

Provost's Corner

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

January 19, 2022

Spring, 2022

It is truly difficult to fathom that two full years ago we were beginning to hold discussions about the possibility of a new virus, dubbed COVID-19 (as in, 2019!), and pondering its potential ramifications on our upcoming Spring, 2020 semester. And here we are, still pondering the long-term impacts, and making rapid adjustments not only to the academic calendar, but to almost every facet of our students' experiences. But through every twist and unexpected detour that this pandemic has thrown into our paths, SUNY Potsdam's faculty and staff have remained focused on providing our incredible students with the very best academic and student life experiences possible. I know how exhausted all of you are; please also know that your resilience and compassion for each other do not go unnoticed.

The recent decision to shift our academic calendar by two weeks was a very difficult one, as we clearly knew the potential disruption for you and for our students. However, given what we currently know about the rise and surge of COVID-19's Omicron variant, and the significant impact that this is having on our local hospitals and healthcare workers, we had to consider this difficult decision. In addition, we were focused on ensuring that our students had the best chance possible for a robust face-to-face instructional experience. Our own campus data has indicated that in-person academic instruction is a very low-risk activity—especially given all of the precautions that we already have in place. Many have asked why we did not go virtual to start the semester. In short, we didn't feel that the positives would outweigh the negatives for our students' learning outcomes. Last year's campus survey data clearly indicated that many of our students struggle with virtual learning and that this modality can create inequities in digital access. By delaying, we hope to allow *all* our students the best chance possible to have a successful start to their semester.

By taking steps now to protect ourselves and limit the spread of the virus wherever possible, and by postponing the start the semester, we can minimize any disruptions associated with isolation and quarantine as students return to campus. While we still can't guarantee that we won't have to pivot to virtual learning at some point this semester, we feel much more confident that this can hopefully be avoided.

Thank you for all that you are doing in support of your students, and each other. I am confident that more updates will be provided over the coming days/week. Updates are also made frequently at www.potsdam.edu/prepared.

New Faces/New Positions

New Employees. On behalf of the Division of Academic Affairs, I want to warmly welcome the following:

- *Jessica Heck*- Office Assistant 1, Department of Art/Gibson Galleries
- *Bryan Kvet*- Senior Assistant Librarian; Information Literacy Librarian
- *Madison Stewart*- Education Specialist, NCSTEP
- *Bethany VanderWoude*- Assistant Director, Student Success Center

Officer in Charge Dr. Phillip Neisser. As we start our New Year, we are joined by Dr. Philip T. Neisser as our incoming Officer-in-Charge at SUNY Potsdam. Dr. Neisser's appointment and authority are effective immediately. Phil is both an alumnus and a former colleague who served on our faculty for 29 years, including in his role as Associate Dean of Arts and Sciences and member of the Politics faculty, before accepting a position as dean of SUNY Canton's School of Business and Liberal Arts in 2018. He brings a deep knowledge of our campus to this transition in leadership, after the very sudden and tragic loss of President Graham in November.

It is anticipated that the campus will begin the initial planning process to set the stage for a national search for a permanent president in the Spring 2022 semester, under the direction and leadership of the College Council. The search committee will include representation from across campus. Please stay tuned for more information regarding the search process and timeline as the semester unfolds.

Please join me in warmly welcoming Dr. Neisser back to "home" to Potsdam!

COVID-19 Updates

Spring, 2022 Academic Calendar. I have appreciated your patience (and your concerns) as we pivot to a later date to start our Spring, 2022 semester. This decision was a difficult one, but was ultimately guided by what was known regarding the virus' Omicron variant and its rapid

impact on our County and healthcare system, and the desire to maximize the potential to begin our year as safely as possible for our campus community while (hopefully!) opening with face-to-face instruction. While the details of our spring calendar and its impacts are still being discussed and resolved, and in recognition that plans will likely continue to evolve, our academic calendar has been established as the following:

- **Start: Monday, January 31**
- **Spring Recess: March 7-11** (consistent w/ our previous calendar)
- **April Recess:** Cancelled (previously scheduled for April 14/15)
- **Finals Week: May 16-20**
- **Commencement: May 21**

While we have deferred the start date by two weeks, with some careful planning we have been able to wrap up the semester only one week later than originally scheduled. I know that this change to the calendar adds many complications for you and your students, and I appreciate your patience as we continue to resolve any outstanding issues that this unexpected pivot has caused.

Spring Recharge Week. Because it was necessary to remove the two-day April spring break in order to avoid moving the calendar to the very end of May, the campus has been discussing a “*Spring Recharge Week*” (or “*Mental Health Week*”) for **April 11-15**. Classes will still be in session. However, *we ask that you consider not scheduling any exams or large assignments that are due that week*. As we have experienced in past semesters during the pandemic, students have been substantially impacted when breaks have been removed. We hope that, by providing an exam/assignment-free week, and offering stress-relieving and fun activities for students (and employees!), we can lessen the potential negative mental health impacts on our students. Programming for this week is still in its early stages of planning; more to come soon!

Thank you for considering this request, and for all that you do in support of your students.

Reminder: Students in Quarantine/Isolation. When a student misses a class because they are in mandatory quarantine or isolation, it is the expectation of this College that faculty members accommodate for those students in a manner and modality that is appropriate for that specific class. The College is not mandating a specific type of modality for these accommodations, but is instead allowing for flexibility. Faculty members should be applying the same policy regarding late assignments for students who are out with COVID-19 as they would for any other illness or hospitalization; these policies should be included in the class syllabi.

Updates on Boosters. While the science (and state/SUNY guidelines) continues to evolve, data has consistently shown that the COVID-19 booster shot will not only help protect you from

COVID-19 and severe symptoms, it has also been found that individuals who have received their booster do not have to quarantine following an exposure, as long as they are asymptomatic. Under the latest New York State guidelines, people who are not fully vaccinated—including those who are eligible for a booster but have not yet received one—now have to quarantine for five days if they are a close contact of a positive case. The State of New York has recently issued revised guidance regarding contact tracing and isolation, which is available here: <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>.

As has been recently communicated, all members of the campus community are strongly encouraged to get your booster shot if you haven't done so already.

1. If you got Pfizer: You are eligible for a booster five months after your last shot.
2. If you got Moderna: You are eligible for a booster five months after your last shot.
3. If you got Johnson & Johnson: You are eligible two months after your vaccination.

Click [here](#) to learn more about the boosters and schedule an appointment. It is important to note that guidance continues to evolve. Be sure to watch your emails, and our [Potsdam Prepared website](#), for updates and more information.

Seating Charts/Contact Tracing. As you are likely aware, recommendations regarding contact tracing continue to evolve. At the current time, decisions for contact tracing requirements in the State of New York have been designated to county health officials; SUNY is also developing its guidance specific to college settings. For instructional purposes, it is anticipated that only those classes that are higher risk will require contact tracing (e.g., classes in which students are moving such as dance or PE courses, ensembles, labs). For these courses, instructors do need to keep and maintain updated seating charts so that accurate contact tracing can occur when needed. More information about SUNY's specific expectations based on this new guidance will be forthcoming.

Human Resource Updates. The MOU's with the State of New York and PEF, UUP, and PBA regarding mandatory COVID-19 testing have been extended through August 31, 2022. Therefore, employees who are unvaccinated or those who have chosen not to show proof of full vaccination will continue to test on a weekly basis through August 31, 2022. The MOU with CSEA is not finalized at this time. Further information regarding a MOU with CSEA will be communicated when available.

As a reminder, all employees are required to follow the [Face Covering Requirements Policy](#). Our campus policy is already in alignment with the New York State mask mandate, and no specific type of face covering is required of employees or students at this time. However,

recent information has indicated that the best line of defense against the COVID-19 Omicron variant is to wear an N95 or KN95 mask. While wearing a cloth mask has been found to be the least effective, wearing a surgical mask under a cloth mask, as long as the combination is tight fitting, is a reasonable alternative. Again, however, there are no requirements for specific face coverings at the current time.

Campus Updates

MS Community Health. I am very excited to announce that SUNY and NYSED have approved the curricular revisions to the MS Community Health and the change to online modality. Congratulations to the Public Health & Human Performance faculty and staff for the incredible work on this proposal!

Change-Makers and Innovators Group. Before his passing, Dr. Graham created the *Changemakers & Innovators Group* and charged them with hosting Listening Sessions across campus to solicit ideas to raise enrollment and address our financial deficit. To date, the group has conducted 17 sessions and spoken with over 300 members of the campus community. The Group has received many thoughtful, creative, and innovative ideas and is looking forward to sharing them with the campus.

The group's facilitators want to make sure that every member of our campus community has had an opportunity to share ideas, and therefore have scheduled a final open Listening Session. The Zoom information is provided below. Remember, all faculty and staff are welcome to provide feedback, and no idea is too big or too small; we will consider them all! If you can't make the session, please feel free to [submit your idea online](#).

Information for Session on 1/21:

Topic: Campus Open Listening Session

Time: Jan 21, 2022 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/83556872356>

Meeting ID: 835 5687 2356

Passcode: 006844

If you have any questions about the upcoming Listening Session, please don't hesitate to reach out to Alan Hersker (herskeal@potdam.edu). Many thanks to Allen Grant, Gretchen Galbraith, David Heuser, Alan Hersker, and Eric Duchscherer for leading this meaningful campus-wide engagement.

Virtual Course Pilot. Building on the many successes from the pivot from in-person to virtual learning during the COVID-19 pandemic, the Provost's Cabinet has approved a *Virtual Course* pilot program to encourage instructional faculty to think creatively about instructional methods that include virtual modalities and carry the instructional method of 3 and the VIR attribute. Virtual courses are defined as "a course that is 100% online and has a synchronous component; 100% of the direct instruction occurs in real time without (time) delay." (Reference: [Instructional Method Definitions](#)) In addition to accommodating remote students, virtual courses also have the potential of offering the flexibility needed by post-traditional students, therefore expanding access to a college education.

Interested? The Provost's Cabinet has outlined the following for a two-year pilot program:

1. Faculty who wish to propose to teach a virtual course are strongly encouraged to participate in CCI training and to seek out professional development and training on providing accessible virtual learning environments. The CCI training is in development; more to come!
2. Faculty interested in proposing a virtual course should contact their department chair well before the first iteration of the schedule for that semester is due. The chair will determine if a proposal is appropriate to the needs of the department/students, and will work with the faculty member to develop the proposal prior to its submission to the dean.
3. The chair will submit the course proposal to their dean at least three weeks before the final iteration of the schedule for that semester. This proposal should include:
 - a. Justification of the virtual instructional methods, to include explanation of the tools used to ensure accessibility
 - b. Course learning outcomes
 - c. Course contact hours / Carnegie units
 - d. Detailed weekly schedule of virtual instruction
 - e. Explanation of course deliverables (e.g., projects, assignments, exams) and grading
 - f. Assessment plan for evaluating the efficacy of the virtual instructional method
4. The dean will approve the proposal, ask for revisions / additional information, or deny the request. The dean will convey their decision to the chair and faculty member.
5. If approved, the chair (or department clerical staff) will submit the course with the instructional method of 3 and VIR attribute into the CPI.
6. After the course has run, the faculty member will submit a summative evaluation along with student evaluations for the course to the chair, copying the dean. The three will confer to determine next steps.

If you have any questions, please do not hesitate to contact your Dean.

D2L/Brightspace. I am very pleased to share that SUNY Potsdam is one of 30 SUNY campuses that have been selected as a participant in the first cohort to implement SUNY's new Digital Learning Environment, *Brightspace*. Full implementation is slated to be concluded by December, 2022. Our campus' transition to Brightspace as our Learning Management System (LMS) provides critical features to support required accommodations and accessibility, expand our ability to fully participate in SUNY's professional development and supports that are specific to the LMS, and will allow us to expand our online offerings more fully. More information will be forthcoming regarding the next steps in the implementation, including training on the use of this LMS.

If you are interested in learning more about Brightspace, a recording is available of an informational session held by SUNY in November. The recording is available on the [SUNY Webinar website](#) (use your campus log-in credentials to access). The presentation includes a detailed virtual tour of the Brightspace platform, focused on priority issues for SUNY faculty—accessibility, faculty-student communication, use of rubrics, grading, assessment creation, features for faculty and students to track progress, and more. More information on Brightspace can be found at: <https://dle.suny.edu/>.

Writers' Block. The Writers' Block offers free tutoring sessions in writing, both in-person and virtually, over 60 hours per week. Sessions are customized to each student's unique needs, and tutors strive to help each student to gain clarity, confidence, and improvement in writing.

Your encouragement motivates students to use this resource. Students should book sessions in advance by visiting Carson 105 or the [Writers' Block webpage](#), where they can fill in an online tutor request form. On the webpage, you will also find writing handouts, "getting started" tutorials, and information on two noncredit badge programs. Finally, the Writers' Block can visit your class for a short introduction or a longer workshop. Reach out to explore how your instruction can best be supported.

Please see the [webpage](#) for more details, and feel free to contact the Director, *Jennifer Mitchell*, at wblock@potsdam.edu or SOEPS Writing Specialist *Eudora Watson* at watsonea@potsdam.edu.

Instructors: Please consider posting this message for students in your syllabi or Moodle courses:

SUNY Potsdam Students: The Writers' Block provides you with free individual tutoring in writing. Over 60 hours per week, we offer sessions in-person and virtually. Our

trained peer tutors will help any student with any writing task, whether you're just starting, revising your final copy, or in between. Just book your session in advance, and please keep us posted if your plans change. [Visit our webpage](#) or drop by Carson 105 to get details and book your session. Email wblock@potsdam.edu any time.

Lougheed Learning Center Updates. Building hours for the Lougheed Learning Commons are still being finalized to adjust to the changes in the spring calendar. As of today, please note the following:

- The Learning Commons facility will be open to the public starting on January 18, 2022. The building will be open from 10:00am to 4:00pm Monday through Friday.
 - Please note: The second floor of Lougheed (Crumb Library) will remain closed until the first day of classes.
- The College MakerSpace will be fully open for set hours in the spring; as soon as the student hiring is complete, hours will be set and communicated.
- CTS expects to be able to staff the TechDesk in the Commons for the same hours as the fall. Please remember, however, that if there is a technology issue when there are no students at the Tech Desk, there *are* staff at the IT Service Desk who can assist very quickly.

Electronic Check-In. SUNY Potsdam's Electronic Check-In process for all registered students is now activated. Students are asked to confirm their contact information and whether or not they plan to attend for the Spring, 2022 semester when they sign in to BearPAWS. The purpose of the Check-In is to confirm student attendance as well as to remind students of their financial responsibility and the proper procedures to take if they decide to leave the College. It also frees up more class seats for students who may need specific classes. Please note that all students registered for a class at the College need to check in, including those who are student teaching, participating in off-campus internships, taking an online course, participating in a Consortium agreement, and/or attending at a remote site such as Watertown. This process also includes staff members taking SUNY Potsdam courses.

The deadline for registered students to complete the Check-In process will be **February 14th**. Registered students who have not checked in by the deadline will have an All-Services Hold placed on their records, which can only be removed by the office responsible for their student type. Failure to check in also prevents disbursement of a student's financial aid. If you have questions about the Electronic Check-In process, please contact one of the following offices: Registrar's Office (315) 267-2154 registrar@potsdam.edu, Graduate & Continuing Education Office (315) 267-2165 graduate@potsdam.edu, or Student Success Center (315) 267-2580 SSC@potsdam.edu.

Major/Minor Changes. Our campus has made a necessary adjustment with the major/minor processing timeline due to impacts on financial aid/scholarships. Effective immediately for major/minor change requests:

- If received prior to and through week 1 of the semester, the major/minor change will be effective for the current semester.
- If received after week 1 of the semester, the major/minor change will be effective the next academic term.

If an exception to the timing is necessary, in consultation with financial aid, the major/minor change could be allowed. Students will be able to see their new advisor in BearDeN immediately after processing, regardless of effective term and will be able to register for major restricted courses for the upcoming term without error. Please contact *Stephanie Claxton* (claxtosc@potdam.edu) if you have any questions about the new procedure.

Add/Drop. Requests for adding classes or dropping sections that are linked will come to faculty via an electronic form in your email again this semester. Please be sure to check your email regularly in order to approve or deny the requests from students to add your class. Please do not leave any requests unanswered in your inbox.

FERPA. As a reminder, FERPA prohibits instructors from disclosing academic information about a student without their written consent. Helpful hints:

- Never email information contained in a student's educational record to a non-Potsdam email account.
- Be sure not to copy more than one student in an email (example: do not send grades of multiple students to multiple students in the same email).
- Never post grades in hallways or leave graded material outside of your office door.
- Potsdam ID's (P#'s and SSNs) are both FERPA protected and should not be released.

The Registrar's Office is available to discuss any FERPA situation that you have concerns or questions about. Always check when in doubt!

Diversity Attributes. The *Diversity Attribute Review Committee* welcomes submissions for Fall, 2022 classes. Attributes help students sort through the schedule of classes for specific types of classes. The diversity attribute will help students looking for diversity-rich courses find your class more easily. The Diversity Attribute (dei) does not have any curricular requirements and is not associated in any way with Potsdam Pathways or General Education. For more information about the diversity attribute see the [diversity attribute submission webpage](#).

Diversity Attribute Live Submission Sessions are being held on **February 11 and 18**, from 10:00-12:00. Meet with members of the Diversity Attribute Review Committee to submit courses for the attribute for Fall, 2022. Please review the [diversity-rich attribute course checklist](#) to prepare for this meeting, and email *Sharlee Thomas*, thomassc@potsgdam.edu, a copy of your syllabus and your preferred time to meet during the advertised meeting times. This 20-minute conversation will focus on how your course meets the items on the checklist.

First-Year Experience Task Force. The *First-Year Experience Task Force* is currently reviewing the College's transitional support programming for first-year students. Gathering feedback from faculty and staff about their experiences working with this population is an essential part of that process. To that end, the Task Force is requesting that you share your thoughts via a brief Qualtrics survey: https://sunypotsdam.co1.qualtrics.com/jfe/form/SV_2h1dOi0Z0S4UxhQ.

Survey respondents should be aware that Orientation for first-year students entering Fall, 2021 comprised the following:

- Completion of tasks through the New Student Checklist
- Individualized peer outreach throughout the summer
- Optional virtual informational sessions
- Required virtual academic advising
- First Year Connect (1YC/Soliya)
- New Student Convocation
- A full-day in-person Orientation on the Friday before classes began
- Welcome Weekend and other social activities.

Additionally, WAYS 101 was required of all new first-year students, while the First-Year Success Seminar (FYSS) was offered only to new Bridges and TRIO students for Fall 2021. We ask that you complete the survey based on your experiences with new first-year students in Fall 2021, not previous semesters. If you have any questions, please feel free to contact *Victoria Klawitter* (klawitv@potsgdam.edu) or *Sean Partridge* (partrisc@potsgdam.edu).

Carson Hall Project. The campus has recently announced that Carson Hall (constructed in 1951) will be getting some important updates and upgrades. The main purpose of this renovation is to add an elevator at each end of Carson Hall, so that the upper floors of Carson, Morey, and MacVicar are fully accessible. Additionally, the building's infrastructure is due to be updated to more modern and energy efficient systems. This renovation will also provide a "home base" for Interdisciplinary and Exploratory Studies, on the first floor of Carson Hall. This new space will be open to all SUNY Potsdam students for direction, study space, meetings, and lounge/gathering areas – all are welcome! The second floor will include

classrooms, space for the School of Arts and Sciences' Dean's Office, and newly renovated restrooms. The third floor will be dedicated to new mechanical equipment. Construction is anticipated to begin in the Summer of 2022, with a projected completion in the Fall of 2023.

These exciting changes will bring some growing pains for the campus, including moving both the Math Lab and Writers' Block temporarily out of Carson, which will occur during this Spring semester's finals week. The Math Lab's temporary home will be in MacVicar 104; Writers' Block will be relocated to Sisson 142. The Carson Classrooms will close after the Spring, 2022 semester, until construction is complete.

Your patience is appreciated as the campus works through this important facilities project. If you have any questions, please contact the Assistant Facilities Program Coordinator, *Courtney Bloodough*, at bloodoci@potsgdam.edu.

Textbook Reminders. As of Fall 2021, The College Store no longer carries textbooks in the bookstore, except for Lab Manuals, sheet music, and a few other requested items. Faculty are reminded to please submit your textbook adoptions if you have not already done so. Submit adoptions in the Adoptions Portal: <https://aip.bncollege.com/app/>. Janet Robbins has retired, so please do not email her your adoptions as you did in the past. It must be done through the portal or students will not be able to see their courses listed in the Online Bookstore and therefore will not be able to place their order for their textbooks. Even if you are not requiring material for your course, you will still need to indicate this in the portal by checking the box next to this option and clicking "submit."

If you require any material from duplicating, please submit your order as soon as possible to Central Printing (and cc *Kelly Lobdell* at lobdelkj@potsgdam.edu) so that materials will be ready for students when classes begin. Questions? Please don't hesitate to contact Kelly.



Potsdam Pathways

Interested in Teaching a WAYS course? Please inform *Christine Doran*, dorancm@potsgdam.edu, as soon as possible so she can keep you informed about syllabus development and pedagogy workshops. WAYS courses typically take a year from initial development to actual teaching—this time is spent on developing the course, being part of the professional development workshops, getting the courses approved by PPCC, and getting the courses into the schedule. More information about the WAYS courses can be found on the

[Pathways website](#). Questions can also be directed to *Christine Doran* (dorancm@potsgdam.edu), Director of Pathways.

PCCC Elections. Pathways will be holding elections for PPCC again late in spring. Liaisons will be needed for Thinking Historically (TH), Thinking Scientifically Natural World (NW), Connecting through a Language Other than English (CL), and Connecting Theory to Practice through Applied Learning (CT). More information on the nomination process and deadlines will be forthcoming soon. Questions? Contact *Christine Doran* (dorancm@potsgdam.edu).

Pathways and SUNY Gen Ed. As is noted later in this Newsletter (page 15), SUNY has recently adopted its new General Education Framework. We are very pleased to note that SUNY Potsdam's Pathways General Education program is very closely aligned with the SUNY framework. It is anticipated that a few small changes to Pathways will bring our campus totally in-line for the Fall '23 roll-out of SUNY's new Gen Ed. Pathways faculty are planning to bring those changes to the Provost's Cabinet and Faculty Senate by the Fall of 2022 for review. This timeline will allow for the small changes to be approved as a slate, to be based on bringing us fully in alignment with SUNY's new General Education, and to incorporate data that has been gathered from our first two years of Pathways roll-out. More updates to follow!



Updates from the Libraries

College Libraries/Hours of Operation. During the two weeks before the beginning of the Spring 2022 semester, the libraries will be open the following hours:

- Crumb Library, 10:00am to 4:00pm, Monday through Friday
- Crane Library, 12:00noon to 4:00pm, Monday through Friday

The second floor of the Lougheed Commons (Crumb Library) will be closed during these two weeks, but faculty who need assistance, including access to resources, should email library@potsgdam.edu for assistance. Normal hours for both libraries will resume on **Monday, January 31, 2022.**

Information Literacy Librarian. The College welcomes *Bryan Kvet*, who began on January 18th as our Information Literacy Librarian. He will be available this spring for teaching information literacy classes. Bryan's information is as follows:

Dr. Bryan Kvet
kvetbw@potsgdam.edu

Office 226, Crumb Library, LLC building
Phone: 315-267-2477

LaMP program. Faculty are reminded that the LaMP (Library Materials Pick-up Service) continues to be available for everyone. The directions for this service are located here: <https://library.potsdam.edu/LaMP>. You can look for books in the collections from our catalog, request them with a click of a mouse, and materials will be pulled and made ready for you at the circulation desks at either Crumb or Crane. Interlibrary Loan and Resource Sharing (through SUNY libraries) are both available for you.

Updates from the CCI

CCI – Events and Workshops. Please visit the CCI [Events Calendar](#) page to register for upcoming CCI*, SUNY, and SUNY CPD events and workshops. Also, review the *Training Programs* section for various multi-day learning opportunities this semester. Here are a few upcoming sessions:



- **Landing a Leadership Role within SUNY** – 01/20 (12-1 PM)
- **Tips for Ensuring Authentic Online Assessment** – 01/25 (12-1 PM)
- **RSPO (Research & Sponsored Programs) Grant Writing Workshops*** – 02/02 (12-1 PM)
- **Creating Diversity-Rich Courses and Applying for the Diversity Attribute*** – 02/04 (10am-12 PM)
- **Strategies to Support Online Academic Integrity** – 02/16 (12-1 PM)
- **Publishing for Leaders** – 02/17 (12-1 PM)

Course Surveys (a.k.a. Course Evaluations). Course surveys, delivered through *Course Evaluations & Surveys* (formerly *EvaluationKit*), must be requested through BearPAWS and are due three weeks before the last day of classes. CES surveys have replaced Scantron and Moodle course evaluations. For complete guidelines, please visit the [Course Surveys](#) webpage.

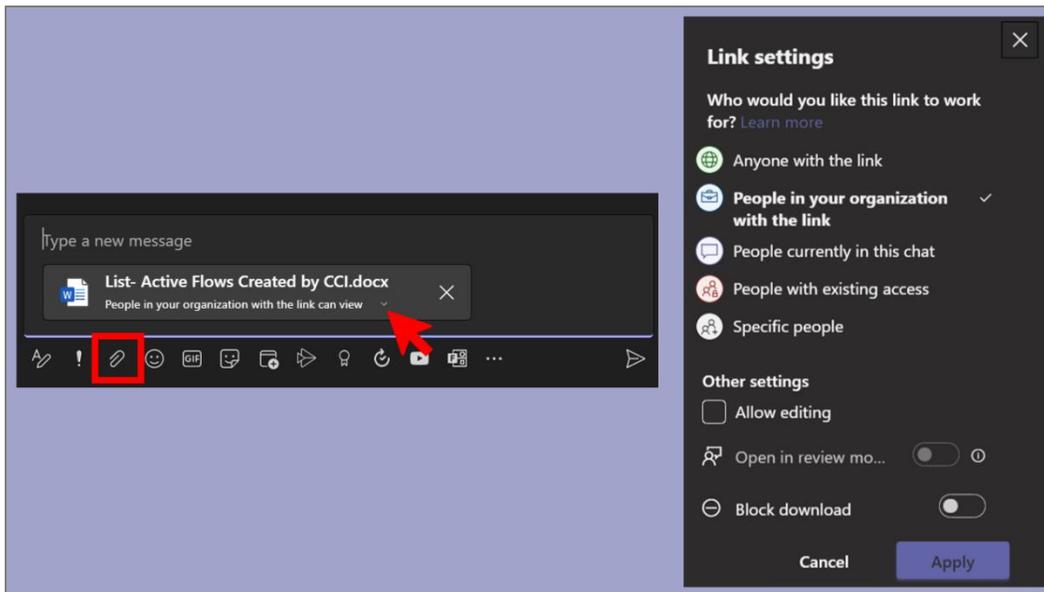
- Survey requests are made in [BearPAWS](#).
- Due *three weeks* before the last day of classes (due on **Friday, 04/22**).
 - For courses that conclude **before** semester's end, also submit the [Mid-Semester Course Survey](#) form.
- Surveys are available to students a week before the last day of classes.
- Faculty may add "custom" questions a week before the survey is active (optional).
- Student survey notifications are made in Moodle and by email.

Note: Carefully follow the request form instructions (don't skip step 2). When successful, instructors will immediately receive a confirmation email. For training tutorials, please visit the *Course Evaluations & Surveys* section of [Tech Tools](#).

Special Note: Watermark has rebranded many of their products. *EvaluationKit* is now known as **Course Evaluations & Surveys (CES)**. You'll see the name change in Moodle and on campus pages including the *CCI Tech Tools* page.

New and Recommended. Tools like O365, Teams, Knowmia, and Zoom are always improving. Here are just a few recent and/or upcoming changes to watch for. Be sure to check out the CCI's [Tech Tools](#) site or *Featured* section for more information.

- File sharing permissions in Teams for attached files (*see below*)
- Three new presentation views when sharing your screen in Teams
- Improved Breakout room management in Teams
- Teams "Music Mode" for high quality audio during meetings (coming soon)
- Chat bubbles and live in-line chat conversations in Teams (coming soon)



**File sharing permissions window in Teams that allows users to set the level of access for an attached file.*

Here are a few short videos we recommend you watch:

- [Creating To Do tasks in Outlook and Teams](#) (02:08)
- [Teams Overview - An introduction to new users at Potsdam](#) (08:48)

- [Assign Breakout rooms BEFORE Teams meeting](#) (02:56)
- [Office Hours Using Teams Channels](#) (03:03)
- [Office Hours Using A Zoom Personal Meeting Room](#) (01:34)

Middle States



Middle States Self-study Update. Our campus is in the last semester of our three-year re-accreditation process. Our final Self-study Report will be submitted to Middle States and shared with campus constituents in mid-February. The Middle States evaluation team will then visit campus virtually from **April 3-6**. Their work on campus will mostly occur on April 4 and 5, so please mark those dates on your calendars. Further details regarding the visit will be forthcoming as the date approaches.

Don't hesitate to contact Middle States Steering Committee co-chairs *Julie Dold* (doldjm@potSDam.edu) or *Gordon Plague* (plaguegr@potSDam.edu) with any questions about this process.

Around SUNY & the State

SUNY General Education Framework. The SUNY Board of Trustees has officially approved the new revisions to SUNY's General Education requirements. The primary goal of the SUNY General Education policy is to ensure equity for all SUNY undergraduate degree-seeking students, regardless of type of degree or area of study. The new policy is effective Fall, 2023 for new first-time students entering AA-, AS-, and all baccalaureate-degree programs.



The SUNY GE Framework includes 12 categories of knowledge, skills and competencies—10 knowledge and skills areas expose students to different ways of knowing so that they can make reasoned judgements outside as well as inside their academic field, and enables them to develop diverse perspectives and global understanding; and two core competencies that extend beyond discipline-specific knowledge and skills. Among the specific knowledge and skills categories is a new requirement, *Diversity: Equity, Inclusion, and Social Justice*. This requirement aligns with the SUNY Board of Trustees' *Policy on Diversity, Equity, and Inclusion* (adopted September 10, 2015) as well as SUNY's *Diversity, Equity, and Inclusion Phase I Action Plan* (2021), which recommends including a diversity category in the general education requirements. In

addition, explicitly delineated skills and competencies in quantitative reasoning, scientific reasoning, oral and written communication, critical thinking and reasoning, and information literacy help to ensure SUNY graduates have the 21st century knowledge, skills, and competencies they need, while also satisfying institutional accreditation expectations.

The Framework consists of the following Knowledges and Skills (a minimum of 7 of 10 categories of knowledge and skills are required for AA-, AS-, and all baccalaureate-degree programs):

- *The following four are specifically required for all undergraduate-degree programs:*
 - Communication – written and oral
 - Diversity: Equity, Inclusion, and Social Justice
 - Mathematics (and quantitative reasoning)
 - Natural Sciences (and scientific reasoning)
- *A minimum of three of the following six are required for AA-, AS-, and all baccalaureate-degree programs*
 - Humanities
 - Social Sciences
 - The Arts
 - US History and Civic Engagement
 - World History and Global Awareness
 - World Languages

In addition, the following two Core Competencies are both required for all undergraduate degree programs:

- Critical Thinking and Reasoning
- Information Literacy

For questions about the General Education Framework, please contact SUNY's Office of the Provost at provost@suny.edu. Additional information and resources are also available on the SUNY Academic Affairs website (see [SUNY General Education Framework](#)).

2022 Student Success Summit: Holistic Approaches to Student Success. The online submission portal is now open for the *2022 Student Success Summit: Holistic Approaches to Student Success*, being held virtually **May 4-6, 2022**.

This online summit brings together three SUNY Communities of Practice: Advising, Applied Learning, and Student Success. Proposals are requested on topics relevant to student success, applied learning, and advising specifically, but you are also asked to keep the overall themes of collaboration and equity in mind as proposals are being crafted. It is the goal that each

presentation addresses the equity implications genuinely, with thought given to ensuring that the diverse needs of all student populations are considered.

Only SUNY campuses may submit proposals. Deadline to submit is **February 4, 2022**. For more information about the Summit and to submit your proposal please visit the Summit info site: <https://sunycpd.eventsair.com/sss22/info>.

Coming Due!

Chancellor's Awards. The campus is now accepting nominations for two categories of *Chancellor's Awards for Student Excellence*: the *General Award* and the *Special Award*. Nominations are due no later than **Friday, January 21st**.

The *SUNY Chancellor's Award for Student Excellence* acknowledges students for outstanding achievements. Students who have best demonstrated the integration of SUNY excellence within many aspects of their lives, which must include *three* of the following areas: Academics, Leadership, Campus Involvement, Community Service, or the Arts will be eligible for consideration. These students may have already received recognition from local, state, national or international organizations, and we would like you to include that information in the nomination process. In order to be eligible, a student must graduate between June 2021 and May 2022. **This year, our campus may nominate two candidates for this award.**

In addition to the above, referred to as the "General Award," SUNY is continuing the "Special Award." **Campuses are eligible to nominate one student for a Special Award in one of the following categories:** Diversity, Equity & Inclusion; Military; Special Service (Mental Health); or Overcoming the Odds. One student will be awarded system-wide in the non-military categories, and five will be awarded system-wide in the Military category (one per branch). **Students may be nominated for both a General Award and one of the Special Awards.**

To nominate a student for either or both, a General or Special Award, please complete the appropriate online nomination form(s). **You will be required to upload the nominee's resume as part of the submission process.**

[General Award Nomination Form](#)

[Special Award Nomination Form](#)

Each nomination must be accompanied by at least one, but no more than two, Additional Recommendations, submitted on a separate form.

[Additional Recommendation Form](#)

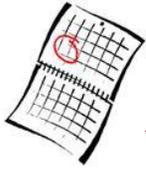
Nominations and Recommendations must be submitted **no later than Friday, January 21, 2022**. Incomplete nominations or late materials cannot be considered. Nominations without at least one supporting Additional Recommendation will not be considered. While there is not a minimum GPA requirement for either award, SUNY expects nominees to have demonstrated exceptional academic performance.

Question? Contact *Eric Duchscherer* (duchsced@potdam.edu)

Walker Research Fellowships. I am pleased to invite applications once again for the *T. Urling and Mabel Walker Research Fellowships*. The purpose of this program is to encourage faculty from the region's 11 institutions of higher education to undertake research on critical issues confronting North Country communities, and to make recommendations for possible solutions. The program is designed to promote greater community-academic cooperation. Proposals that include a strong statement of support from a local individual or organization that clearly explains how the community will benefit from the project results will be given preference. A maximum of two research projects of up to \$5,000 can be awarded each year. The Walker Fellowship Steering Committee will determine the amount of the award for each approved project. In the past, funds have been used to pay a student assistant, support travel costs and purchase software and supplies. Only in limited cases have funds been used as a stipend for the researcher.

Proposals are due by **Friday, February 4, 2022**, close of business. For further information and an application, visit <https://www.potsdam.edu/faculty/research-professional-development/walker-fellowship-program>. If you have specific questions, please contact *Ada Law* (lawam@potdam.edu).

Research & Creative Endeavors Program. The Office of Research and Sponsored Programs is accepting applications for the *Research & Creative Endeavors Program/Winter Submissions*. Apply to this internal award to jumpstart your eventual application for external funding. Maximum award per project is \$2,000. Generally, this program does not provide funding for conference travel, computer equipment, or general office expenses. **Applications must be submitted via email by January 24, 2022.** More information can be found at: [Internal Grant Programs | SUNY Potsdam](#).



Mark Your Calendars

Health & Human Services Week. Career Services will be partnering with Clarkson University to host the inaugural *Health & Human Sciences Week* from **February 7th-11th**. The week will feature a series of virtual info sessions, panels, and a Career Fair. Watch for upcoming event details that will be posted in [Handshake](#) and [GetInvolved](#). Please encourage your students to take advantage of this opportunity.

Questions about HHS Week, please email *Karen Kus-Misiak*, kusk@potsgdam.edu.

SUNY Potsdam Learning and Research Fair 2022. The annual *Learning and Research Fair* will be held in-person (COVID permitting) on **Wednesday, May 11, 2022, from 10 a.m. to 2 p.m. in the Multipurpose Room, Barrington Student Union**. On behalf of the Loughheed Center for Applied Learning, you and your students are encouraged to participate.

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. Visit the Fair to get to know your colleagues and students better, learn about and celebrate their scholarly contributions and accomplishments, share your knowledge and expertise, and suggest possible new projects and future collaborations. Student presenters at the Fair are eligible to compete for awards administered by the Loughheed Center for Applied Learning. This year we'll also be featuring representatives from the LoCAL offering career and applied learning advice.

A note on format: Learning and Research Fair 2022 will be delivered in a hybrid format (mostly in person, with optional virtual judging sessions).

- All students (and faculty submitting course entries) will submit abstracts and poster files, as usual.
- Staff in the Loughheed Center for Applied Learning will post each entry on the L&RF website. The website will serve as the program for the live event.
- Students who wish to be considered for one of our [research awards](#) will be asked to engage in a virtual judging process.
 - In addition to the poster, they will submit a short video about their research, to be posted on the L&RF website.
 - During an extended judging session during the week of May 11-13, they will be asked to join a 20-minute Zoom session and field questions from our faculty and staff judges.

- Judges will consider the quality of students' abstracts, posters, and Zoom interactions in their scoring.
- Winners will be announced on campus social media and by email, and posted [on the Fair website](#) and [our campus website](#).

The Learning and Research Fair 2022 Digital Registration Form and important deadline dates are posted [here](#). The link is also located on the LoCAL home page.

The registration form is for students, teams of students (usually organized by faculty members as part of a class project), or faculty mentors who will present projects at the Fair. The form must be submitted no later than **Thursday, March 17, 2022**. *A separate form is to be submitted for each topic or team's topic to be presented.* Abstracts and posters will be required in approximately a month after this date. Please direct any questions to *Patti Senecal* at ext. 2507 or appliedlearning@potdam.edu. We look forward to your continued support and participation in this year's Learning and Research Fair.

Diversity-Rich Courses Drop-In Session. The Diversity Attribute Review Committee and DIAC's Curriculum, Policy, & Faculty-Staff Advocacy Committee are hosting an informal drop-in work session on **Friday, February 4th** from **10:00-12:00** in the CCI (Lougheed Learning Commons) for people who are working on making their courses more diversity rich. Join colleagues to discuss topics related to DEI and teaching including syllabi design, assessment, classroom dynamics and/or to get feedback on a syllabus you would like to submit for the [Diversity Attribute](#). Faculty are welcome to come with questions about any stage of thinking about making your courses more diversity rich, or to work with committee members on getting your syllabus ready for attribute submission. Contact *Sharlee Thomas*, thomassc@potdam.edu, to set up an appointment for live submission.

RSPO Grant Writing Workshops. The Research and Sponsored Programs Office (RSPO) is offering the following workshops:

- **Wednesday, February 2 at 12pm:** *Basics of Grant Writing*
[Click here to join the meeting](#)
- **Wednesday, March 2 at 12pm:** *Finding Collaborators*
[Click here to join the meeting](#)
- **Wednesday, April 6 at 12pm:** *Budgeting Basics*
[Click here to join the meeting](#)

In Case You Missed It

Study Abroad Update. While the reopening of international education has technically been approved by SUNY for Spring 2022, the guidance from SUNY includes requirements that would put individual campuses at heightened (and potentially substantial) financial risk. Therefore, we have made the disappointing but necessary decision to cancel all Spring, 2022 faculty-led study abroad trips.

We remain optimistic for the summer, if the guidance and policies are changed. We will also continue to do exchanges - both with our Potsdam-based international partners, and via other campus programs. Each semester-long exchange will be considered on a student-by-student basis to ensure we are able to support the liability associated with that exchange. We are also able to continue doing domestic travel courses; if you are interested in pursuing that option, or have questions about International Education in general, please reach out to *Jenica Rogers* at international@potsgdam.edu.

Kudos

Environmental Science Textbook. Three SUNY Potsdam [Department of Environmental Studies](#) faculty members have published a new textbook to introduce college students to their growing field. *Claudia Ford, Katherine Cleary* and *Jessica Rogers* have co-authored "[Introduction to Environmental Studies: Interdisciplinary Reading](#)," published by Cognella. The book is available as either an ebook or as a paperback edition. The textbook provides students with a carefully selected collection of articles that help them navigate the most important topics in environmental studies, focusing on different connections between humans and the environment. The anthology emphasizes voices outside the white, male canon, to provide students with diverse perspectives and a broader understanding of contemporary issues within the discipline.

Kennedy College Theatre Festival. The Department of Theatre & Dance's fall mainstage production, *Ready, Steady, Yeti, Go!* has been selected to present at the *Kennedy Center American College Theatre Festival (KCACTF) Region One festival 54*. The festival, which will be virtual, is scheduled for January 25 - 29, 2022.

Distinguished Chapter. The Society of Physics National Council has reviewed SUNY Potsdam's Physics department annual report and has promoted the SUNY Potsdam SPS

Chapter to a *2021 Distinguished Chapter*. This award attests to the department's national standing in academic excellence with respect to providing physics education to our students.

Malone School District Collaboration. Kudos and thanks to SOEPS faculty *Sarah Solley, Don Straight, and Melissa Cummings* for their work on our campus' new Service-Learning courses with the Malone Central School District. In February 2022, their students will be providing tutoring services in English, Math, and Science to Malone middle school students.

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.