their personal and educational experiences
- explore and appreciate new cultures
- take courses not offered at our campus
- explore new areas of study
- break out of their comfort zones
- access courses with different perspectives
- investigate graduate schools or employment opportunities
- be closer to family and friends in other parts of the country



Eligibility requirements include:

- 2.5 cumulative GPA
- full-time student status
- good standing – academically, financially, and socially

The application and placement process include:

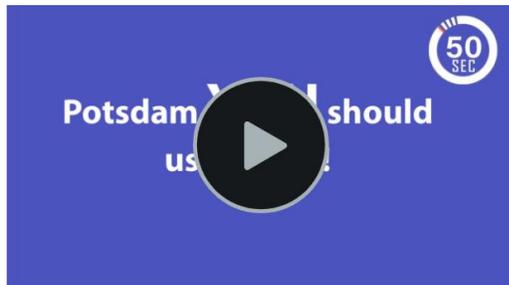
- recommendation letters
- academic and personal goal statements
- written advising agreement

NSE operates with tuition reciprocity and federal financial aid portability. Tuition is always paid at the in-state rate – either in-state at Potsdam or in-state at the host institution. All placements are made on a space available basis. With placement rates of 97 percent participation, students can generally find a location to meet both their academic and personal objectives.

Many Fall, 2020 placements have already been made so please have students contact either [Krista LaVack](#), or [Bethany Parker](#) immediately. Students can also schedule an advising appointment via [Handshake](#).

CCI Support: Helping You Teach Remotely. The CCI staff are available to answer your questions! Whether you have Moodle, Teams, O365, Relay, or Zoom questions, email cci@potsgdam.edu for immediate support from an available CCI staff member. They'll answer your questions, direct you to resources, and even meet with you online in Teams (or Zoom). By

the way, Teams can give you INSTANT access to others by text-chat, audio-call, or video call. Using Teams *Chat* is easy (watch 50 sec video below).



Also, the CCI would like to remind you that **Relay** and **Moodle** go hand in hand. Relay is a video capturing platform that allows you and your students to quickly and easily create, upload, and share videos securely. It's the primary way users should post and share videos in Moodle. For more info, visit Relay in [Tech Tools](#).

CCI: Coming Soon. The upcoming new *Tips and Troubleshoot* site will help make working remotely easier by offering suggestions, tips and tricks, and links to troubleshooting resources. Here's a sneak peek at content you'll find. The following two tips are on Teams, but the sites will have tips on Word, Outlook, Macs/PCs, and more.

Teams Tip - Bold

Did you notice *Channels* and *Teams* are sometimes in **Bold**? This is Teams' way of telling you that there's an unread post. Select the Team, find the **Bold** Channel (bold fades a few seconds after the channel is selected), and the "Last Read" marker to find the unread post.

Teams Tip - Status

Need to let others know you are away from your desk? Select your account icon (located on the top-right) and change your status from *Available* to *Be right back*. When you return, use the *Reset status* option.

Watch this spot for more information in the next Newsletter!

Six Ways to Manage Zoom. As most of us are managing our virtual lives through Zoom and other similar platforms, we are also experiencing the reality of "Zoom Exhaustion." In a recent article by Steven Hickman in *Mindful*, he presents *Six Ways to Find Balance and Stay Connected*:

- **Take a few moments before clicking “Start” to settle and ground your attention.** Take a few breaths, feel your body on the chair, notice whatever is present in your mind and allow yourself to [arrive fully to the moment at hand](#).
- **Take the time to truly greet whoever is in the room with your full attention**—offer your attention to each face that appears (if the group is not too big).
- **Choose “speaker view.”** In Zoom, one can choose Speaker View or Gallery View; Speaker View allows the one person who is speaking to have the undivided attention from other participants. Conversely, tracking an array of 24 (or more) faces on the screen can be a challenge!
- **Resist the urge to multitask.** If anything, we need to let go of a bit of “efforting” and let our attention rest more lightly and lovingly on what (and who) is before us.
- **Try to take measured breaks between sessions.** Take better care of your precious attention and energy, and take a [refreshing pause](#).
- **And finally, remind yourself periodically that this is a new place** between presence and absence that we will have to learn how to accommodate as we go forward into the uncertain future.

The full article can be accessed at: <https://www.mindful.org/zoom-exhaustion-is-real-here-are-six-ways-to-find-balance-and-stay-connected/>.

Free Webinar: Trauma-Informed Pedagogy. I wanted to share with you a new forthcoming webinar on *Trauma-Informed Pedagogy: Teaching in Uncertain Times* offered by Mays Imad, on **Tuesday, April 28th** at 2:00pm. As a neurobiologist who studies stress, the brain, and learning, Mays has taken the lead in helping faculty and students understand the impact of our current COVID-19 pandemic on teaching and learning. Mays has recently offered webinars on trauma-informed pedagogy (e.g., [her first webinar](#) has been viewed by over 3,000 people; [slides from that webinar](#) are also available). See below for full information.

To register to this live seminar for free, [Visit registration page](#) or email support@magnapubs.com. Be sure to enter coupon code **428MOS** in the cart prior to checkout. Coupon code and registration for this live seminar both expire at 8:00am on **Monday, April 27th**.

Tips for De-Stressing. In a recent email from President Esterberg, we were all reminded to take care of ourselves during this time of heightened stress and anxiety. Some tips for practicing self-care include:

- For those of you who are able to safely get outdoors while practicing social distancing, we hope you can get some **fresh air** and stretch your legs.

- Even if you are stuck indoors, you can join in on [Kayla's Bootcamp](#), led by our own Kayla Boyd '20, or try a yoga class on the **Down Dog** app, which is now free for university users. To register, visit <https://www.downdogapp.com/schools>.
- The College Libraries has developed two webpages that may assist in de-stressing:
 - [Self-Care and Self-Help](#) is a page offering links to Ebooks in topics such as General Self-help and Psychology, Anxiety, Depression, Gender and LGBTQIA+, Nutrition and Eating Disorders, and Race Discrimination and Awareness.
 - The [Take a Break](#) page links to some wonderful websites for your enjoyment, relaxation, and happiness. Do an online puzzle, watch some animal webcams, and access Audible audiobooks for free! There are also some wonderful coloring books and pages listed here as well.
- Sharpen your pencils and take part in the **PENDeMIC** art prompt series and post on Instagram (#PotsdamPendemic), along with Nate Infante's students. More info is [here](#).
- SUNY Potsdam has moved all kinds of activities online through **Get Involved**— everything from Summit Leadership Program workshops, to a “Daily Show,” to a “Learn That Thing” series. The Racquette is publishing student newspaper content there too! Check it out at <https://getinvolved.potsdam.edu/>.
- New York State is partnering with **Headspace** to offer free meditation and mindfulness content for all New Yorkers as a mental health resource. For more information, visit <http://www.headspace.com/ny>.

If have discovered other ways to de-stress, please be sure to pass them along!

Converse with a Nurse. SUNY Potsdam's Health Center has developed a new initiative for faculty and staff, *Converse with a Nurse* COVID19 edition, on **Thursdays at 9:00 AM**. Our campus' healthcare professionals will be discussing the most up-to-date health information and answering your questions. Zoom connection details are below:

Join Zoom Meeting

<https://zoom.us/j/3957022466?pwd=R1FpN1lySWZpZUUweElZQ0w2Ok1MUT09>

Meeting ID: 395 702 2466

Password: 122503

If you would like to submit questions in advance, please send them to *Bridget Bradish* at bradisba@potsdam.edu.

Counseling Center: Open Faculty Debriefs. Please join the Counseling Center's staff for their weekly *Open Faculty Debriefs* to discuss updates and share concerns related to the COVID-10 pandemic:

Tuesdays at 10am with Tanya or Christina

Join Zoom Meeting

<https://zoom.us/j/93141636568?pwd=eXJ2Okd2eUkyZ3NhOi9PSzkraklnUT09>

Meeting ID: 931 4163 6568

Password: 3KYSXP

Wednesdays at 2:30pm with Gena

Join Zoom Meeting

<https://zoom.us/j/92964143428?pwd=eHg0ZmE2SjFKZ3F2SG96MURZVE12QT09>

Meeting ID: 929 6414 3428

Password: 022441

Mental Health Resources. Thanks to the wonderful work of *Gena Nelson* and her staff in the Counseling Center, a Teams page has been created to better support faculty and staff as we are all dealing with different issues associated with COVID-19 and the move to virtual instruction. Information on this Teams site is provided below:

General Channel

- **Posts:** If you have a suggestion to help make this page stronger, please post it here.
- **Files Tab:** Gena and her staff have compiled resources for any faculty or staff to access. You will find these by clicking the files tab while on this channel.

Supporting Each Other Through Discussion Channel

- **Posts:** This is a place for any faculty or staff to have a discussion about anything related to our current situation. It can be about concerns about your own mental or physical health or those of a student, family, member, or friend.
- **Files Tab:** This a place for you to share resources with each other.

Working at Home with Kids Support

- **Posts:** Trying to manage your kids and your work at the same time? Please use this forum as a place to ask for help or vent. Remember, it takes a Village to Raise a Child!
- **Files Tab:** Please use this tab to share resources related to working from home with kids to help each other out.

If you have any ideas, questions, or suggestions regarding this Teams site, please contact *Gena Nelson* at nelsongc@potsgdam.edu.

Bearcare Boxes. The fundraising drive to support students by giving care packages has been a resounding success. These *Bearcare Boxes*, created by the College Store, are customized for each recipient and can contain items such as non-perishable food as well as cleaning, school and

art supplies. The store is also shipping store gift cards to students to enable them to order what they need. So far, the campus has raised over \$2000 and identified more than ten students who will receive help. Please contact *Blair Madore* (madorebf@potsdam.edu) if you wish to pledge support or if you know of any students we should help. Orders can also be placed, Monday-Friday by emailing collegestore@potsdam.edu or by phone: 315-267-2573 or 3052.

Supporting our Students. President Esterberg's recent report at the faculty meeting highlighted the strength and resolve of the SUNY Potsdam family to meet the challenge of the COVID-19 crisis. In her remarks, President Esterberg outlined several ways we can help:

- Gifts to the *Student Care Fund* support students dealing with emergencies. Right now, that may include lost job income, housing, internet access, and class materials. This fund is managed through the Student Success Center.
- Gifts to the [*Pay It Forward Scholarship Program*](#) support students facing financial challenges that cannot be met through traditional funding assistance (including students who have exhausted, or do not qualify for, traditional financial aid). These scholarships are managed through Financial Aid and can be awarded at any time.
- Gifts to the *Fund for Scholarships* provide flexibility to support students who do not meet criteria (major, class year, etc.) for restricted scholarships.
- Cash or in-kind gifts to the *Campus Food Pantry* may help any member of our campus community who needs food or toiletries, no questions asked.
- Your words of encouragement bring moral support to students who feel isolated and disconnected from campus. Follow the College and Alumni Office on [Facebook](#) and other social media and let students know they are not alone. You can share a story or words of encouragement [here](#).

You can make your gift at www.potsdam.edu/give. These giving options are listed first in the "Designation" drop-down menu. If you have questions or need help, feel free to call or email *Sal Cania* at 315-322-8458, caniasj@potsdam.edu. Another way you can help is to post this message on your social media and spread the word. Thank you for your continuing commitment to, and support of, SUNY Potsdam.

Card Drive: SUNY Potsdam Childcare Center. While so many of us enjoy employee protections, the teachers and staff at the SUNY Potsdam Childcare Center (SPCCC) have not been so lucky. Almost 95% are currently not working because of the COVID19 crisis. As we know, there have been already admirable initiatives to support our wonderful PACES employees, but we also need to remember the incredible staff and childcare providers at SPCCC. The following plan has therefore been provided to support these invaluable community members.

The goal is to collect \$1,600-\$2,000 to provide gift cards to the SPCCC employees that have been affected by the crisis. (While the goal is to send a \$50.00 gift card to each employee, any contribution will help). Once the initial goal has been met, cards will be mailed to the employees' homes.

If you are interested in participating, you can donate to the PayPal SUNY Potsdam CCC Pool: <https://www.paypal.com/pools/c/8ojEsOcU2M>, or mail a check to:

SUNY POTSDAM CHILDCARE CENTER (EMPLOYEE CAMPAIGN)
185 Outer Main Street
Potsdam, NY 13676

Blair Madore (Mathematics, Faculty Senate President), *Lori Moulton* (SPCCC Executive Director), and *Sergio Lopez* (Modern Languages; Faculty Senate Representative) will track all donations. Gift cards will be purchased when the first goal is reached. The deadline to donate or mail is **May 10, 2020**. Any questions can be directed to *Sergio Lopez* (lopezsd@potsdam.edu)

College Store Updates. The College Store has resumed curbside pickup and shipment of ordered goods on April 20th. The store remains closed on weekends and to physical shoppers until further notice.

For a list of available items, visit: <http://bookstore.potsdam.edu/SiteText?id=64178>.

3D Printing of PPE. The Loughheed Learning Commons is utilizing our 3D printers to print two different styles of mask strap holders and a model of a face shield visor to provide Personal Protective Equipment (PPE) to our local health workers. This effort was developed in coordination between *Jim Hubbard* (Loughheed Learning Commons) *Jenica Rogers* (Loughheed Learning Commons), *Blair Madore* (Mathematics, Faculty Senate Chair), *Lily Li* (Physics), and *Miles DeCastro* (Crane). As we have all been reading the news stories about the potential shortages of PPE throughout the state, it is encouraging to find how many universities are utilizing 3D printers in creative ways to support the community.

The material used in the 3D printers is called PLA (Polylactide). This is a recyclable material that can be sterilized, which is why it is approved by the NIH for some medical applications. Since the pandemic, universities and individuals all over the state have been collaborating and sharing the 3D files needed for printing these items. Anyone interested in assisting in this effort should contact *Jim Hubbard* at hubbarjl@potsdam.edu.

Masks. I wanted to thank all of you who are contributing your time, talents, and resources to support the community—including those who have been making and donating cloth masks for our healthcare workers, first responders, and your colleagues. If you are interested in learning more, the links below include resource groups about the mask-making process, patterns, etc. As you find additional sites and/or resources, please be sure to pass them along.

- Sew the Curve Flat: <https://www.facebook.com/groups/sewthecurveflat/>
- Relief Crafters of America: <https://www.facebook.com/groups/reliefcraftersofamerica/>



Potsdam Pathways

Pathways Updates. The Potsdam Pathways Curriculum Committee (PPCC) has approved 14 courses and has 35 more on the agenda for approval at its April 20th meeting; 27 additional courses are pending review. Pathways leadership is extremely appreciative of the work that individual faculty, departments, and the PPCC committee are putting in to make Pathways a reality in spite of the other challenges everyone is currently facing.

On **Monday, April 20th** a survey was sent to all incoming first-year students introducing them to the Ways of Beginning portion of Pathways and asking them to rank order their preferences for WAYS 101 Critical Thinking Seminars. That survey includes a link to a *Directed Self Placement Instrument* which helps guide students in their choice of either a Core Writing class or a WAYS 102: College Writing Seminar. Such an instrument is considered a best practice and is widely used to help students choose the writing course for which they are best prepared. Special thanks to *Jason Howald* (Mathematics), *Tim Morse* (SSC), *Kristin Jordan* (SSC), *Matt LeBire* (Institutional Effectiveness), and the WAYS Coordinators for helping make this process a reality.

While we are all challenged by the move to virtual/online teaching, the WAYS seminars, one of the central goals of which is to help build academic community, have been especially challenged this semester. We are particularly gratified by the way in which those faculty teaching WAYS courses have embraced the challenge. WAYS 101 faculty have worked hard to maintain the sense of community that WAYS 101 courses are explicitly designed to build and nurture; WAYS 102 faculty have spent countless hours holding one-on-one phone calls with their writing students; and WAYS 103 faculty have stepped up to support virtual presentations

and feedback. The care, concern, and dedication that these faculty have shown for their students, like so many others across campus, is exemplary.

Retention RoundUp: Online Resources

For this edition of the Retention RoundUp, I am passing along a variety of websites that you and your colleagues have found to be helpful:

- SUNY Potsdam's primary COVID website is found at [Coronavirus Updates webpage](#).
- The CCI has developed a [Teaching Remotely Website](#) to assist faculty in adapting to a virtual learning and teaching environment.
- The SUNY Potsdam Libraries have created a [Library Resource website](#) that includes updated resources and services available from the College Libraries.
- SUNY Potsdam's Librarians are available for chats with students Monday through Friday, from 9:00am to 5:00pm. Please pass along the following link to your students: <https://library.potsdam.edu/ChatWidget>.
- Potsdam's [Learning Remotely](#) site has been created to provide resources for our students.
- The [Bear Care](#) site provides resources for financial and wellness support.
- The Counseling Center continues to update the [SUNY Potsdam College Counseling Center](#) Facebook page and [suny potsdam ccc](#) Instagram page with tips, videos, links.
- The Counseling Center has also created a faculty support video that overviews how you can help your students: <https://youtu.be/0evdbi6vfj8>.
- [This is a link to video demonstration](#) that *Tim Morse* provided to the SAS team about using Teams for walk-in appointments.
- The site www.remind.com provides a way to keep in touch with students.
- Inside Track has developed a [student support resources page](#), which includes insights on a variety of topics including flipped classrooms, supporting students who are considering stopping out, and supporting students in crisis.
- EAB has developed a very comprehensive [Higher Education Resource Center](#).
- University Business has provided links to 75 free higher ed resources on its [website](#) including sections on Health and Wellness, remote learning platforms, E-books, curriculum and instruction, and tutoring.
- SUNY's OER partner, Lumen, is offering a series of faculty presentations on using OER content. These presentations are given by SUNY faculty. The "Peer-to-Peer clinics" start on April 24th. To see a list of these clinics and register for them, go to this link: <https://bit.ly/3bAkJnT>.

What are you finding to be particularly impactful? Please share your ideas!

Around SUNY and the State

Communities of Practice: Extended Deadline. During the current pandemic, faculty and staff from across the Associated Colleges of St. Lawrence Valley have been extraordinarily innovative in transitioning instruction and services to a virtual/online format. In order to continue to support this tremendous work and to build a forum for sharing best practices (and brainstorming solutions to common challenges), we are inviting your participation in informal “*Communities of Practice.*” It is our hope that such communities of practice will assist faculty and staff from across the four Colleges to come together around disciplinary and service areas (e.g., lab sciences, humanities, fine/performing arts, professional programs, etc.), through which individuals with common issues can collaboratively share resources and support the ongoing academic efforts across our four campuses.

If you are interested in participating in an informal Community of Practice, please forward the following information to *Ada Law* (lawam@potsgdam.edu) by **Friday morning (April 24th)**:

- Name
- Institution
- Email
- Disciplinary area (if applicable)

Please also let us know if you’d be interested in leading a “Community.”

There are no specific time commitments or meeting obligations—these would be established by the members of the Community. We hope that this cross-campus virtual collaboration will provide you with the opportunity to share insights, questions, concerns, and resources as we work together to support the continued academic progress of our students.

Please direct any questions to *Ben Dixon*, Administrative Coordinator of the Associated Colleges of the St Lawrence Valley at dixonbr@potsgdam.edu.

NY State PAUSE. Governor Andrew Cuomo announced that the [New York State on PAUSE regulations](#) would be [extended](#) through May 15th as part of our ongoing statewide efforts to slow the spread of COVID-19. Potsdam Village Police have asked the public to call (315 265-2121) about any suspected gathering in violation of this directive to assist with quick enforcement. All of the ongoing measures for social distancing and public health, as outlined [in our last message](#) about the extension of this directive, will remain in place until further notice.

Additionally, Sheriff Brooks Bigwarfe has announced a [travel restriction advisory](#) for St. Lawrence County, effective immediately. All non-essential travel is restricted until further notice.

Remember, any SUNY Potsdam student found responsible for violating these measures and putting themselves and others in unnecessary danger (i.e., by hosting large gatherings) can also [be held accountable](#) under the Student Code of Conduct. Disciplinary actions could result in suspension/dismissal.

SUNY Potsdam, like other college campuses, is considered essential, for the purposes of educating our students and completing the semester in a distance learning format. A limited number of employees have been deemed essential. Those essential personnel are permitted to continue to travel to report to work as needed. Human Resources has already sent a message to essential employees with more details. If you have any questions about our compliance with these important public health measures, please [contact us](#). For the latest on our campus response, visit www.potsdam.edu/covid19.

Academic Continuity Q&A. SUNY's Office of the Provost has provided an *Academic Continuity Q&A*, which includes updates in the following areas: Remote Learning; Course Credits; Course Grading; Degree Conferral; Academic Calendar; Partnering with Other Institutions; Clinical, Laboratory, Studio, Field-Based, and Applied Learning; Concurrent Enrollment; Assessment; Incoming Students; and Program Development and Review. This comprehensive Q&A is available at [SUNY's COVID resource website](#).

Updated Guidance Regarding Pass/Fail Grading for Spring 2020: Transfer Considerations. In light of recent conversations regarding grading during the transition to online or remote instruction, SUNY's Office of the Provost has shared some information regarding Pass/Fail options, including updated guidance addressing the evaluation of transfer credit for Pass/Fail courses (which may include similar grading structures such as 'Satisfactory/Unsatisfactory' or 'S/D/F') for students choosing this option during the Spring 2020 term.

- Campuses have the flexibility to extend their policies so that students may opt —with appropriate advisement— to have spring 2020 courses graded Pass/Fail. There is no SUNY, NYSED, or Middle States approval needed to enact such flexibilities on an ad hoc basis according to programmatic needs; instead, this is a campus-based decision.
- Further, please note that SUNY advises against adopting an across-the-board Pass/Fail grading scheme unless absolutely necessary, because there are multiple considerations that could render such a process problematic, including the following:

- A student may need GPA-impacting course grades in order to meet the institutional GPA requirement for graduation;
- A student may need GPA-impacting course grades in order to demonstrate satisfactory academic progress;
- A student may want GPA-impacting course grades in order to be competitive for graduate school admissions (and other purposes external to the program);
- Programmatic accreditors may have requirements regarding the maximum percentage of courses that may be graded Pass/Fail and/or the particular kinds of courses that may be graded Pass/Fail; and
- Licensure/certification-qualifying programs may be impacted by licensing/certification requirements.
- Students need to be advised of the impact of Pass/Fail grades on both intra-SUNY transfer and transfer to non-SUNY institutions.
 - Within SUNY, campuses should consider the following when evaluating Pass/Fail grades for course transfer credit:
 - A guiding principle cited in SUNY's transfer policies is equity between native and transfer students, such that SUNY transfer students and native students are treated the same for academic purposes ([see MTP Vol. 11., No. 1, Salient Provisions I.1.](#)).
 - Due to the extraordinary circumstances surrounding SUNY's response to the COVID-19 pandemic, when evaluating general education course credit earned during the Spring 2020 term by incoming transfer students, transfer of credit is guaranteed at all SUNY campuses if a SUNY general education course is successfully completed with any passing grade, including a 'P' in a Pass/Fail grading system.
 - Consistent with prior policy, a passing grade counts as successful completion for the SUNY-GER area at any campus. Each campus has discretion about whether a particular course grade satisfies graduation requirements outside SUNY-GER, provided that the campus treats native and transfer students the same (see [MTP Vol. 13., No. 3, III.B.i](#)).
 - For all other courses outside of the general education requirement, campuses must apply the same flexibilities in their local grading policies to transfer students as they do for native students for the same period of time. For example, if native students are allowed Pass/Fail grading in certain courses for the Spring 2020 term, transfer students should also be granted credit for Pass/Fail grades earned in equivalent courses for the Spring 2020 term.

- Campuses may consider providing additional flexibility in terms of the timing of Pass/Fail grading and withdrawal date decisions, to allow time to consider carefully—in consultation with academic and financial aid advisors, as needed—the potential impact of these decisions. If withdrawal dates are moved to later in the semester, this could have financial aid implications, so students should be encouraged to first consult with their financial aid advisor before pursuing this option.

Current policies at SUNY Potsdam already allow the transfer of P/F general education courses as general education credit, as long as the student has passed the course. For specific questions regarding our campus' transfer policies, contact *Terry Francis* at francito@potsgdam.edu.

Agency Websites. SUNY has provided the following links to a variety of agency websites with resources and information related to COVID-19:

- SUNY Health Alert: <http://suny.edu/health-alert>
- SUNY Remote Learning Resources: <https://innovate.suny.edu/community/covid19/>
- Middle States: <https://www.msche.org/covid-19/>
- USDE: <https://www.ed.gov/coronavirus>
- NYSED, General: <http://www.nysed.gov/college-university-evaluation/news/nysed-coronavirus-guidance-colleges-and-universities>

#SUNYTogether. SUNY's Chancellor Kristina Johnson has announced a far-reaching and multi-faceted fundraising effort intended to bolster the System's ongoing response to the novel coronavirus (COVID-19) pandemic. **#SUNYTogether** aims to raise \$10 million over the next several weeks, harnessing the generosity of the System's many alumni, stakeholders and allies, as well as corporate donors, to provide support for students and researchers and also to provide crucial supplies and protective gear for those on the front lines of the battle against this deadly virus.

As part of this initiative, Chancellor Johnson has set a goal of raising \$3.5 million for the *Student Emergency Fund* and the *Student Scholarship Fund*. The Emergency Fund provides micro-grants for eligible students to help provide basic resources due to loss of wages or unexpected expenses such as food, transportation, housing, and more; while the Scholarship Fund will help eligible students stay on track to complete their degrees, with the amount provided based on need. The Chancellor also intends to raise \$1.5 million each for the *Medical Research Fund* and a newly created *Personal Protective Equipment (PPE) Fund*. Money secured through the PPE Fund will support efforts currently underway on multiple SUNY campuses to produce and donate face masks, shields, gowns, and other supplies.

This unprecedented system-wide fundraising effort will continue as regions across the state and nation are impacted by COVID-19. Potential donors should visit SUNY's website at www.suny.edu/sunytogether.

Elsevier Contract. SUNY has recently announced that the System has opted not to renew its contract with Elsevier for ScienceDirect in favor of a short list of titles to which campuses across the system will have access. The negotiation efforts were led by the SUNY Libraries Consortia (SLC) over a period of a year-and-a-half. While both parties negotiated in earnest and tried to come to acceptable terms for SUNY to maintain access to the full ScienceDirect package, in the end there was considerable disagreement around the value proposition. While Elsevier did make some accommodations in recognition of SUNY's requirements, a vast difference remained between their proposed charges and SUNY's assessment of the value of the collection.

Rather than canceling access to all subscribed Elsevier ScienceDirect titles, the negotiating team worked with librarians around the System to develop a core list of 248 titles that we have subscribed to collectively. Our forecasting indicates that, with this core set of titles and using our pre-negotiated perpetual access to ScienceDirect content for the period 2010-2019, along with Interlibrary Loan/Document Delivery and a growing body of open access content, most needs for teaching, research, and scholarship should continue to be met.

Faculty Seminars/Faculty-Student Dialogues. The Associated Colleges of the St. Lawrence Valley is now accepting proposals for *Faculty Seminars* and *Faculty Student Dialogues* to be held in the 2020-2021 academic year. This funding is available for inter-university convenings around academic subjects.

The *Faculty Seminars* program provides up to \$1,000 to bring faculty from all four campuses together (in person or virtually as needs dictate) to exchange ideas, share scholarly interests, discuss curricular issues, promote faculty development, advance individual research interests, read works-in-progress, and on occasion to host a guest speaker. To be eligible for funding as an Associated Colleges faculty seminar, the group should include members from all four colleges. (Three-college seminars are possible, but four-college seminars will receive priority in the review and selection process.) Seminar funds may not be used to cover the cost of meals for members but may pay for meals of guest speakers (including faculty from Associated Colleges) and for light refreshments at meetings.

Include the following information in the letter of application:

- Title of seminar

- Name(s), phone number(s), department, and email(s) of the lead person(s) responsible for administering the seminar
- List of faculty (with college affiliation) who are participating in the seminar
- Description/purpose of the seminar (including seminar format)
- Number of meetings anticipated
- A budget of projected expenditures for activities proposed (i.e., costs for duplicating papers, expenses for speakers, meeting refreshments, etc.)

The purpose of the *Faculty/Student Dialogues* program is to bring students and faculty together from the four campuses to collaboratively discuss issues that they are studying in their courses. This goal is to provide students an opportunity to learn about their field of study in a context other than the classroom, one that could be from an inter- disciplinary perspective.

Up to \$600 may be requested for academic seminars/conferences to be held during the 2020-2021 academic year. Include in your letter of application:

- Name(s), phone number(s), department, and email(s) of the person(s) responsible for administering the seminar/conference
- List of faculty (with college affiliation) who will participate
- Title of Dialogue
- Brief description of Dialogue (including format) and its goals
- Description of how the dialogue relates to course/field content
- Discussion of how many students are likely to participate, and how they will be recruited
- A budget of projected expenditures for activities proposed (i.e., costs for duplicating papers, expenses for speakers, meeting refreshments, etc.)

Because of the current uncertainty regarding the mode of delivery for the upcoming fall semester, applicants should consider how the Faculty Seminars or Faculty/Student Dialogue might be delivered in online/remote or in-person formats as needs may dictate in the 2020-2021 academic year. Please provide a brief explanation of how the seminar will be addressed if remote learning is the required format and any changes to the budget, format, or content.

Applications must be made in writing (via email in pdf) and are due to the Associated Colleges office (acslv@potdam.edu) on or before **Friday, May 1, 2020**. Inquiries may be addressed to *Ben Dixon* at dixonbr@potdam.edu. Please copy *Vicki Jacot* on your inquiry (acslv@potdam.edu).



In Case You Missed It...

Financial Holds and Registration. Due the pandemic, we realize that many of our students will be experiencing unusual financial strains. We are therefore allowing students to register for the Summer and Fall, 2020 semesters if they currently have a financial hold. It is important to note that the campus is currently not billing students (no bill has been run or holds applied to any student account since February 15, 2020). Therefore, all students who currently have a financial hold are students that had a past due balance for this or a previous semester prior to the pandemic. In addition, students who currently have an outstanding balance *may* find that balance removed when the Dorm/Meal Plan credits are processed later in the spring.

Given this unique situation for the Spring, 2020 semester only, the following will be implemented:

- Advising for all students (including those with financial holds) should be completed as normal.
- All students without holds should complete their registrations first.
- When regular registration is complete (4/24), those with financial holds can then register for Summer and Fall courses. They will have a registration window of April 24th to May 27th.
 - Students will be able to do this online themselves, as they normally would. Their all services (AS) holds are being temporarily converted to a CV hold which will not restrict registration.
- Students will be dropped from their Summer and Fall, 2020 registrations if their Spring, 2020 bill is not paid by June 30th.

We believe this solution will ethically allow these students to register, while also discouraging those who maintain past-due balances. In this way, we hope to be both sensitive to this unusual situation while continuing to emphasize the campus' shift towards balances being due prior to the start of the semester.

S/U Grading Option and Withdrawals. For this semester, students can request the S/U grading option or withdraw from courses even if they have an account hold for a balance due. *Graduate students* should contact the Office of Graduate and Continuing Education. *Undergraduate students* seeking to change to S/U grading or withdraw from a course as a result of either the virus itself or issues related to it (e.g. changes to classes as a result of the shift online), should contact the Student Success Center from their Potsdam account to be considered for a late S/U or course withdrawal. S/U and Withdrawal requests will be considered

through the last day of classes (Friday, May 15th, 11:59pm). For more details on this processes, please see the [One Stop Information](#) page.

Important note: Courses taken S/U in the Spring 2020 semester do not count toward the 14-credit hour maximum for undergraduate students. Undergraduate students who need to withdraw from a course due to issues relating to the pandemic or other emergency may be eligible for an emergency withdrawal (W*). If approved, an emergency withdrawal will be noted on the permanent record as “W*” and will not be considered as part of the 14-credit hour maximum.

Undergraduate students are **strongly** advised to consult with their advisor and/or the Student Success Center to confirm that the S/U option is allowed within their particular program and will not negatively impact time to degree completion. Undergraduate students in need of advising help can [chat with a Student Success Center advisor](#) between 1:00pm and 4:00pm weekdays from now until the end of the semester.

Academic Standards. At the close of the semester, grades will be posted and academic standards applied. Consistent with College policy for Summer and Winterim sessions, undergraduate students that would normally be dismissed at the end of the Spring 2020 term as a result of this review will instead be granted automatic waivers of their dismissal. They will be eligible to return for Fall 2020 on *academic probation* and will be required to participate in the Academic Mentoring Program (AMP) to support their speedy academic recovery.

Testing Accommodations. Did you know Moodle allows you to add extended time to tests and quizzes? If you have a student with a testing accommodation, you can easily add extended time to their test/quiz. Instructions can be found here: [Online Accommodations](#).

Kudos

PRIDE Awards. The SUNY Potsdam PRIDE Appreciation program is a campus-wide initiative designed to recognize numerous aspects of Potsdam pride based on the mission and values of the Emerging Leaders student group. Through the Potsdam PRIDE appreciation effort, Emerging Leaders hope that the SUNY Potsdam community can go deeper in supporting one another, advocating for positive change, and providing inspiration and creativity to help us be our best. Please join me in congratulating the following Spring, 2020 awardees:

Category P- Promoting Community

This person or group of people demonstrate respect, kindness, and compassion toward others. They strive to create a positive environment by going above and beyond to support and assist others to the best of their ability.

- Student: *Miryam Veliz Calderon*
- Student Organization: *SUNY Potsdam E-Sports*
- Faculty/Staff Member: *Rivka Rocchio*
- Department/Office: *PACES Dining Services*

Category R: Recognizing Creativity

This person or group of people strive to improve the campus community by implementing creative and innovative ideas and initiatives.

- Student: *Halie Carden*
- Student Organization: *Black Student Alliance (BSA)*
- Faculty/Staff Member: *Christine Doran*
- Department/Office: *Residence Life and Counseling Center*

Category I: Inspiring Inclusion

This person or group of people strive to create a positive, welcoming environment for all. They make everyone feel included and a part of the diverse Potsdam community.

- Student: *Kalis Nunes*
- Student Organization: *Political Student Association (PSA)*
- Faculty/Staff Member: *Claire Starrs*
- Department/Office: *Center for Diversity*

Category D: Demonstrating Leadership

This person or group of people demonstrate leadership in a wide variety of ways to enhance the SUNY Potsdam community

- Student: *Kayleigh Junz*
- Student Organization: *SOCA LOCA*
- Faculty/Staff Member: *Toby White*
- Department/Office: *Student Success Center*

Category E: Excellence

This person or group of people demonstrate excellence and passion in all that they do.

- Student: *Madeline Vail*
- Student Organization: *Team NV*
- Faculty/Staff Member: *Allonah Ezro-Christy*
- Department/Office: *Bridges Program*

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.

