

# Provost's Corner

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

March 4, 2021

## *Greetings from Academic Affairs!*

With warmer weather finally on the horizon, I hope that you and your students are able to get outside and enjoy the changing seasons in the North Country. I also hope that things are going smoothly now that we've been able to transition to our planned face-to-face courses this spring, as I know that our students have deeply appreciated the opportunity to engage with their faculty (and each other!) in person.

Unlike many institutions across SUNY and the state, we have so far been able to keep our COVID cases down within our student and employee populations. This is a tremendous undertaking, and truly reflects the spirit of community support that is so special to SUNY Potsdam. As was recently communicated to our students, we have been able to lift some restrictions to allow students the opportunity to have a more normal collegiate experience. As of Monday this week, the following information has been shared with students. *It's important to note, however, that restrictions are reviewed weekly and may change, depending on case results.*

- **Dining Halls** will now be open for in-person seating (with the exception of Lehman Hall, which will be closed until further notice). Dining schedules can be found [online](#).
- **Residence Life** will begin to allow residential students to visit each other's rooms (with specific restrictions on numbers).
- **In-person on-campus events and activities** may begin to resume in accordance with the Event Facilities Guidelines, with limitations on numbers. Masks, social distancing, and tracking of attendance will continue to be required. An ongoing list of activities is provided on the Get Involved [website](#).
- **Athletic practices** may begin and, for some teams, SUNYAC has approved spring competition (for more information, the full announcement is [available here](#)).
- **The Louheed Learning Commons, Crane and Crumb Libraries, and Sheard Literacy Center** remain open; current hours are posted online.

We will continue to assess our progress each week, with the hope that additional restrictions can be lifted. It is also important to note that restrictions could be reinstated if positive cases rise. I want to thank you once again for all that you are doing to ensure the health and safety of our community, and enriching the academic experiences for our students!

## *New Faces/New Positions*

- **Sharmain van Blommestein**, Associate Professor of English, has assumed the leadership role as Chair of DIAC. She is also our campus Coordinator for [SUNY COIL](#) (Collaborative for Online International Learning).
- **Gordon Plague**, Professor of Biology, has assumed the position of Assistant Provost. During the spring semester, his primary focus will be on his responsibilities as the campus MSCHE Accreditation Liaison Officer, while also continuing his role as Co-Chair of the MSCHE Steering Committee.
- **Kailey Mahar** has returned to campus as a Senior Staff Associate, reporting to AVP Alan Hersker. Kailey's primary responsibilities include supporting the WAYS/Potsdam Pathways program, Second Chance Pell initiative, and Early College Programs.

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## *Campus Updates*

**Spring, 2021 COVID Planning Updates.** Thank you for all that you continue to do to support our students through this ongoing health pandemic. The close collaboration between Academic Affairs and Student Affairs has allowed our campus to successfully implement face-to-face academic opportunities. However, we need your continued assistance.

- **Contact Information-** When an individual tests positive for COVID-19, Student Health Services immediately initiates contact tracing to identify individuals who may be at risk. It is important to note that the name of the positive individual cannot be disclosed to instructors for privacy reasons. In order to facilitate the contract tracing process, **we ask that you please update your contact information with Human Resources as soon as possible.** We are finding that records are outdated or do not have complete information.

To ensure that your contact information is correct, follow these steps:

- Log in to the SUNY HR portal at <https://www.suny.edu/time>.
- Go to "SUNY HR Self-Service."
- Click on "Phone."
- If your information is incorrect, click "Select" next to the incorrect phone number, then click "Update."
- If your information is not in the system, click "Select" next to the correct blank field (cell phone, home phone or another phone), then click "Add."
- Fill out the form and submit.

- If you are having trouble, simply contact Human Resources at (315) 267-4816.
- **Rave Alert-** Please also check your emergency contact information in the College's emergency alert system, [Potsdam Rave Alert](https://rave.potsdam.edu). This system is used to notify campus quickly of weather emergencies, as well as important alerts related to the pandemic:
  - Go to <https://rave.potsdam.edu>.
  - Log in with your SUNY Potsdam email account and password.
  - Confirm your contact information.
  - You can add up to two additional email addresses, three cell phone numbers, and three landline phone numbers (**Tip:** Try using one of your additional phone numbers to add contact information for a close family member, so that they can be aware of campus alerts as well!).
- **Answering Your Phone-** We know that spam calls are on the rise, but if you unexpectedly receive a call from a campus number (315-267-xxxx) or a 518-area code number, please answer, as this could be a contact tracer trying to get in touch with you. Student Health Services will reach out to you first to gather information and then will share it with Public Health. The 518-area code number is most likely someone from Department of Public Health, as they will also reach out to individuals.
- **Information for Contact Tracing-** For faculty members who are teaching a face-to-face course (including labs) or a small group vocal or instrument instruction, review sessions, etc., it is critically important to have the following information readily available. Not having this information readily available delays the contract tracing process and could cause further spread of COVID-19.
  - Take attendance for every face-to-face interaction.
  - Create a seating chart to include the following information:
    - Room location (name of building and room number);
    - Location of individuals in room (it is helpful to keep individuals in a consistent place each time you meet); and
    - Distance between individuals.
  - Make a note of the activities that occurred.
  - Ensure date, start time, and end time are listed on the documentation.
  - Keep the above information readily available to ensure you can quickly email it to Student Health Services if contacted by a contact tracer.

**Counseling Center.** The Counseling Center would like to remind you that they continue to work remotely this semester. If you have concerns about a student during office hours,

Monday-Friday 8:30am-4:30pm, please call the office. If no one is available to answer immediately, please leave a message; Ellie will return your call as soon as possible. If your need is urgent and you do not get a call back within a couple of minutes, please contact University Police, who can reach the Counseling staff by cell phone. If you have a concern outside these hours, you can encourage the student to use one of the resources below for support or you can contact University Police, who will call or go to the student to check in directly. We appreciate your patience and are grateful for your work to support our students!

*Counseling Center* 315-267-2330

*University Police* 315-267-2222

*Reachout:* 315-265-2422

*Tribal Support:* 1-800-662-HELP (4357)

*The Trevor Project:* 866-488-7386

*Crisis Text Line:* Text GOT5U to 741741

*Suicide Prevention:* 1-800-SUICIDE (2433) or 1-800-273-TALK (8255)

**Reminder: Banner.** Banner, BearPaws, and BearDen will be down from **Friday, March 19<sup>th</sup> at 5:00 PM to Monday, March 22<sup>nd</sup> at 8:00 AM** for the conversion to Oracle 19C.

**Accommodative Services Test/Quiz Scheduling.** As a reminder, any instructor who has a student wishing to take a paper quiz/test in the Accommodative Service Office should encourage that student to complete the online request form at least two days before the scheduled quiz/test. The instructor will then receive an email regarding that student's scheduling information and a link to an online form requiring instructor approval. Please complete this electronic exam scheduling form as quickly as possible.

If your quizzes/tests are administered on Moodle, there is no reason for the student to schedule their exam with the Accommodative Services Office. Questions? Contact [aso@potsgdam.edu](mailto:aso@potsgdam.edu).

**Updates from the Registrar.** Faculty and staff are reminded that advising begins **March 15<sup>th</sup>**, and registration for Fall, 2021 begins **April 7<sup>th</sup>**.

The **2021-2022 SUNY Potsdam Academic Catalog** will be published **July 1, 2021**. Given the publication cycle, the Registrar's Office is requiring that all changes to the next catalog (curricular, policy, and other content) be approved through required campus processes and submitted to the Registrar's Office by **April 30<sup>th</sup>** for publication in next year's academic catalog. An email recently went out from the Registrar to those responsible for editing the catalog. If you have difficulty accessing the catalog, please email *Stephanie Claxton* at [claxtosc@potsgdam.edu](mailto:claxtosc@potsgdam.edu).

**Progress Reports.** Faculty have received an email notice inviting them to submit spring Progress Reports. The window to enter assessments in Navigate is open through **March 14<sup>th</sup>**.

The process seeks to identify students performing below the 2.0 level early in the term so that they can be connected to appropriate resources. Faculty can also provide kudos to students doing well in their courses. Given the many challenges our students are now facing, these notes of encouragement are particularly important as a way to show our support. In addition, please also remember that faculty can submit Progress Reports in Navigate **at any time** during the semester through the **Professor Home Page** in Navigate.

When submitting, please be aware that the system will time out and you may lose your work. For large classes, please make sure to click the “**Submit only marked students (but I’m not done)**” button frequently to avoid losing your work. Instructions on the [Progress Report process](#) can be accessed online. Please contact *Tim Morse* [morsets@potsgdam.edu](mailto:morsets@potsgdam.edu) or *Sean Partridge* [partrisc@potsgdam.edu](mailto:partrisc@potsgdam.edu) if you have any questions.

**Group Tutoring.** The group tutoring program would like to remind all faculty and staff that every undergraduate student is eligible for these services. Students can submit tutoring requests by logging into Navigate (<https://potsgdam.campus.eab.com>) and clicking on the **Get Assistance** button. Provided that there are at least three students to form a group and a tutor to lead it, assistance is provided for almost any course on campus. For those courses that cannot be covered, referrals are made to other tutoring programs and academic resources. Please contact *Tim Morse* at [morsets@potsgdam.edu](mailto:morsets@potsgdam.edu) with any questions or to provide tutor recommendations.

**Update to Navigate.** There will be an update to the calendar function in Navigate on March 4<sup>th</sup>, which will have a minor impact on your syncing with Outlook. There should not be any interruption to your calendar syncing at that time. However, you will be prompted to re-sync your calendar, at your convenience, on or after March 4<sup>th</sup>. Please do so, especially if you intend to use Navigate for an advising campaign. Please contact *Tim Morse* at [morsets@potsgdam.edu](mailto:morsets@potsgdam.edu) if you have any questions.

As an added reminder, the campus will be transitioning to a new student retention platform, *Starfish*, over the next several months. Updates and training opportunities will be announced soon. We intend to roll out Starfish to the entire campus for the Fall, 2021 semester.

**TRIO Support Services.** Each year, the TRIO-Student Support Services grant provides an array of services to support the academic success of students who are low-income, first generation,

and/or disabled. The program is currently looking to fill the last few slots on their 2020-21 roster. TRIO SSS services include:

- Academic counseling and support
- FASFA application assistance
- **FREE** one-on-one Tutoring
- Internship, career, and graduate school counseling

If you work with a student who would benefit from the TRIO connection, please send their names to [trio@potsgdam.edu](mailto:trio@potsgdam.edu) or have them fill out the [program application](#) online.

**TRIO Tutors.** TRIO SSS is looking to hire tutors in **Business Administration, Finance,** and **Biology** courses, but will accept recommendations for any and all courses. In order to tutor, students must have earned a final grade of **3.3 or higher** in the course for which they are being recommended. If you have tutor recommendations, please forward them to *Kelly Deshaies* at ([deshaikl@potsgdam.edu](mailto:deshaikl@potsgdam.edu)).

**Updates from Veteran Affairs.** With the ongoing COVID challenges, faculty may encounter students who need to miss classes due to a military obligation, recognized as an excused absence by the College. If you have questions about students' requests for time off, please read the information below and contact *Jeff Gerrish* ([gerrisja@potsgdam.edu](mailto:gerrisja@potsgdam.edu)) if you have any questions.

**ROTC Cadets--** ROTC is a class/elective option that is fully supported by the College. ROTC Cadets do NOT receive orders that supersede other class or academic requirements. Cadets may provide instructors with a "permission slip." Please read it, as it is **your permission to give or not**; there is no required release. The rare exception is if the cadet receives official orders to attend or participate in an activity. In this case, the cadet is provided official orders in advance and is directed to supply those official orders to the school, preferably through the Military and Veteran Services office in the SSC. The cadet is responsible for coordinating their academics and there is no requirement that other classes must yield to ROTC events. The Military Science Departments are required to provide guidance to their cadets in their syllabi as well as their handbooks regarding attendance policies.

**Reserves and National Guard--** Any time off requested by a reservist or member of the Guard will be the result of official orders from the reservist's branch of service. These students do fall into military preference protections. They are required to provide the Military and Veteran Services office with their orders and to coordinate outreach to their instructors. Should the student miss so much class time that they cannot academically recover, a special withdrawal

(M\*) can be entered as their grade. With Guard and Reserve mobilization and activation procedures being open-ended, it may be difficult for the student to estimate the time they will miss at the outset of their request.

**CCI – New Website.** With several new webpages last year and more coming this year, the CCI has been redesigned with a new look (<https://www.potsdam.edu/faculty/center-creative-instruction>). CCI staff plan to actively communicate with you using the new **Featured** section. In addition, CCI, SUNY, and CPD events will be regularly posted on the site to help you connect with professional development opportunities. As always, the CCI staff is happy to meet with faculty and staff for one-on-one consultations, if you don't find what you are looking for on the website.

**CCI – Events and Workshops.** Please visit the CCI [Events Calendar](#) page to register for these upcoming CCI, SUNY, and SUNY CPD events and workshops. In addition, you will also find links to the most recent CCI presentation recordings. If you would like to share a teaching approach or use of technology with your colleagues, please contact the CCI. We know you are doing great things and hope you will share your expertise!

- **Build engaging courses with Top Hat in any lecture style and setting** – 03/10; 3/25
- **SUNY Free Webinars** 03/11 – 05/06
- **Want to slow the aging process? Add digital and media literacy to your professional tool kit!** – 03/24
- **Building Virtual Case Studies: Applied Learning in an Online Environment** – 03/26
- **Digital Pedagogy in the Humanities Classroom** – 03/26
- **Microsoft Translator (Overview and Discussion)** – 04/13
- **Wow, you can do that in Teams?** – 04/27
- **Tips, Tools and Practices for Incorporating Diversity, Equity, and Inclusion into Business School Classes** – 04/30

**Course Surveys (a.k.a. Course Evaluations).** In collaboration with CTS, the CCI has made improvements on how we use **EvaluationKit (EK)**. Course surveys must now be requested through *BearPaws*. This new process helps avoid issues associated with using Moodle courses (that may have been altered or combined) to create EK surveys. For complete guidelines, please visit the [Course Surveys](#) webpage.

- EK *Course Surveys* have replaced *Scantron* and *Moodle Course Evaluations*.
- Requests for surveys are made through [BearPAWS](#).
- Requests are due *two weeks* before the last day of classes.



- Submit the [Mid-Semester Course Survey](#) form for courses that conclude before semester's end.
- Surveys will be activated and available to students a week before the last day of classes.
- Faculty will be able to add "custom" questions to the survey the week before it is activated (adding custom questions is optional).
- Students will be prompted to complete surveys when they log in to Moodle.
- Course Survey emails will be sent to students containing EK links.

For training tutorials, please visit the *EvaluationKit* section of [Tech Tools](#) and contact [cci@potdam.edu](mailto:cci@potdam.edu) if additional support is needed.

**CCI – Introducing "Flow" Approvals.** Using **Power Automate** and other O365 tools, paper processes (like forms and approvals) can now be converted into a completely digital, automated format. Many campus offices and departments are starting to use *Flows* and you may soon receive an *Approval* email requiring you to take action. Please watch [Introducing Flow Approvals using Power Automate](#) for info on how to process an Approval.

If your office or department needs to automate a process, please contact [cci@potdam.edu](mailto:cci@potdam.edu) for assistance. CCI staff will set up a project timeline if automating the process is determined to be feasible. Also, the CCI is starting Flow training for campus staff that are willing to learn Flow basics. Staff would be trained to modify existing CCI templates and to deploy them to automate processes in their department/area. Although Flow is not hard, it does require focus and attention to detail. If you are interested in supporting the campus by becoming a Flow Apprentice, please contact the CCI.



## *Updates from the Libraries*

**Spring 2021 Library Services.** Provided below is information about the College Libraries and library services for the Spring, 2021 semester. Please share the relevant information with your students to help them connect, and to receive support and research assistance for their classwork.

- **Library Hours**
  - LLC building hours (for Crumb Library):
    - Monday through Thursday: 8am – 11pm
    - Friday: 8am – 8pm



- Saturday: 10am – 2pm
- Sunday: Noon – 11pm

The second floor of the Loughheed Commons will remain closed. First floor computers and seating are available. Building Concierge staff will enforce social distancing, mask wearing, and safe behaviors.

- **Crane Library Hours**
  - Monday through Thursday: 10am – 8pm
  - Fridays: 10am – 4:30pm
  - Saturdays and Sundays: Closed

Information about the Libraries can be accessed through the website:

<https://library.potsdam.edu/home>.

**Check-Out Services.** The libraries continue to offer a pick-up service for physical materials to be checked out. Students and faculty can search online, request materials from shelves, and then pick up materials when they are available. This service includes Resource Sharing from other libraries. An email will be sent when materials are ready to be picked up. Details on the “LaMP” program are available online: <https://library.potsdam.edu/LaMP>.

**Chat With a Librarian.** Chat services are available to all faculty, staff, and students. Chat hours are Monday through Friday: 10am – 6pm (these hours are staffed by a Crumb Librarian). For those coming into the LLC building, a Chat Kiosk is available at the single service desk. In addition to reference support provided by Crumb and Crane librarians, 24/7 services are also available after hours. The link to Chat is found directly on the library homepage: <https://library.potsdam.edu/home>.

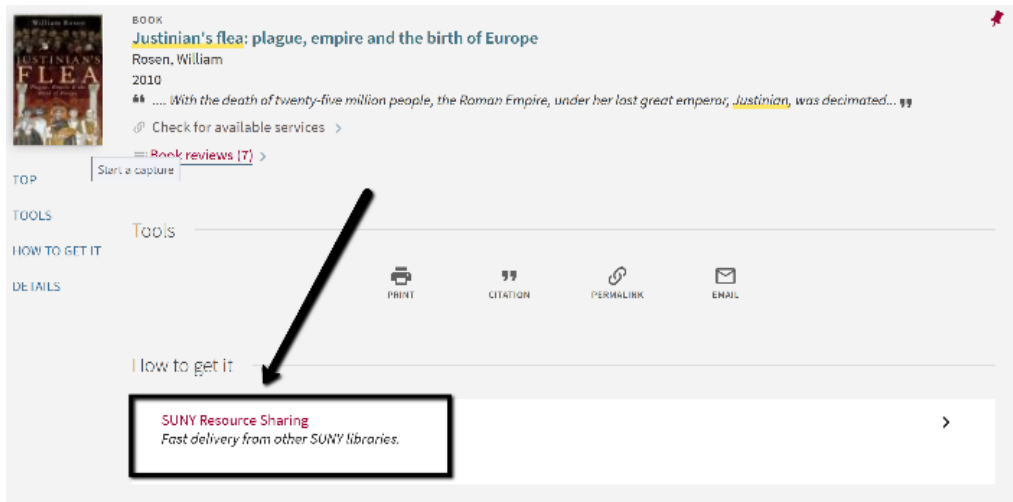
**Research Consultations.** Students and Faculty who would like to set up a one-on-one research consultation can sign up online at: <https://potsdam.libwizard.com/f/appointment>. Crane faculty and students who need music research assistance should contact *Ed Komara* at [komaraem@potsdam.edu](mailto:komaraem@potsdam.edu).

**Information Literacy Instruction.** If you are interested in reserving a session for a librarian to teach information literacy to your class, please contact *Melissa Netzband* at [netzband@potsdam.edu](mailto:netzband@potsdam.edu). Information literacy instruction will be provided remotely for the Spring, 2021 semester. Melissa will work with you to determine the best virtual platform and create a lesson plan for the session. Please note that information literacy sessions will NOT be scheduled on the five break days established for the Spring, 2021 semester.

**Communication.** The SUNY Potsdam College Libraries utilize various social media platforms, so please follow them on Facebook, Twitter, and/or Instagram.

**Library Archives.** The Libraries now have a Workplace group for faculty and staff interested in accessing the archives: <https://sunyedu.workplace.com/groups/701130967436670>. This site is used to update the community on service information, projects, and library news. Please join us!

**Interlibrary Loan/Resource Sharing.** Interlibrary Loan is available, although there are still libraries that have not yet turned their system back on and are not sending and receiving deliveries. Services for articles have continued uninterrupted. When requesting books and other physical materials, you may see *SUNY Resource Sharing* under the “How to Get It” section. Just click the hyperlink and submit. You will be notified by email when your book arrives at Crumb Library (see the image below).



## CTS Updates

**Faculty Lifecycle Update.** After several months of negotiation with SUNY Finance concerning questions about process and funding sources, the 2020 Faculty Lifecycle is now in progress. Equipment is being received and configured. Faculty will be contacted as the computers are prepared for a time to arrange to have their data transferred from their old computer.

**Zoom.** If you need a licensed Zoom account that is tied to our Campus Zoom Account, please send an email to the IT Service Desk with your request. Please remember to log into Zoom via the SSO option. Instructions on how to do so are found on the [CTS Zoom Page](#).

**Classroom Technology Updates.** CTS is rolling out improvements to 17 of our campus' technology-enhanced classrooms in the way of Dual Stream, Streaming Media Processors. Dual Stream Streaming Media Processors allow for the presentation of two media sources at the same time, e.g. classroom instructional surface via classroom camera, combined with digital presentation from a Laptop, Built-in Computer, or Document Camera. These units provide a Picture in Picture (PiP) type format that allows the instructor to swap the Primary and PiP views between the two stream sources. These additions to the campus will allow students to "view" live streamed classes asynchronously or "participate" synchronously in these sessions via Zoom, MS Teams, or other software CoDEC of the instructor's choosing. Links to all the Live Stream rooms can be found at <https://sites.potsdam.edu/live>. Additionally, every standard Technology Enhanced classroom has been equipped with a Web Cam or Web Cam convertible Document Camera.

CTS now supports a total of 98 Technology Enhanced classrooms on campus as well as over 25 miscellaneous AV presentation spaces. CTS recognizes the need for rapid response to issues in these spaces, and has an email address which will open AV related help tickets automatically. Users can email [av@potsdam.edu](mailto:av@potsdam.edu). These tickets go directly to the NIM-AV support team. Classroom computing issues should still be sent to the IT Service Desk via the webform at <https://sites.potsdam.edu/forms/forms/cts/cts-request-form/>, by emailing [itservicedesk@potsdam.edu](mailto:itservicedesk@potsdam.edu), or by calling the IT Service Desk at (315) 267-4444.

**MFA (Multi-Factor Authentication).** CTS has implemented Multi-Factor Authentication (MFA) for SUNY Potsdam MS365 accounts (Office365 accounts). MFA is a security enhancement that requires two forms of verification when using MS365 and adds critical protection for your sign-on credentials. MFA acts as another layer of security which helps to keep SUNY Potsdam's information and assets safe and secure. Having MFA enabled on your account helps protect it from being compromised by a phishing attack or other means.

Currently, MFA is opt-in unless your account has been compromised. If you would like to opt-in to have MFA enabled, please email the IT Service Desk with your request at [itservicedesk@potsdam.edu](mailto:itservicedesk@potsdam.edu).

**Phishing Attacks.** CTS has seen a significant increase in the scope and sophistication of phishing, spear phishing, and malware attacks that are targeting our faculty, staff, and students. These cyber-attacks have led to many accounts being compromised. Compromised accounts are a serious and pervasive threat to information security at SUNY Potsdam. If your account becomes compromised via a phishing attack, the campus account system will automatically scramble your password and enable MFA. To reset your password, you will need to email

[passwordreset@potsgdam.edu](mailto:passwordreset@potsgdam.edu) and instructions on how to reset your password will be provided. You can find more information about phishing on the [CTS website](#).

**Please remember that CTS will never ask for your password nor will they ever ask you to “validate” your account.** Two common phishing attacks that have been reported on this campus include:

- *Fake Validation Phish:* If you received an email with the Subject line like “URGENT VALIDATION,” do not reply to it. This type of phish email states that your account will be suspended unless you validate it by clicking on a link. If you click on the link, you are giving the phisher access to your MS365 account. This type of phish is referred to as “Spear Phishing.”
- *Work from Home / Part Time Job Phish:* If you received an email with the Subject line like “PERSONAL ASSISTANT WORK FROM HOME JOB” or “PART TIME,” do not reply to it. This type of phish tries to get personal email and phone numbers. If you do provide the contact information, the phisher will then either text you or email your personal email and try to get banking information from you. This type of phish is referred to as “Smishing - Mobile Phishing.”

**Upgrade to Windows 10.** Microsoft’s support for Windows 7 ended on January 14, 2020. In order to ensure the security of campus computers and our network, CTS is actively contacting users who have computers running Windows 7. We ask that you double check the computer you use regularly to see if it is still using Windows 7. If the “Start” button (the button in the bottom left-hand corner of your screen) looks like a blue ball with a multicolored flag on it, please contact the IT Service Desk to set up a time to upgrade your computer to Windows 10.

We know that no time is a great time to be without your computer, but we appreciate your cooperation and understanding as the campus strives to upgrade these computers as soon as possible.

**Helios (Personal Shares) Migrations to OneDrive.** CTS is currently working on migrating all personal shares from our legacy file server Helios to Microsoft OneDrive. **This project will *not* affect any department shares.** Department shares are stored on Helios3, which is a separate server.

You will receive notification when the migration begins as well as when the migration process has been completed. Once the migration has been completed, access will be removed from your personal share on Helios. If you find that something has not migrated to OneDrive correctly,

please let us know as soon as possible. We do not expect this to be an issue, however it is still best that you verify that all your files have been transferred correctly.

### CTS Reminders

- All purchases of hardware and software (including subscriptions and licenses) *must* be approved by CTS regardless of your source of funding. Please email the [IT Service Desk](#) prior to submitting any purchase requests for technology-related items.
- CTS is responsible for performing and/or arranging all repairs on campus-owned computers and peripherals. If you receive notice from a manufacturer (e.g., Apple or Dell) about a repair issue, forward that notification to the IT Service Desk. They will work with you and the vendor to diagnose and arrange a service for the device. Do not take campus-owned equipment to computer stores or repair shops! If you have questions about this, please contact the IT Service Desk.
- When an employee stops working for your department, arrange with the IT Service Desk to have their computer serviced before it is used by another person. The next user of that computer will not have access to any data stored on the computer by the previous user. CTS can work with you to preserve that data (if necessary), and will make sure that the computer is reimaged and up to date with the latest versions of all campus-supported apps, anti-virus software, and operating systems.

Questions about or problems with CTS provided services, including equipment supported by CTS, should be directed to the IT Service Desk, [itservicedesk@potsgdam.edu](mailto:itservicedesk@potsgdam.edu) or (315) 267-4444. If staff are unavailable to answer your call, leave a message. Voicemails are automatically converted into service tickets and triaged and responded to in priority order. You can also use the Online [Technology Request Form](#).



### *Potsdam Pathways*

**Potsdam Pathways Curriculum Committee (PPCC).** Elections for positions on the Potsdam Pathways Curriculum Committee (PPCC) are coming up soon. PPCC positions are for a three-year term to run from August, 2021 to May, 2024. An information session on PPCC will be held on **March 15<sup>th</sup> at noon**. Please email *Christine Doran* ([dorancm@potsgdam.edu](mailto:dorancm@potsgdam.edu)) for a Zoom link. This is a chance for interested people to learn more about PPCC before they self-nominate. Nominations will be accepted until March 30<sup>th</sup>. Elections will then be held mid-April.

**WAYS Coordinators.** The College is accepting applications for two leadership roles in the *Potsdam Pathways* general education program: **WAYS 103 Coordinator** and **WAYS 301 Coordinator**.

The **Coordinator for WAYS 103 *Talking about Diversity, Equity, and Inclusion Seminar*** and the **Coordinator for WAYS 301 *Connecting to the Ways of Thinking*** must be current SUNY Potsdam instructional faculty members and understand and support the *Potsdam Pathways* curriculum. Applicants for the coordinator positions should have experience teaching in the content and skill areas and ideally have experience teaching WAYS 103/WAYS 301. Applicants should have the support of their department chair. The WAYS 103 and WAYS 301 coordinators each receive one three-credit course reduction per academic year, pending budgetary approval. The WAYS 103/WAYS 301 coordinators' "home department" receives equivalent replacement compensation, if needed, so that teaching and advising responsibilities are adequately covered. The WAYS 103/WAYS 301 coordinators report to the Potsdam Pathways Director. The WAYS 103/WAYS 301 coordinators will serve a three academic year term starting in August 2021, and be eligible for reappointment for one additional three-year term.

WAYS 103/WAYS 301 coordinator responsibilities include:

- Recruit and train faculty to teach WAYS courses in consultation with *Pathways* Director and Assistant Director.
- Assist faculty with WAYS course development/approval.
- Coordinate workshops and professional development opportunities for faculty teaching WAYS courses.
- Serve on and actively participate in the work of *Pathways* Curriculum Committee.
- Lead assessment efforts for determining that the courses and the requirements are meeting WAYS objectives.
- Teach WAYS courses, when possible (although they need not be teaching WAYS courses during their term as coordinator).
- Actively engage in professional development opportunities to keep current with best practices in pedagogy and assessment in their content/skill specialization.
- Organize meetings of WAYS instructors throughout the semester to facilitate further faculty development and monitor student progress.

If you are interested in pursuing either of these leadership opportunities, please send a current CV and letter of interest outlining your qualifications to *Alan Hersker* at [herskeal@potdam.edu](mailto:herskeal@potdam.edu) no later than **March 21, 2021**. You may contact Alan or Pathways Director *Christine Doran* ([dorancm@potdam.edu](mailto:dorancm@potdam.edu)) with questions about either position.

## *Around SUNY and the State*

**Diversity, Equity, and Inclusion Action Plan.** Chancellor Jim Malatras recently announced SUNY's 25-point Action Plan to close racial equity gaps, and eliminate cultural and institutional racial discrimination across SUNY campuses. The Board of Trustees also [approved](#) one of the key recommendations from the new Action Plan—creating a new Diversity, Equity, and Inclusion Committee of the Board of Trustees to provide policy direction, which will be led by co-chairs Trustees Marcos A. Crespo and Camille Joseph Varlack. For the full SUNY Diversity, Equity, and Inclusion Phase One Action Plan, please click [here](#).

The 25-point action plan is designed to create a more inclusive, representative SUNY, and to achieve equity in student success outcomes. It includes action steps related to five broad areas: Closing student academic equity gaps; Creating a more inclusive culture at SUNY; Embedding racial equity into curriculum toward racial equity; and Increasing diversity of faculty and staff at SUNY.

As part of the plan's roll-out, Chancellor Malatras also announced that SUNY will conduct a survey starting September 1st that will provide a comprehensive review of discrimination and racial inequities on all campuses. When completed, reports will be shared widely with campuses, and will include outcomes and an assessment of the campus' progress to create a more inclusive climate based on a survey of all students, faculty, and staff. The data collected will provide insight into persistent issues; identify potential challenges for each campus; and guide future diversity, equity, and inclusion efforts.

**SUNY DEI Forums.** All SUNY staff and faculty are invited to participate in the *SUNY Virtual Diversity, Equity, and Inclusion Discussion Forum*. The goal of the program is give the SUNY community an opportunity to discuss diversity, equity, and inclusion issues in higher education in a supportive environment to help them create the inclusive mindset they need to learn the competencies necessary to serve a diverse population of students and others on their campus. The program will include a mix of asynchronous (not in real time) online discussions in Workplace as well as meetings in Zoom.

The first Zoom discussion was held on February 18<sup>th</sup>. Upcoming sessions are planned for March, April, and May (days/times TBD). Interested individuals can sign up for the sessions as well as for the Workplace group at <https://sunyedu.workplace.com/groups/discussDEI> using your SUNY campus ID and password.



If you have any questions, contact *Chris Price*, Academic Programs Manager, SUNY Center for Professional Development ([chris.price@suny.edu](mailto:chris.price@suny.edu)).

**Digital Pedagogy in the Humanities.** The SUNY Office of Library and Information Services, SUNY Center for Professional Development, and SUNY Press are organizing an online gathering **Friday, March 26, 2021 from 1:00 - 2:30 pm** to showcase digital pedagogy in the humanities at SUNY. This event will follow the same format as one held in September, 2020 (recording [here](#)) with as a series of short (5-10 minute) presentations by SUNY faculty highlighting course activities that utilize digital pedagogy. Registration is open at: <https://sunycpd.eventsair.com/QuickEventWebsitePortal/dphc20/dphc>.

If you have questions, contact *Chris Price* ([chris.price@suny.edu](mailto:chris.price@suny.edu)).

**SUNY Undergraduate Research Conference (SURC).** SUNY Old Westbury will serve as host for the **2021 SUNY Undergraduate Research Conference (SURC)** to be held on **Friday, April 16, 2021**. Due to COVID, this year's SURC will be a virtual conference. For more SURC resources and information on registration, please visit [www.SUNY.edu/SURC](http://www.SUNY.edu/SURC).

**St. Lawrence County Broadband Access Survey.** St. Lawrence County leaders want to know exactly where broadband (high-speed internet) access is lacking in the county so they can take steps to improve these critical services. St. Lawrence County has partnered with the Development Authority of the North Country to document exactly where the locations are in the county that are unserved or underserved by high-speed internet. Part of the project requires input from every resident and business in St. Lawrence County. Please fill out a quick and confidential survey about your internet access and affordability at [www.stlawrencecountybroadband.com](http://www.stlawrencecountybroadband.com). You can take the survey from any computer or mobile device. This data will be used to help improve broadband access in St. Lawrence County. Thank you for your assistance in being part of the solution!

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## *Coming Due*

**Racial Justice and Equity Award.** We are very pleased to announce the creation of the new *Racial Justice and Equity Award* - generously funded by the donation of Crane School of Music Professor, Dr. Peter McCoy. The recipient of this \$1,000 award will be a rising junior or senior who has demonstrated a commitment to advocacy and/or scholarship which advances Racial Justice and Equity within our community at an individual, institutional, or organizational level.

Nominators are asked to identify two Potsdam community members (staff, faculty, students) to serve as references to write letters explaining how the nominated student meets the award criteria. The RJE Award committee is planning for nominations and letters to be completed by **March 15<sup>th</sup>**. Nominators will need to complete the form at:

[https://sunypotsdam.co1.qualtrics.com/jfe/form/SV\\_0I1QDwiJe4ZL9Bk](https://sunypotsdam.co1.qualtrics.com/jfe/form/SV_0I1QDwiJe4ZL9Bk).

Your willingness to nominate a student is most deeply appreciated. During these challenging times, it is more important than ever to recognize and celebrate students who are committed to advancing diversity and inclusive excellence within SUNY Potsdam.

**Potsdam PRIDE: Call for Nominations.** Emerging Leaders is coordinating its annual campus-wide appreciation effort to recognize numerous aspects of Potsdam pride as defined in the categories below. The goal of this effort is to recognize how members of the Potsdam community support one another; advocate for positive change; and provide inspiration and creativity to help us be our best.

Please take the time to nominate a student, student organization/group/team, faculty/staff member or department/office in one of the categories below by completing the brief nomination form at: [https://sunypotsdam.co1.qualtrics.com/jfe/form/SV\\_3dTGsD7sx6L4Dpc](https://sunypotsdam.co1.qualtrics.com/jfe/form/SV_3dTGsD7sx6L4Dpc).

Nominations are due by **12noon on Monday, March 8<sup>th</sup>** – please help spread the word!

***Potsdam PRIDE Category Descriptions:***

- **P - Promoting Community:** This person or group of people demonstrate respect, kindness, and compassion toward others. They strive to create a positive environment by going above and beyond to support and assist others to the best of their ability.
- **R - Recognizing Creativity:** This person or group of people strive to improve the campus community by implementing creative and innovative ideas and initiatives.
- **I - Inspiring Inclusion:** This person or group of people strive to create a positive, welcoming environment for all. They make everyone feel included and part of the diverse SUNY Potsdam community.
- **D - Demonstrating Leadership:** This person or group of people demonstrate leadership in a wide variety of ways to enhance the SUNY Potsdam community.
- **E - Excellence in (Wild Card):** This person or group of people demonstrate excellence and passion in whatever they do. Nominators are encouraged to *fill in the blank* with the excellence they observe in others.

**REU in Mathematics.** SUNY Potsdam and Clarkson University will be offering a Research Experience for Undergraduates (REU) in Mathematics scheduled for May 30-July 23, 2021. If

deemed safe, the REU will convene in person, but will meet remotely otherwise. Student stipends (thanks to NSA) will be \$4400. There will be two groups, one in stochastic differential equations and another in embedded graphs. The application deadline is **March 29, 2021**.

For more information and application details, visit:

<https://www.potsdam.edu/academics/AAS/depts/math/summer-reu-program>.



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## Mark Your Calendars

**Sustainability Keynote.** Due to COVID restrictions, the annual Sustainability Day and Green Living Fair will not be held this year. However, the Associated Colleges and partners are pleased to offer a virtual keynote address by *Leah Penniman*, co-director of [Soul Fire Farm](#) and author of *Farming While Black*. The talk will be followed by a live Q&A with Leah Penniman, facilitated by *Claudia Ford* (Chief Diversity Officer), who is a member of the board of directors for Soul Fire Farm.

The presentation on “*Uprooting Racism, Seeding Sovereignty*” will be held on **Wednesday, March 31, 2021 at 7:00-9:00pm** via Zoom. This virtual keynote features a riveting address delivered by Leah Penniman, and closes with a performance by world-renowned poet, Naima Penniman. [Register Here for Zoom Link](#).

Please consider incorporating this special presentation into your classes and encouraging students to attend, where appropriate. If you have any questions, please contact *Heather Sullivan-Catlin* (Environmental Studies) at ([sullivha@potsdam.edu](mailto:sullivha@potsdam.edu)).

**SUNY Potsdam Learning and Research Fair 2021.** The annual *Learning and Research Fair* will be held (virtually) during the week of **Monday, May 3 through Friday, May 7, 2021**. On behalf of the Office for Student Research and Creativity, you and your students are encouraged to participate. Student presenters at the Fair are eligible to compete for awards administered by the Loughheed Center for Applied Learning.

**Accessibility Workshop.** A free two-day webinar will be held on **March 10th and 11th** hosted by Deque University and will include workshops in four different aspects of accessibility: Development, Design, Organizational Success with Accessibility, and Wildcard. Over 80

different webinars are offered through this two-day event. Information regarding registration will be available at: [Deque Axe-Con 2021 Registration and Schedule](#).

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## *Kudos*

**Walker Research Fellowship.** *Katherine Cleary* (Environmental Studies) was recently selected as a recipient of the *T. Urling and Mabel Walker Research Fellowship* for her proposal entitled "Bats in the North Country: Evaluating Population Status and Contributions to Agriculture." The Walker Fellowship was created to recognize faculty from across the North Country who are using their expertise to analyze and propose solutions to the region's social and economic challenges.

**Online Teaching Ambassador.** *Iggy Beerbower*, Associate Professor of Art, has been recognized by SUNY as an *Online Teaching Ambassador* in recognition of her enthusiastic and effective online teaching and for her positive contributions to the field of online teaching.

**Criminal Justice Program: National Recognition.** SUNY Potsdam's Criminal Justice Program has been ranked with top programs in the nation, in a new report released recently by University Headquarters. Placed at No. 28, SUNY Potsdam's program was recognized as being "incredibly supportive" of students and for its applied learning opportunities, according to the [report](#), "40 Best Criminal Justice Schools and Universities in the U.S." The Department of Sociology and Criminal Justice also partners to offer the Law Enforcement Training Institute—the only SUNY liberal arts college program authorized to teach pre-employment police basic training, where graduates meet the requirements to be immediately hired by a law enforcement agency. The institute is a joint venture between the department, SUNY Potsdam University Police, and the Loughheed Center for Applied Learning.

**Yamaha Institution of Excellence.** The Yamaha Corporation of America has named Potsdam's Crane School of Music as a 2021 honoree in its inaugural *Institution of Excellence program*, acknowledging the School's extraordinary commitment to innovation in the study of music. Only 10 outstanding schools nationwide earned this prestigious designation. This year's 10 schools were selected by Yamaha following a rigorous, nationwide nomination and review process. Honorees are chosen for their dedication to providing unique and challenging experiences to their music students through diversity of thought and curriculum, exposure to a wider variety of voices and opportunities, and an emphasis on preparing students for the modern world of music.