

# Provost's Corner

Bette S. Bergeron, Provost & VP for Academic Affairs

August 22, 2019

## *Welcome Back!*

Welcome back to the 2019/2020 academic year! It is wonderful to see the energy and activity increasing on campus as we gear up for students' arrival over the coming weekend. I hope that you will be able to join me and the campus community for our annual *Welcome Weekend* events, including the *First Year Funnel* on **Friday, August 23<sup>rd</sup>** and the *Welcome Weekend Carnival* on **Sunday, August 25<sup>th</sup>** (more information in this Newsletter). The unique ways in which we welcome our students back to campus truly reflect the sense of community that embodies SUNY Potsdam. Kudos to everyone involved with these special annual events.

I want to extend a warm welcome also to our new faculty and staff, many of whom are just starting their responsibilities on campus this week. We are so proud that you have chosen SUNY Potsdam as your academic home, and I look forward to meeting each of you over the next few weeks.

Be sure to mark your calendars for our first *Coffee & Conversation* for the semester, to be held on **Tuesday, September 3<sup>rd</sup>** in the Raymond 8<sup>th</sup> floor Lounge. I also hope you will be able to attend a special presentation on *Overcoming Barriers to Equity in Student Success* to be held on **Friday, September 6<sup>th</sup>**, from **9-12:00** in the Raymond 8<sup>th</sup> floor Dining Room. And... be sure to make your calendars for two celebrations in October: *A Diversity in STEM Event* on **October 4<sup>th</sup> and 5<sup>th</sup>**, and our campus' *Days of Reflection* from **October 7<sup>th</sup>-10<sup>th</sup>**. More information on all these special events follows in this Newsletter!

As our new academic year begins, I also want to invite you to let me know how I can assist in making this an extraordinary year for you and your students. If you have ideas or feedback, regarding any of our academic priorities, please don't hesitate to let me know. Your input is invaluable.

Enjoy the beginning of classes... I look forward to seeing you back on campus!

## *New Faces/New Positions*

Please join me in congratulating the following new professional staff members:

- *Gunnar Brown*, Officer, University Police
- *Jessica Burnett*, Assistant Director/Accommodative Services, Student Success Center
- *Shanielle Chambers*, Officer, University Police
- *Tanner Cooper*, Residence Hall Director
- *Izabella Da Silva*, Residence Hall Director
- *Lauren Dean*, Officer, University Police
- *Kelly Deshaies*, TRIO Tutor Coordinator
- *Nikolas Fronczak*, Counselor in Residence, Residence Life
- *Steven Green*, Lead Programmer/Analyst, CTS
- *Alissa Haller*, Staff Assistant, College Advancement
- *Kathy Jandreau*, Office Assistant 2 (Keyboarding), EOP
- *Daniel Knight*, Counselor in Residence, Residence Life
- *Veronica Lucas*, Medical Assistant, Student Health
- *Kailey Mahar*, Campus Life Program Coordinator
- *Patrick Meldrim*, Director, Student Conduct & Community Standards
- *Genevieve Ramsay*, Counselor, Counseling Center
- *Eleni Riechers*, Residence Hall Director
- *Richard Rodriguez*, Instructional Support Specialist, CTS

**SSC Staffing:** There have been changes in responsibilities within the Student Success Center (SSC) heading into the new year. For those in need of assistance, please refer to the list below for the appropriate person to contact:

- *Tim Morse*, SSC Associate Director
  - Group Tutoring, Navigate, FY Courses
- *Donnita Firnstein*, SSC Assistant Director
  - Bridges Program
- *Annette Robbins*, SSC Assistant Director
  - Orientation, New Student Onboarding, AMP
- *Jessica Burnett*, SSC Assistant Director
  - Accommodative Services
- *Kristin Jordan*, SSC Assistant Director
  - Academic Advising
- *Mark Millward*, TRIO Director
  - TRIO Program
- *Jeffrey Gerrish*, Coordinator
  - Military, Veteran, & Adult Learner Services
- *Leigh-Anne Redfern*, Retention Specialist
  - Progress Reports, Enrollment Census, Retention

**Instructional Faculty.** Please join me in welcoming the following new full-time academic instructional faculty:

- *Ananta Adhikari*- Assistant Professor, Physics
- *Jesse Bia*- Visiting Assistant Professor, Anthropology
- *Karen Caldwell*- Visiting Assistant Professor, Business Administration/Human Resource Management
- *Katherine Cleary*- Assistant Professor, Environmental Studies
- *Jean Desmarais* - Visiting Assistant Professor, Performance/Piano & Vocal Coaching
- *Antonio Dos Santos*- Visiting Lecturer, Philosophy
- *Ndifreke Ette*- Visiting Assistant Professor, Politics
- *Claudia Ford*- Associate Professor, Environmental Studies
- *Christa Haifley*- Associate Professor, Business Administration/Accounting
- *Jennifer Jeffrey*- Senior Assistant Librarian, Access Services
- *William Lake*- Assistant Professor, Music Education/Associate Director of Bands
- *Kathleen Mahoney*- Associate Professor, Art/Graphic Arts & New Media
- *Joshua Miller*- Assistant Professor, Opera
- *Sheila Neal*- Visiting Assistant Professor, Art/Graphic Arts & New Media
- *Feryal Qudourah*- Visiting Assistant Professor, Performance/Voice
- *Ivette Herryman Rodriguez*- Assistant Professor, Theory & Composition
- *Mya Scarlato*, Visiting Instructor, Music Education
- *Mei Shen*- Assistant Professor, Special Education
- *Joseph Sferra* - Visiting Assistant Professor, Music Theory
- *Sarah Solley*- Visiting Assistant Professor, Elementary Education
- *Will Sutton* - Visiting Assistant Professor, Performance/Tuba & Euphonium
- *Chelsea Tanner* - Visiting Assistant Professor, Performance/Flute
- *Sharlee Thomas*- Clinical Assistant Professor, Elementary Education

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## ***Campus Updates***

**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 Fall 2019 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 will be attending. 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, studying abroad, taking an on-line course, participating in a Consortium agreement, or attending at a remote site such as Watertown. This process also includes staff members taking a SUNY Potsdam course.

The deadline for registered students to complete the Check-In process will be **September 9<sup>th</sup>**. 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 offices below: Registrar's Office (315) 267-2154 [registrar@potsdam.edu](mailto:registrar@potsdam.edu), Graduate & Continuing Education Office (315) 267-2165 [gradcon@potsdam.edu](mailto:gradcon@potsdam.edu), or Student Success Center (315) 267-2580 [SSC@potsdam.edu](mailto:SSC@potsdam.edu).

**Important Note about Instructor Drops.** At the start of each semester and in accordance with College policy, faculty are asked to notify the Registrar of any student who does not attend the first meeting of a class, and does not notify you of the reason for this absence within 48 hours of the first class meeting. These are called *Instructor Drops*. (You cannot drop any student who has attended your class even one time.) **It is essential that faculty initiate Instructor Drops for all applicable students in accordance with this policy.** While students are required to complete an electronic check-in, we have learned from the NY State Attorney General and recent court rulings, that the electronic check-in does not necessarily make students obligated to pay tuition and fees. So timely Instructor Drops of all impacted students will allow Student Accounts to remove charges from the bill rather than forward a student to collections with the Attorney General.

**BearPAWS.** New faculty and staff who need additional reporting access beyond their current options in BearPAWS (such as departmental majors, student schedules, class rosters) should complete this [form](#) and return it to the Registrar's Office. Please specify what information you need. Feel free to mention that your access should mirror a colleague's access. This helps ensure that proper permission is granted.

**Class Schedules.** Just a friendly reminder that the first iteration of the Winter and Spring 2020 schedules are due on **Tuesday, September 3<sup>rd</sup>**. The CPI will be turned off at 8:00 a.m. and you will not be able to make edits until Monday, September 17<sup>th</sup> when the second iteration of the

## Looking for previous copies of the Provost's Corner?

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

schedule will be turned on. If you have any questions regarding the Winter schedule please contact *Kathy Sherwood* at X2590, or for questions regarding the Spring schedule please contact *Stephanie Claxton* at X2835.

**Suggested Guidelines for Course Syllabi.** One of the recommendations from the Student Care Advisory Group is for faculty to include in their syllabi information on resources that students can access both on and off campus. The following is an example of language that could be included in a course syllabus.

*[Sample Syllabi Template]*

**Student Support**

Every student in this class is a valued individual. If you are struggling with issues outside of the classroom, please know that there are professionals both on and off campus who can assist you. If you need immediate assistance, please contact our campus Counseling Center (with free counseling) at (315) 267-2330 or visit their [website](#). Links to other resources are provided below:

- **Stacey L. Basford-** Title IX Coordinator
  - Van Housen Extension 392
  - (315) 267-2516
  - [basforsl@potsgdam.edu](mailto:basforsl@potsgdam.edu)
  - <http://www.potsgdam.edu/offices/hr/titleix>
- **Bias Incident Reporting-**
  - <http://www.potsgdam.edu/about/diversity/biasincident>
- **Center for Diversity**
  - 223 Sisson Hall
  - (315) 267-2184
  - <http://www.potsgdam.edu/studentlife/diversity>
- **University Police**
  - Van Housen Extension
  - (315) 267-2222
- **Student Conduct and Community Standards**
  - 208 Barrington Student Union
  - <https://www.potsgdam.edu/current/student-conduct-community-standards>
- **Reachout (24-hour crisis hotline)**
  - (315) 265-2422
- **Renewal House (for victims of domestic violence)**
  - **SUNY Potsdam Campus Office: Van Housen Extension 390 (open Wednesdays, 9-5:00)**
  - (315) 379-9845 (24-hour crisis hotline)
  - [Renewalhouse\\_campus@Verizon.net](mailto:Renewalhouse_campus@Verizon.net)
- **Accommodative Services** – Accommodative Services provides academic accommodations for all qualified students who have documented learning, emotional and/or physical disabilities (as defined by Section 504 and the ADA) and have need for accommodations.
  - *Jessica Burnett*, Accommodative Services Coordinator
  - 315.267.3267 [burnettjj@potsgdam.edu](mailto:burnettjj@potsgdam.edu)

And please: if you see something, say something. If you see that someone that you care about is struggling, please encourage them to seek help. If they are unwilling to do so, [Care Enough to Call](#) has guidelines on whom to contact. Everyone has the responsibility of creating a college climate of compassion.

**Writers' Block.** The Writers' Block provides free peer tutoring in writing for SUNY Potsdam students. Trained tutors will assist writers with all elements of writing, starting with fulfilling assignments in a clear and well-supported way. Your personal encouragement sends many students to the Writers' Block. Please share [our webpage](#), which describes the center's approach, shows students how to book in advance, and provides helpful links.

For more information or guidance, please contact *Jennifer Mitchell* (English & Communication) any time at [wblock@potsdam.edu](mailto:wblock@potsdam.edu) with any questions about the staff, tutoring services, or classroom visits. She will happily identify appropriate tutors for your course, or you/your student can consult the list of tutors once it is updated for the Fall. Want to help your students improve their writing skills? Encourage revision! You might want to offer some students the opportunity to revise a graded paper with Writers' Block tutors. At the student's request, staff can email you to confirm their participation.

Concerned about a student's academic writing skills? Be sure to refer them to the Writers' Block. Your help is needed in connecting with these students. While the Writers' Block serves 550 students in 1,500 sessions per year, they don't reach all students who could most benefit. Therefore, a *Writers' Block Initiative* is being piloted through which faculty can refer students to a series of three mandatory sessions. The guidelines are provided below:

- Simply email Jennifer ([wblock@potsdam.edu](mailto:wblock@potsdam.edu)) the student's name and your general concerns about their writing skills. Ask Jennifer to invite the student to participate in the three-session Writers' Block Initiative.
  - Attach any relevant assignments.
- Inform Jennifer and the student whether these sessions are mandatory or optional. (It is suggested that you make the sessions mandatory, based on your assessment of the student's writing in a draft or previous assignment/exam. You might include in your syllabus this possibility of mandatory sessions.)
- If the student follows up, staff will conduct an evaluation of their writing and share relevant resources.
- Then, two tutoring sessions will be scheduled with a designated Writers' Block tutor to work on current assignments or general skills. When necessary, these three

sessions can happen quickly, within 7-10 days. (Tutors will not generate material or dictate wording, but will facilitate and support the student's work.)

- Even if the student doesn't follow up, staff will continue to remind them of the Writers' Block services.
- Staff will report back to you on the student's participation and general progress.

Alternatively, you can simply provide a student with the [basic referral form](#) and encourage them to drop in for a single visit. Finally, there are some basic [resources on assigning and evaluating writing](#) on the website which you might find helpful. For starters, you might look at "Sequencing Writing Assignments" and "Techniques to Encourage Revision." Please let Jennifer know if she might help you find other sorts of resources on writing instruction or direct you to a good handout to share with your students.

**Potsdam Sustainability.** Over the coming academic year, I am hoping to engage with the campus community in discussions around sustainability, particularly as it relates to Academic Affairs. As noted in our campus' Strategic Plan, "we will embrace our unique responsibility as an institution of higher education to provide leadership for the transition toward a more resilient, sustainable society, and will foster a culture of sustainability to prepare students to address the intertwining social, economic and ecological challenges of our increasingly complex and interdependent world." One way we can meet this ambitious goal is to examine ways in which we can reduce our generation of paper documents and transition to electronic processes.

For Academic Affairs, this can include rethinking forms and related workflow processes, exploring and sharing a variety of options for electronic reappointment dossiers, and identifying a feasible online platform for course student opinion surveys. With student success and academic excellence always a guiding factor, I look forward to robust discussion and innovative planning over the next academic year.

**Barrington Student Union Renovation Project.** SUNY Potsdam is undertaking a [large renovation project](#) to the Barrington Student Union, which began over the summer and will continue for the next year. As you return to campus, you will notice many changes to building entrances and exits, service offerings, and walking paths during construction. This \$8.6 million capital project will completely overhaul Barrington's heating, ventilation, and air conditioning systems, making the Union more energy-efficient and quieter when the project is complete. In addition, the entrances will be updated, and the lobby will be refurbished.

During construction, nearly all offices and event spaces currently located in Barrington will be closed or relocated, including the lobby and the entire second floor. This will create many

inconveniences as alternate spaces, paths, and entrances are used. Temporary alternate doorways have been created for the functions that will remain in use during the project. SUNY Potsdam will work to accommodate student events and activities in alternate campus venues while the project is underway. We appreciate your patience with these changes during construction. Please note the following:

- The [College Store](#) and the [Student Union Dining Court](#) will both remain open throughout the project. Temporary alternate entrances have been created for the bookstore and the dining court on the west and south side of the building.
- The [Student Mailroom](#) will also remain open, and can be accessed via Sisson Hall.
- The [Union Market](#) will remain open until September 8<sup>th</sup>. After that date, it will be closed and many items from the Market will be temporarily brought over to the College Store.
- The [WAIH Radio](#) suite will also remain in use, with limited hours.

The following offices have moved temporarily during construction:

- Dean of Students (Draime Extension, second floor)
- Campus Life (Draime Extension, second floor)
- Student Conduct (Draime Extension, second floor)
- Student Government Association (Draime Extension, third floor)
- Student Entertainment Services (Draime Extension, third floor)
- Pete's Place (Merritt Hall, first floor)
- Venture Outdoors (Merritt Hall, first floor)
- The Racquette (Carson Hall, third floor)

Meeting rooms and conference room spaces are being set up for campus use in Merritt Hall, to help replace those that will be unavailable during the Union renovations. The North Country Savings Bank ATM has been moved to the Loughheed Learning Commons, and is accessible during the building's [normal operating hours](#).

Regarding building accessibility, the goal is to have the lobby reopened for pass-through use by the Spring 2020 semester (although renovations will not yet be complete). The lobby will not be able to be used for tabling or events during the Fall 2019 semester. Tabling for student groups will be held in the connector space between Kellas and Merritt Halls. Protected First Amendment speech demonstrations can be held in Minerva Plaza.

Building hours of operation:

- The Student Union Dining Court [opening schedule](#) will remain the same.
- The [College Store](#) will hold its regular hours until September 8<sup>th</sup>.
- The [Union Market](#) will hold regular hours until Sept. 8, when it will close temporarily.

- After September 8<sup>th</sup>, the College Store will lengthen its hours to be open from 8:00 a.m. to 9:00 p.m. on weekdays, and from noon until 9:00 p.m. on weekends.
- The [Student Mailroom](#) hours will remain the same.

If you have questions about the project, contact Assistant Facilities Program Coordinator *Courtney Bloodough* in Physical Plant, at (315) 267-2107 or [bloodocl@potdam.edu](mailto:bloodocl@potdam.edu). If you would like to reserve an event or meeting space that typically would be hosted in the Barrington Student Union, contact Director of Student Life Facilities *Casey Nelson*, at (315) 267-4809 or [nelsonca@potdam.edu](mailto:nelsonca@potdam.edu). To stay up to date with the latest, visit <https://www.potdam.edu/studentlife/get-involved/barrington-student-union>.

**Thank you for your patience as we improve our campus!**

**Library Services Platform.** This summer, SUNY Libraries rolled out *Alma*, our new system-wide library services platform. Any links to book records from the old Bearcat system will redirect to the new search interface rather than to a record, and any links to the quicksearch interface should now go [here](#).

If you have questions, please send them to [library@potdam.edu](mailto:library@potdam.edu). In addition, faculty sessions are being planned as an introduction to the new discovery system. Please watch your email or this Newsletter for updates and information.

**Lougheed Learning Commons Updates.** The Lougheed Learning Commons, which houses several departments including Crumb Library, Lougheed Center for Applied Learning, and Center for Creative Instruction, is showcasing some changes for the upcoming school year. Several of the public services have been moved to the center of the first floor creating a single service point for users. The single service point offers Technology help, Library Circulation, Library reference services, and more. The Lobby, which has been re-organized to offer more group seating and study space, also houses a sculpture by artist John Van Alstine, which was donated by Donald and Kathryn Lougheed. In addition, a new craft-based makerspace will be opening after the start of the Fall 2019 semester. This makerspace will focus on knitting and other yarn arts.

With the ongoing renovation of the Barrington Student Union, the lobby of the Learning Commons will be hosting many more on-campus events which might otherwise be held in the Union lobby. If you are planning an event and would like to host it in the lobby of the Lougheed Learning Commons please contact: *James Hubbard*, Associate Director of the Lougheed Learning Commons, at [hubbarjl@potdam.edu](mailto:hubbarjl@potdam.edu) with your request. Please include a

description of the event, the dates and times, and how many (if any) tables you may need. If we can accommodate you, we will.

**CFES Brilliant Pathways GEAR UP Partnership Program.** As part of an innovative community collaboration, service learning classes have been established for the *College for Every Student (CFES) Brilliant Pathways GEAR UP Partnership Program* with the Malone Middle School. In the spring of 2020, Potsdam students from four service learning classes will work with the 8<sup>th</sup> Grade cohort (180 students) from Malone Middle School in a Mentoring Program. Faculty participating in this program include:

- *Julie Reagan* (Elementary Education)
- *Peter Brouwer* (Secondary Education)
- *Daniel Lempert* (Politics)
- *Sara Bier* (Geology)

More information on the CFES Brilliant Pathways essential skills model can be found at: <https://brilliantpathways.org/>. This program is being facilitated by *Toby White* (Experiential Education) and *David Bugg* (Sociology & Criminal Justice/Service Learning Coordinator).

**Counselors in Residence.** The *Counselor in Residence* program is a joint effort between Residence Life and Counseling. *Dan Knight* and *Nick Fronczak* are Master's level counselors with offices in the residence halls. Nick is in Bowman West 1154 and Dan is in Draime 121. Both men work from noon-8pm supporting residential students and residence life staff. Questions can be directed to *Julie Dold* ([doldjm@potsdam.edu](mailto:doldjm@potsdam.edu)) in Residence Life or *Gena Nelson* ([nelsongc@potsda.edu](mailto:nelsongc@potsda.edu)) in Counseling.

**Tobacco Free Campus.** Effective August 1, 2019, SUNY Potsdam became a 100 percent tobacco-free campus. Beginning immediately, no tobacco use will be allowed within buildings or on grounds owned or leased by the College. The expanded policy covers all tobacco products, including cigarettes, cigars, hookah-smoked products, electronic smoking devices/electronic cigarettes, bidis, kreteks, electronic aerosol delivery systems, smokeless tobacco, and snuff. SUNY Potsdam has taken this step to help promote and protect the wellness of its students, employees, and visitors. The U.S. Surgeon General has found that tobacco-free campus policies are effective in reducing the harmful effects of secondhand smoke, helping prevent tobacco initiation, and promoting cessation.

As SUNY Potsdam begins to implement the new policy, new signage is being posted across campus and all ash receptacles are being removed. Campus community members will be holding organized events to pick up loose litter and raise awareness about making the campus

healthier. The College is also working in partnership with the Seaway Valley Prevention Council to help campus community members access tobacco cessation resources. SVPC, which sponsors the Advancing Tobacco-Free Communities and Reality Check projects in St. Lawrence, Jefferson and Lewis counties, will be tabling on campus throughout the semester to speak with employees, students, and visitors about the dangers of tobacco use and their options for quitting.

SUNY Potsdam received a grant through the Tobacco-Free Generation Campus Initiative in 2017-18, which is sponsored by the American Cancer Society, the CVS Health Foundation, and the Truth Initiative. The initiative is designed to reduce the number of people who get sick and die from tobacco-related diseases by reducing tobacco use among college students. The Tobacco-Free Generation Campus Initiative helps colleges and universities become 100 percent tobacco-free. To learn more, visit <https://cvshealth.com/social-responsibility/be-the-first/tobacco-free-generation-campus-initiative>. For more information on the new policy, and to access cessation resources, visit <https://www.potsdam.edu/about/offices/hr/policies-and-procedures/tobacco-free-policy>.

## Coffee and Conversation

Planning for this fall's "*Coffee and Conversations*" is underway. I enjoy your insightful and productive feedback, and look forward to our conversations!

Our upcoming "Coffee" dates for this fall are scheduled for the following (all are held in the Raymond 8<sup>th</sup> floor Lounge):

- **Tuesday, September 3<sup>rd</sup>**, 9:00-10:00am
- **Friday, October 18<sup>th</sup>**, 8:30-9:30am
- **Friday, November 15<sup>th</sup>**, 8:30-9:30am
- **Monday, December 9<sup>th</sup>**, 9:00-10:00am



If you have ideas or suggestions regarding topics or other ways that we can increase communication and transparency, don't hesitate to let me know! Please email your suggestions to me at [bergerbs@potsdam.edu](mailto:bergerbs@potsdam.edu).

**Human Resource Updates.** Human Resources is pleased to share the following updated campus policies and procedures:

- [Sexual Harassment Response and Prevention Policy](#): SUNY Potsdam is committed to creating an atmosphere of mutual respect among members of our academic community. To report any violations or incidents of concern, you may contact the Title IX Coordinator, a supervisor, a faculty/staff member, University Police, and/or Human Resources. If you believe there is an immediate threat or someone is in immediate danger, please contact University Police at extension 2222.
- [Background Investigation Policy](#): To protect the welfare and safety of our campus community, Human Resources will administer a background investigation on campus volunteers.
- [Reasonable Accommodation Policy](#): Reasonable accommodation requests will now be administered through the Department of Human Resources.
- [Hiring Procedures for Unclassified Searches](#):
  - Unless special permission is granted by the President's Office, on-campus interviews are restricted to two candidates.
  - All itineraries must be approved by area A/VP prior to submitting to Human Resources and the candidate visit. Candidates are not to receive the itinerary until approvals have been granted.
  - Except for outlets in which there is no cost (e.g., professional organization websites), advertising will be restricted to no more than two sources, unless otherwise approved by HR and/or area A/VP. If cost is determined to be unreasonable, the advertisement will not be placed and HR will notify the area A/VP, so that alternative advertising outlets can be identified.

A Preferred/Chosen First Name Policy will soon be implemented for employees. More details will be shared as procedural details are finalized.

**Position Opportunity: Center for School Partnerships & Teacher Certification.** The Center for School Partnerships and Teacher Certification is seeking a Staff Assistant SL2 who will maintain respectful relationships with office employees across campus, P-12 partners, and other institutions; represent the School of Education and Professional Studies (SOEPS) in a manner that sustains and enhances support for our programs; lead the Professional Development Schools (PDS) Committee to create a vision for teacher preparation/partnerships at SUNY Potsdam and determine ways to develop new partnerships; assess existing partnerships; build the teacher pipeline; meet accreditation requirements; coordinate the development of field-based activities of all programs between the SOEPS and public schools; arrange placements for teacher education students in public schools for pre-student teaching requirements by working

with Teacher Education faculty and public school personnel; and, assist the Director of the Center as needed.

More information regarding applying for this exciting new opportunity can be found through SPOLR at <https://employment.potsdam.edu/postings/4146> or by contacting *Amy Guiney* ([guineyaj@potsdam.edu](mailto:guineyaj@potsdam.edu)).



## *Potsdam Pathways*

Welcome to the Newsletter's newest feature: *Potsdam Pathways*! This section will provide regular updates regarding our *Potsdam Pathways* program.

### **1. Call for nominations for *Potsdam Pathways* Curriculum Committee**

I am pleased to invite nominations for candidates for the *Potsdam Pathways Curriculum Committee* (PPCC) WAYS of Thinking and WAYS of Connecting liaisons. Nominations should be made with the permission of the nominee; self-nominations are encouraged.

*Potsdam Pathways* Curriculum Committee Member Responsibilities include:

- Review and approve all courses proposed for satisfying the various *Potsdam Pathways* requirements.
- Assess Student Learning Outcomes in courses satisfying the various *Potsdam Pathways* requirements.
- Select and periodically recertify *Potsdam Pathways* courses in accord with established criteria and in consultation with members of the faculty.
- Review course criteria and student learning outcomes for *Potsdam Pathways* requirements.
- Assist the *Pathways* Director in representing the *Pathways* at College events such as Admissions Open Houses and Orientation.
- Assist faculty in developing courses in their designator/course area.
- Periodically evaluate the *Pathways* director.

For more information on the PPCC (including membership), please review the [Pathways proposal](#) on the Provost's webpage. In this first round of elections, the terms for the Ways of Thinking and Ways of Connecting liaisons will be staggered for one year (CT, CC, CG),

two years (TA, TF, SW, CL), and three years (TH, TM, NW) in order to rotate future vacancies.

Nominations are due **Friday, September 13<sup>th</sup>** by 5:00pm. Elections will be held the week of September 16<sup>th</sup>. The first meeting (which all elected PPCC members are expected to attend) will be held on **Tuesday, October 1<sup>st</sup>** at 4:00pm. Nominations should be accompanied by a 200-word (maximum) statement of the nominee's qualifications to serve as liaison for the Potsdam Pathways designator for which they are nominated. These statements will be included on the election ballot.

All faculty will soon receive an email from the Faculty Senate Nominating Committee with information and a link to the nomination form. If you have any questions on the election process, please contact *Jason Howald* ([howaldja@potsdam.edu](mailto:howaldja@potsdam.edu)). If you would like clarifications on the PPCC or the responsibilities of the liaisons, please contact *Pathways Interim Director David Curry*. ([currydc@potsdam.edu](mailto:currydc@potsdam.edu)).

## 2. Please submit interest forms to teach WAYS courses for Fall 2019 / Spring 2020

Our campus spent three years developing the new *Potsdam Pathways*, and one of the most exciting and innovative parts of *Pathways* is the three first-year seminars. We want to have broad representation from faculty and departments; please consider teaching one or more of these new courses. The WAYS coordinators are eager to assist you; see below for the days/times for interest meetings. The deadline to submit statement of interest forms for Fall 2020 is **October 15, 2019**. If you would like to teach a WAYS 102 or 103 course in Spring 2020, email the coordinator as soon as possible.

For more information and to submit a statement of interest form for WAYS 101, 102, and/or 103, please visit the [Pathways for Faculty](#) webpage [this page is located on The Quad and you may need to set up a VPN to access it off-campus]. Email the *Pathways* director or any of the WAYS coordinators if you have any questions: *David Curry* (*Pathways* director, [currydc@potsdam.edu](mailto:currydc@potsdam.edu)); *Mike Rygel* (WAYS 101, [rygelmc@potsdam.edu](mailto:rygelmc@potsdam.edu)); *Sheila McIntyre* (WAYS 102, [mcintysm@potsdam.edu](mailto:mcintysm@potsdam.edu)); *Kelly Bonnar* (WAYS 103, [bonnarkk@potsdam.edu](mailto:bonnarkk@potsdam.edu)); *Christine Doran* (WAYS 301, [dorancm@potsdam.edu](mailto:dorancm@potsdam.edu)).

## 3. WAYS Interest Meetings

There are several upcoming meetings for faculty who are interested in teaching WAYS seminars, or who just want to learn more about them:

- WAYS 101 Critical Thinking Seminar: **Sept 10<sup>th</sup> @ 3:30-5:00pm**, Timmerman 123, coordinated by *Mike Rygel* [rygelmc@potsdam.edu](mailto:rygelmc@potsdam.edu)

- WAYS 102 College Writing Seminar: **Sept 4<sup>th</sup> @ 3:30-5:00pm**, Satterlee 221, coordinated by *Sheila McIntyre* [mcintysm@potsgdam.edu](mailto:mcintysm@potsgdam.edu).
- WAYS 103 Talking about Diversity, Equity, & Inclusion Seminar: **Sept 3<sup>rd</sup> @ 4:00-5:00pm**, Satterlee 116, coordinated by *Kelly Bonnar* [bonnarkk@potsgdam.edu](mailto:bonnarkk@potsgdam.edu)
- WAYS 301 Transdisciplinary Team-Taught Course: **Sept 17<sup>th</sup> @ 3:30-5:00pm**, Raymond 8<sup>th</sup> Floor Lounge, coordinated by *Christine Doran* [dorancm@potsgdam.edu](mailto:dorancm@potsgdam.edu).

If you have questions, or cannot attend and would like more information, please contact the WAYS coordinators, or *Pathways* Director *David Curry* ([currydc@potsgdam.edu](mailto:currydc@potsgdam.edu)).

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### *Across the State/System*

**Elsevier Town Meeting.** On **Friday, September 27<sup>th</sup>**, SUNY Potsdam will be hosting a Town Hall Meeting with *Mark McBride* from SUNY's Library and Information Services concerning the upcoming Elsevier contract with SUNY. The meeting will begin at 1:00 on the second floor of Thatcher Hall. All are welcome to participate.

**Distinguished Faculty Ranks (2019-2020).** The SUNY Office of the Provost invites nominations for the prestigious titles of Distinguished Faculty Rank, which are the highest ranks conferred by the system in recognition of outstanding professional achievements by SUNY's most accomplished faculty. Appointees are inducted into the [SUNY Distinguished Academy](#), leveraging their expertise in support of SUNY's mission and strategic priorities. **Please note that as part of SUNY's efforts to encourage greater recognition of SUNY faculty and grow the ranks of the Distinguished Academy, length of service requirements for DSP, DTP, and DL categories have been reduced to three years of on-campus experience.** (All ranks continue to require five years at full professor/librarian rank. Eligibility requirements for DP have not changed.)

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Nominations are open for the following four *Distinguished Faculty* categories for academic year 2019-2020 (under revised guidelines as described below):

- The *Distinguished Professorship (DP)* recognizes national or international prominence through research and scholarship, or artistic performance and achievement.
- The *Distinguished Service Professorship (DSP)* recognizes a notable reputation for service to the campus and the State University, and to the community, state or nation. [Number of DSP nominations capped by campus enrollment]

- The *Distinguished Teaching Professorship (DTP)* recognizes outstanding teaching mastery at the graduate, undergraduate, or professional levels. [Number of DTP nominations capped by campus enrollment]
- The *Distinguished Librarian (DL)* recognizes transformational contributions in creating a new information environment and fostering information literacy.

Self-nominations are not allowed for Distinguished Faculty ranks. Therefore, in order to complete the campus nomination process, you will need to work with the person you are nominating to acquire the required materials. The [SUNY Guidelines](#) will provide some insight into these materials; however, you will not be assembling the complete SUNY nomination portfolio prior to campus review.

To nominate, submit the following no later than the **third Monday in January** (01/20/20) to the President's designee:

1. Letter of Nomination (3-5 pages) addressing the criteria specific to the Distinguished Rank for which you are nominating this person. The letter must be on letterhead, signed by you, and submitted as a PDF via email.
2. Curriculum Vitae (please note the particular requirements in the [SUNY Guidelines](#), p. 11).
3. One Internal Letter of Recommendation (i.e., an individual currently employed at SUNY Potsdam; letter no more than 5 pages).
4. One External Letter of Recommendation (i.e., an individual not currently employed at SUNY Potsdam; letter no more than 5 pages).
  - a. For Distinguished Professor nominations, the current CV of the author of the nomination is also required.
  - b. For all other Distinguished ranks, a one- to five-page narrative outlining the professional experiences of the nominating author is also required (to provide reviewers context for the recommendation).

For more information on DFR, as well as the scope of each rank and criteria for consideration, visit the [DFR website](#). Please contact the President's designee, *Jill Pearson* (Associate Provost) at [pearonjr@potsdam.edu](mailto:pearonjr@potsdam.edu) or x2079 for additional information.

**Electronic & Information Technology (EIT) Accessibility Policy.** The SUNY Board of Trustees unanimously voted to adopt the *SUNY Electronic & Information Technology (EIT) Accessibility Policy* at its June 2019 meeting. The policy, which applies to all campuses and System Administration, endorses the recommendations and final report of the SUNY EIT Committee. The policy framework recognizes that SUNY's increased reliance on technology across operations, student support services, and instruction necessarily drives a need to ensure

that individuals with disabilities have equitable access to electronic information resources. Policy recommendations are designed to support compliance with state and federal law, including Section 504 and the Americans with Disabilities Act of 1990. Key policy requirements for campuses and System Administration include:

- Designation of an EIT Accessibility Officer as outlined in the EIT Committee report: The Chancellor will make this designation at System Administration and presidents will do the same for their campuses by no later than December 31, 2019; and
- Collaborative development of EIT Accessibility Plans: System Administration and each campus—via a consultative process that includes local faculty governance procedures—will develop plans, by no later than June 30, 2020. Each plan must include, at a minimum, the key program elements and standards described in the EIT Committee report.

SUNY Provost Laursen is also empaneling a short-term committee to support implementation. The committee will be empaneled over the summer of 2019 and its work will begin with a webinar series that will include sessions on the responsibilities of the EIT Officer and each one of the five standards to be covered by EIT Accessibility Plans: web, digital content, classroom, library, and procurement. The EIT Committee has worked diligently to develop additional implementation guidance that will be issued to coincide with each one of the standards-based webinars. The implementation committee will send out the schedule for webinars soon. If you have any questions in the interim, please contact [provost@suny.edu](mailto:provost@suny.edu).



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

**Welcome Week.** The campus community is invited to participate in *Welcome Weekend 2019*, which takes place from August 23<sup>rd</sup> to August 25<sup>th</sup>. Faculty and staff are specifically invited to join in the following two activities:

- ***First Year Funnel: Friday, August 23<sup>rd</sup>, 4:45pm.*** Meet outside Sisson Hall (Corner of Barrington Drive)  
The goal of this activity is to gather a large group of faculty, staff, and student leaders who will create a receiving line to officially welcome new students to campus as they walk to Hosmer Hall for their campus welcome program. There is no need to sign-up in advance, just come out and join us!
- ***Welcome Weekend Carnival Sunday: August 25<sup>th</sup>, 1:00-5:00pm,*** Maxcy Hall Field House  
The goal of this event is to bring the campus community together to kick off the academic year while welcoming both new and returning students to campus. Representatives from student clubs/organizations will staff a wide variety of

carnival activities throughout the day including inflatables, photo booth, make your own stuffed animal, tie die tee-shirts, and much more! Additionally, open swim, open skate, and open climbing wall hours will be available. All entertainment as well as refreshments will be provided free while supplies last. We would like to invite you and your families to join us for this fun-filled all campus event.

**Overcoming Barriers to Equity in Student Success.** The campus community is invited to a special presentation from EAB's research team on *Overcoming Barriers to Equity in Student Success* on **Friday, September 6<sup>th</sup>**, from **9-12:00** in the Raymond 8<sup>th</sup> floor Dining Room. Two questions guide this interactive presentation: What disparities from outside of higher education do institutions need to remedy when their students enroll; and, What do institutions do (or not do) to create or make gaps worse among their increasingly diverse student bodies? The presentation will include strategies for creating opportunities for early academic wins, scaling up student support through peer coaches and mentors, and reinforcing the connection between students' education and long-term goals. This presentation is appropriate for all faculty and staff interested in reducing the demographic disparities in students' academic performance, retention, and graduation.

**Fall 2019 Navigate Training Sessions.** Interested in learning more about how SSC Navigate can support advising and retention efforts in your department? The following sessions will be offered through the CCI this fall; more information will be sent soon.

9/12	1pm	Introduction to Navigate
9/30	2pm	Submitting Progress Reports
10/8	2pm	Using Progress Reports to Improve Student Outcomes*
10/17	10am	How to Use Advising Campaigns
10/21	3pm	How to Use Advising Campaigns
11/19	10am	Creating Reports and Interventions Using Navigate*

*\*These sessions are particularly useful for department chairs, but are open to anyone interested in attending.*

Please contact *Sean Partridge* (x2520) if you have any questions about these workshops.

**Gender and Equity in Music Education.** The Crane School of Music will mark the 100th anniversary of women's suffrage in the United States with a series of events celebrating women's contributions to music over the coming academic year. To begin the commemoration,

Crane will host a three-day event focused on *Gender and Equity in Music Education* next week, from **August 27<sup>th</sup> to the 29<sup>th</sup>**. The series will focus on a critical examination of ideology and the music curriculum, with a visiting master teacher and several guest alumni music educators. Julia Eklund Koza, a professor of music education at the University of Wisconsin at Madison, will present a keynote address, titled "The Charm of an Educated Woman: Thinking Intersectionally about Sexism and the Racial Contract," on **Tuesday, Aug. 27 at 7:30 p.m.**, in the Sara M. Snell Music Theater. The keynote is free, and everyone is invited to attend.

Six Crane School of Music alumni and practicing K-12 public school music teachers who represent different parts of New York State and different areas of expertise will also visit campus. Along with Koza, they will lead open forums and visit classes over the course of three days. These young professionals represent the very best of a new generation of leaders dedicated to challenging the deep-seated status quo of how music education "should be done." The practicing teachers will discuss how they challenge the hegemonies that work against equity, access, and inclusion in the K-12 music education curriculum. For the full schedule of events and descriptions of all sessions, visit <https://cranemusiceducation.wordpress.com>.

**Center for Creative Instruction.** With a focus on understanding our "Gen Z" student population, the Center for Creative Instruction (CCI) has programed a wide-range of professional development activities this fall. In addition to our regular tech training events (to be scheduled), these "Gen Z" workshops address a variety of topics pertaining to teaching and communicating with our current generation of students. Come join us at any CCI event (Lougheed Learning Commons 106) and enjoy a free coffee or drink from Minerva's Cafe. Go to [www.potsdam.edu/faculty/center-creative-instruction](http://www.potsdam.edu/faculty/center-creative-instruction) for event registration.



### *Event Calendar*

Fall	Faculty Writing Group. <b>Register by 09/15/19</b>
Fall	Fall 2019 Teaching Circles. <b>Register by 09/15/19</b>
Fall	Online seminar "Pedagogy & Technology of Online Learning" <b>Register by 09/23/19</b>
Sept. 20; 12-1 pm	Gen Z: Teaching Students How to Critically Evaluate Digital Information
Sept. 25; 12-1 pm	Submitting Human Subjects to the IRB
Oct. 1; 4:30-5:30 pm	Gen Z: Addressing Mental Health Needs of Generation Z
Oct. 22; 4:30-5:30 pm	Contemplative Pedagogy Workshop
Oct. 30; 12-1 pm	Submitting Human Subjects to the IRB
Nov. 5; Time TBD	Gen Z: Teaching First Generation College Students
Nov. 8; 1-2 pm	Gen Z: Working with ESOL Students

**Event Cancellation. PLEASE NOTE:** Due to unforeseen scheduling conflicts, guest speaker Terry Doyle will not be able to join us on **September 13<sup>th</sup> and 14<sup>th</sup>** for the workshops on Applied Learning and GenZ students. We apologize for any inconvenience and hope to be able to offer alternative events later in the academic year.

**De-Stress with Yoga.** Starting this semester, *Robin Collen* (A&S Associate Dean/Theatre & Dance) will be offering a free *Gentle/Intermediate Kripalu yoga class* for SUNY Potsdam faculty and staff. The class will meet 5:30-6:30 p.m. in Studio 127/B in the PAC on the following Tuesdays: **September 3 & 17; October 1, 8, & 29; November 5, 12, 19, & 26; December 3, 10, & 17.** Please bring a yoga mat and any props you like to use. Contact Robin with any questions: x2234. [collenrl@potsdam.edu](mailto:collenrl@potsdam.edu).

**SOEPS Disciplined Inquiry in Education Series.** The School of Education and Professional Studies (SOEPS) will continue its annual *Disciplined Inquiry in Education Series* this Fall, 2019 semester. The schedule, agenda, and fliers are available on the [Seminar website](#). The Series is coordinated by *Sergei Abramovich* (SOEPS).

**Diversity in STEM Event.** On **October 4<sup>th</sup> and 5<sup>th</sup>** SUNY Potsdam will be hosting *A Diversity in STEM Event* to explore the opportunities and challenges of the STEM fields with a focus on sharing diverse perspectives, discussing ideas for inclusive teaching, and increasing awareness of diversity issues in STEM. Activities include a reception and keynote speaker on the evening of **Friday, October 4<sup>th</sup>**, followed by a “Day of STEM” on **Saturday, October 5<sup>th</sup>** which features a STEM art display, drone and GIS demonstrations, animal room visits, student poster presentations, research talks, geology museum tours, information on the chemistry of food and sustainable agriculture, and a visit to the new Geoscience Garden.

The event is facilitated by *Page Quinton* (Geology) and has been funded through the SUNY ODEI Exploration for Diversity and Academic Excellence Initiative and by the SUNY Potsdam WISER Center.

**Fall 2019 Days of Reflection. SAVE THE DATE!** SUNY Potsdam’s *Fall 2019 Days of Reflection: Education for Racial Equity and Justice* will be held on **Monday, October 7** through **Thursday, October 10, 2019.** Most events will be scheduled at 3:00 pm, 5:00pm, and 7:00pm each day. Please consider incorporating these events into your fall plans or excusing students from class who wish to attend.

The Planning Committee is seeking proposals for both the **Fall 2019** and **Spring 2020** Days of Reflection. Please propose talks, panel discussions, film screenings, or workshops for the

program. Please email *Michael Popovic* (Politics) ([popovimj@potsgdam.edu](mailto:popovimj@potsgdam.edu)) for a proposal form and indicate if you prefer presenting in the fall or spring.

Here are a few things to consider if you make a proposal:

- This fall and spring, the committee is looking for fresh ideas and new programs on (intersectional) themes of racial justice and equity. As always, the committee will also include some of the successful events from the past. All proposals will be reviewed and must be approved by the Days of Reflection Committee.
- The presenter(s) should have some expertise on the topic or have done previous social and racial justice work. All new presenters are required to partake in a one-hour Pre-Session Presentation with a group of applied learning students. This allows students to learn in a more meaningful way about constructing social justice arguments and allows the presenters to fine-tune their presentation the week before the events.
- Sessions should be one to two hours. Each event should teach something new while also allowing time for discussion, interaction, or activity. The planning committee is particularly interested in presentations that include active student involvement and/or include student co-presenters.
- A connection to current events or current popular culture can help to attract students to your event.

Days of Reflection Committee members include *Rachel Bayliss* (Residence Life), *Libbie Freed* (History), *Matt LaVine* (Environmental Studies/Interdisciplinary Studies), *Jennifer Mitchell* (English & Communication), *Michael Popovic* (Politics), *Sheryl Scales* (C&I, Literacy, & Special Education), and *Sabena Thomas* (Public Health & Human Performance). For more information, the application form, or if you wish to join the Days of Reflection Committee, please email *Michael Popovic* ([popovimj@potsgdam.edu](mailto:popovimj@potsgdam.edu)).

**Office of Student Conduct and Community Standards.** The Office of Student Conduct and Community Standards is looking for individuals willing to serve the Potsdam community through service as a student conduct hearing officer. Hearing officers are staff and faculty members (and students) who hear cases of students who are alleged to have violated the campus code of conduct including violations of academic integrity. Through the process hearing officers help to reinforce the values of the campus community, including the Potsdam Pledge. If you are interested in serving please plan to attend one of these three training sessions:

- **Thursday, September 5** at 1:00 pm in Van Housen SB27
- **Wednesday, September 11** at 3:00 pm in Dunn 104
- **Wednesday, September 11** at 6:00 pm in Dunn 104

In addition, if you are willing to serve as a hearing board member for cases involving alleged cases of sexual misconduct (Title IX), please plan on attending a mandatory training on trauma-informed investigation from 4:00 pm to 6:00 pm on **Wednesday, September 11** in Dunn 104. If you have any questions, please reach out to the Office of Student Conduct at 315-267-2579 or [meldripl@potdam.edu](mailto:meldripl@potdam.edu).

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## *Coming Due*

**Nominations for Student Leadership Programs.** Campus Life is requesting nominations from faculty/staff for students who might be interested in the following two leadership programs:

- **Emerging Leaders:** Coordinated by Campus Life and Annual Giving, Emerging Leaders provides students, who have demonstrated strong leadership potential, with an opportunity to enhance their leadership skills and help promote student giving and volunteerism at SUNY Potsdam. The program provides students with an opportunity for involvement throughout their time at Potsdam and as such is an excellent way for students to meet new people; develop their leadership skills; and network with student leaders, faculty/staff, and alumni.
- **Women, Gender, and Leadership:** The Women, Gender, and Leadership program is designed to provide an opportunity for SUNY Potsdam students to explore, discuss, and reflect on a wide variety of topics and issues related to women, gender, and leadership at SUNY Potsdam and beyond. The program includes two components: a workshop series in the Fall and a mentoring program in the Spring which pairs students, who attended all the workshops, with a SUNY Potsdam alum currently working in their desired career field who will serve as a Mentor.

Should you wish to nominate a student for either program, please send names to *Ruth Policella* at [policera@potdam.edu](mailto:policera@potdam.edu) by **August 23<sup>rd</sup>**. An additional call for Emerging Leaders nominations will be sent the first week of classes.

**Summit Leadership Program.** We are excited to announce the *Fall 2019 Summit Leadership Program* offerings. Students can participate in Summit in two ways: the E3 Summit and the Specialty Badge Program.

E3 strives to increase student learning in co-curricular activities through high impact experiences and purposeful reflection. The program prepares students to identify and articulate

skills they have gained to enhance both personal and leadership development as well as career marketability. One aspect of the program is attendance at on-campus workshops related to 11 career-readiness competencies adapted from the National Association of Colleges & Employers (NACE) and the Council for the Advancement of Standards in Higher Education (CAS) for Student Leadership Programs. A listing of available Summit workshops can be found at <https://getinvolved.potsdam.edu/events>. Search the event calendar using “categories” and then select the Summit competency you are searching for. Additionally, brochures will be available at the Campus Life Office (Draime Hall Ext., 2<sup>nd</sup> floor).

We are seeking to include workshops/lectures/activities you are already planning to offer throughout the 2019-2020 academic year as part of the first level of E3 completion – Explore Leadership Development. Your program should provide broad exposure to one of these five competencies: Oral/Written Communication, Social Responsibility, Healthy Behavior, Purposeful and Fulfilling Life, and Teambuilding/Collaboration. To submit a proposal for inclusion in Explore, please complete the Summit Leadership Program Faculty/Staff Session Submission form which can be found at: <https://potsdam.campuslabs.com/engage/forms>. (Note: if you are having trouble with the forms, be sure you’ve clicked the “sign in” button.)

The Summit Leadership Program also includes eight-hour specialty badge opportunities that provide exposure to at least one Summit competency, allowing students to build skills in a specific area of interest that is meaningful to them. Each specialty badge includes a minimum of eight hours of learning plus a reflective activity where students will articulate and explore skills gained. We are thrilled to be offering the following specialty badges in Fall 2019:

- Career Management: Exploration and Development (Coordinated by *Karen Kus*, Career Services)
- From Passion to Action: Writing for Growth and Advocacy (Coordinated by *Jennifer Mitchell*, The Writers’ Block)
- Mental Health First Aid (Coordinated by *Gena Nelson*, Counseling Center)
- Belayer Certification (Coordinated by *Adam Wheeler*, Wilderness Education)
- Social Justice (Coordinated by *Katie Agar* and *Matt LaVine*, Division of Diversity, Equity and Inclusion)
- Women, Gender, and Leadership (Coordinated by *Ruth Policella*, Campus Life)

Faculty/staff wishing to develop a specialty badge program, can submit a proposal by completing a Summit Leadership Program Specialty Badge Application which can be found at: <https://getinvolved.potsdam.edu/forms>.

For more information, please contact *Ruth Policella* at [policera@potdam.edu](mailto:policera@potdam.edu) or go to: <https://getinvolved.potsdam.edu/organization/summit>.

**Domestic and International Travel Courses.** The Office of International Education has revised the travel course approval process to make it more streamlined yet still adhering to SUNY policies and procedures regarding health and safety, risk management, and financial procedures. [The proposal deadline for Spring and Summer 2020 travel courses is October 1.](#)

**Lougheed Applied Learning Grants.** Applications for the next round of *Lougheed Applied Learning Grants* will be accepted between **September 1-15, 2019** for activities starting on or after November 1, 2019. The Lougheed's generous endowment was established to enhance opportunities for students to engage in high impact activities that allow them to apply theoretical learning. In order to impact the greatest number of students and contribute to the transformation of the College's curriculum, *this fund is intended to support faculty and staff activities that improve our ability to facilitate student participation in high impact and Applied Learning activities*, including, but not limited to, curricular transformation, laboratory materials and equipment, transportation costs, professional development, course releases, travel delegations, new program development, etc., as well as to directly fund student engagement with Applied Learning. Additional information regarding applications can be found [online](#) or in [Moodle](#), where applications are submitted.

### *Did You Know...*

Enrollments at our JCC/Watertown site have increased **45%** between Fall 2018 and Fall 2019!! Kudos to the Watertown Team for their amazing work!



### *Kudos*

**Student Recruitment/Retention Awardees.** The *Student Recruitment and Retention Innovation Award* (SRRI) has been established to acknowledge individuals and units that are implementing highly successful and creative initiatives in support of student success. The goal is also to create a “community of practice,” through which faculty and staff from across campus can share and scale up successful practices that have been proven to have a positive impact on the recruitment and retention of a diverse population of SUNY Potsdam students. On behalf of

the Provost's Cabinet and Division of Academic Affairs, I am very pleased to announce the following awardees for 2019:

- **Student Administrative Services (SAS):** *"Creation of One Stop and Student Administrative Services Reorganization"*

*Summary:* On June 6, 2018, President's Council approved the recommendation to reorganize Financial Aid, Registrar, and Student Accounts into Student Administrative Services (SAS) and create the One Stop. This model provides significantly better customer service for students and families, giving them a single location for most administrative services and explore process improvements across the offices in order to enhance customer service for our students. The One Stop opened in January 2019 on the fourth floor of Raymond Hall. The holistic approach to integration of the customer service office combined with a balanced, long-term review of back office processes is yielding a more efficient and effective Student Administrative Services unit, and is already making a positive impact on customer service and student satisfaction. The following members of the SAS team are to be congratulated for their outstanding work:

- *Sarah Carr, Registrar's Office*
- *Stephanie Claxon, Registrar*
- *Susan Daggett, Registrar's Office*
- *Jan Felt, Registrar's Office*
- *Vicki Fredericks, Registrar's Office*
- *Laurie Martin, One Stop*
- *Jamie Niles, One Stop*
- *Monique Neaton, One Stop*
- *Heather teRiele, Student Accounts*
- *Beth Todd, Director of Student Accounts*
- *Joseph Wisniewski, Student Accounts*
- *Carolyn Corcoran, Financial Aid*
- *Kelly Crosbie, Financial Aid*
- *Edward Cross, Financial Aid*
- *Jennifer Gates, Financial Aid*
- *Susan Godreau, Director of Financial Aid*
- *Patricia Martin, Financial Aid*
- *Hannah Parker, Financial Aid*
- *Tommiann Russell, Financial Aid*

- **Julie Dold (Residence Life):** *“Residence Life Communication Plan”*  
*Summary:* During the Fall, 2018 semester, Julie developed a plan to address the persistent challenge of students who remain in residence halls without completing registration for classes; this has been particularly problematic between the Fall and Spring terms. Julie developed and implemented a highly successful communication plan, including a Qualtrics survey through which students could document reasons for non-registration which allowed for very targeted follow-up with students. Julie and her staff in Residence Life saw the benefits of their work in the final Spring 2019 numbers, which showed only 15 non-registered students in the residence halls at the start of the semester. Most remarkably, by the end of the first week of classes, that number was down to zero therefore substantially supporting students’ success through retention.

In addition, the following individuals/units are also to be recognized and congratulated for their contributions to student recruitment and retention:

- **Sarah Lister** (Community Health & Human Performance): *“SUNY Potsdam Food Pantry”*
- **Timothy Morse** (SSC), **Donald Straight** (Secondary Education), **Donald McNutt** (English & Communication), **Katie Agar** (DEI), **Julie Johnson** (Career Services), **Karen Kus** (Career Services), **Matt LaVine** (Interdisciplinary Studies): *“Excel Program”*
- **Toby White** (Experiential Education): *“Why Major in... Videos”*

**Honorary Professorship.** *Greg Gardner* (Business Administration) has been awarded an honorary professorship at the Kyiv National Economics University in Kyiv, Ukraine. Greg will be accepting the award this fall during a trip funded by the US Department of State through the Ukrainian Fulbright office. Congratulations Greg, on this prestigious international honor!

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