

# Provost's Corner

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

July 1, 2020

## *Special Edition 6: COVID-19 Updates*

On June 6<sup>th</sup> the campus submitted its draft *SUNY Potsdam Re-Start* executive summary to SUNY for review. This summary reflects the incredible work of the campus' six [workgroups](#), which are meeting over the summer to develop plans for restarting campus operations. While we await final confirmation of our plans, the campus is carefully reviewing the New York Department of Health's [Reopening New York Higher Education Guidelines](#) and their implications for our fall preparations. Realizing that the trajectory of the COVID-19 virus is still uncertain, and that any plans are subject to changes due to new information, guidance, and/or direction from the state, SUNY Potsdam's workgroups continue to prepare for the anticipated arrival of our students back to campus in August.

As noted in the campus' [Restart Plan](#) summary, although the preferred fall scenario for the campus would be to safely bring all students back for full face-to-face instruction, that scenario is unlikely. The Academic Affairs Workgroup is actively planning a mix of face-to-face (F2F), virtual, online, and hybrid experiences, with an emphasis on providing engaging and high-quality F2F classes, as appropriate. At this time, the campus is planning for classes to begin as scheduled on August 31, with students arriving on campus 7-10 days prior, based on the approval of our campus' plan by state and county health officials. Depending on county and state guidelines for the return of students and the need for testing, tracing, and isolation of residential students, the first two weeks of instruction may need to be fully virtual. In anticipation of a fall spike or "second wave" in COVID cases, the academic calendar will be compressed so that fall break is cancelled and students will return home at Thanksgiving, at which point all remaining instruction and finals will be virtual. All face-to-face courses will need to be recorded and available through Moodle for students who cannot return to campus because of health or other COVID-19 related concerns. Attendance will need to be taken during any face-to-face class meetings to allow for accurate contact tracing should a student (or faculty/staff member) test positive for COVID-19.

Because of expectations around requirements for social distancing and the impact on capacity within instructional spaces, the Academic Affairs Workgroup is currently coordinating with the deans, Facilities, and Registrar to determine how to identify classroom assignments for the fall. Priority for face-to-face courses in terms of scheduling classrooms and lab/studio space for

instruction include first-year general education WAYS courses, science labs, fine arts labs, and performing arts/music studios. Additional face-to-face interactions could be incorporated into hybrid or flipped modalities. In addition, a modification of the course template has been proposed to allow 20 minutes between classes (increased from the current schedule of a 10-minute break), in order to allow for more time for students to vacate classrooms and help reduce congestion in hallways.

Because we cannot yet predict exactly what will happen in the fall, it is highly recommended that all faculty plan for 15 weeks of virtual instruction. In order to support faculty for this transition, professional development is being offered over the summer, including a focus on quality online pedagogy, ADA and accommodations, and the use of electronic course materials. To support course planning and development over the summer, the Provost's Cabinet has developed an Online Coach model, through which faculty will have access to a peer mentor; more information is provided in this Newsletter. In addition, faculty are directed to our campus' [Teaching Remotely](#) site as well as student and faculty resources for remote learning provided through [SUNY Online](#).

Included in this Newsletter are resources and links related to our preparation for the fall semester. As always, please don't hesitate to contact me with your ideas, questions, resources, and feedback. I look forward to hearing from you!

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## *New Positions*

Please join me in congratulating the following Academic Affairs faculty and staff in their new roles:

- **Jill Pearson**—has accepted the role of Interim Dean of The Crane School of Music, effective July 1, 2020. Jill will also continue to serve as the campus' Accreditation Liaison Officer and is a Professor of Music in the Crane School.
- **Stephanie Claxton**- in addition to her role as Registrar and the Director of Student Administrative Services, Stephanie will be supervising the SSC and EOP while Jill Pearson serves as the Interim Dean of Crane.
- **Christine Doran**- has assumed the position of the Director of *Potsdam Pathways*; she will also be continuing in her role as the Coordinator of Women's & Gender Studies.
- **Jim Hubbard**- has transferred over to CTS, where he is leading the campus' Tier 1 technology support services.

- **Bonnie Lawrence**- has transitioned over to the Center for Creative Instruction (CCI), where she is supporting the Moodle template transitions and online initiatives.
- **Krista LaVack**- is serving as the Assistant Director of *Pathways*; she also continues as the Director of International Education and Programs.
- **Derek Maus**- has assumed the role of Interim Chair of the Department of Interdisciplinary Studies.
- **Gaylynn Welch**- will be assuming the role of Special Assistant to the Provost to support the campus' program assessment and new/revised program processes as part of the temporary restructuring while Jill Pearson serves as Interim Dean.

I also want to take this opportunity to thank **Dean Michael Sitton** for his extraordinary service and leadership to The Crane School of Music and SUNY Potsdam. Dean Sitton, who retired on July 1<sup>st</sup>, is a highly accomplished educational leader and advocate for Crane, its faculty staff and students, and our Potsdam community. His deep passion for the arts, keen insight, collaborative spirit, and support for each student's educational access and success will be most sincerely missed. On June 26<sup>th</sup>, Dean Sitton was presented with the prestigious **2020 Roger B. Linden Distinguished Service Award**, the College's highest honor. Congratulations, Dean Sitton on this much-deserved recognition!

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## ***Preparing for Fall, 2020***

**Planning Assumptions.** While I know that you are very anxious to solidify your plans for the fall, the immediate challenge is that we do not yet know what trajectory the COVID-19 virus will take and how that will impact final plans related to students' return to campus and resulting modalities for course instruction. However, regardless of the specific scenario that will ultimately be adopted, our campus is committed to providing robust face-to-face (F2F) experiences with our students, whenever possible and following all health and safety recommendations, while balancing these opportunities with online, hybrid, and/or virtual methodologies. For academic planning purposes, we are assuming the following:

- *Social distancing will be critical to any face-to-face interactions on campus in the fall.* While we are currently planning that students will be on campus in the fall, there will be limits on the number of individuals that will be able to gather at any time, including for instructional purposes. **Masks or face coverings will be required for all faculty, staff, and students.** We are currently looking at all spaces on campus to determine how many students could safely be accommodated within existing classrooms or other venues.

Some face-to-face instruction will be possible, but perhaps with smaller cohorts of students rotated to different days of the week, or with some students physically present while others join class remotely. Small group instruction, including tutoring or recitations, could also be possible in this scenario.

- *Expect that your classroom assignment and course start/end times will change.* Because of the state's social distancing guidelines, we will need to be making slight modifications to the course schedule template for the fall to allow for a minimum of 20 minutes between classes (instead of the current 10-minute break). In addition, because of strict guidelines regarding six-foot social distancing and restrictions on total occupancy in classrooms, the reassignment of classrooms is possible to ensure that our *Potsdam Pathways* WAYS courses, and courses specifically for first-year students, are prioritized in addition to specialized spaces such as labs and studios. The deans are working with their chairs to determine faculty members' anticipated needs for classroom space in order to work with the Registrar on the reassignment of classroom space as needed.
- *Be sure to take attendance when meeting F2F for instruction and, when possible, have students sit in the same spots.* Tracking students' attendance is going to be a critical part of the College's required health and safety measures, as it will be the only reliable way to determine with whom students have had direct contact if individual students test positive for COVID-19. While attendance is not required for instructional purposes, faculty will be required to keep attendance records for all F2F classes for the specific purpose of contact tracing.
- *Plan now for robust and creative virtual, online, and hybrid instruction.* While it is our campus' priority to bring students back to campus in the fall and to engage them in creative F2F and hybrid instruction, it is recommended that faculty begin to prepare materials now for a **full 15 weeks of instruction using our campus' LMS, Moodle.** Simply offering Zoom sessions with students is not enough. SUNY Potsdam's faculty are extraordinary, and have rightly earned the reputation for academic excellence and authentic student/faculty engagement, regardless if a course is face-to-face, online, or a mixed hybrid. Information is included in this Newsletter on a variety of resources to support your online and virtual course development, offered both through our CCI and through SUNY and its partners.
- *All classes need to use our Learning Management System (LMS), Moodle.* Based on their spring experiences with remote learning, our students have noted that having multiple platforms was a barrier to their academic progress at SUNY Potsdam. Therefore, it is important from a student success and retention perspective that the campus uses one consistent platform for our instruction. In addition, because we need to be prepared if a decision is made by SUNY and/or the governor's office that all fall instruction is to be virtual, and to ensure that all SUNY Potsdam students have access to their classes, **all**

**courses will have a Moodle shell.** We are currently in the process of setting course shells up in Moodle and loading each shell with a course template. If you need assistance loading your content into your course shell, we have developed a peer mentoring program through the use of Online Coaches; more information is provided later in this Newsletter.

- *As with any effective instructional planning, start with your Student Learning Outcomes.* Effective instruction, regardless of modality, begins with the end in mind. What are the most critical skills, experiences, and knowledge that your students must demonstrate for your course? Meeting those objectives can be achieved through many modalities—whether remote, online, or with some face-to-face experiences. However, it is also important to consider that the way in which these objectives are taught and assessed will likely vary depending on the modality.
- *Instruction must accommodate for students' special learning needs and be ADA-compliant, regardless of modality.* Basic expectations for compliance would include the ability to use closed-captioning for lectures and videos, and to make Word, PPT, and PDF documents accessible. Information is provided in this Newsletter related to free webinars specific to online accommodative practices.
- *It is inevitable that some students will not be able to be physically present on campus because of health considerations.* Therefore, **all required F2F course experiences will need to be recorded or students provided with asynchronous online options** to ensure that all students can participate fully in their courses. Both in-person and online class sessions should be posted on your Moodle course site and be accompanied by closed captioning.
- *It is possible that students will not have access to physical textbooks, particularly at the start of the semester.* Therefore, be sure to anticipate this as you begin your classes this fall. If you have not already ordered your course texts, this is also an excellent time to consider using e-texts, Open Access materials, and/or Open Educational Resources in lieu of traditional textbooks. This not only ensures that all students have access to course materials on the first day of class, but also reflects the realities of our students' financial challenges (which have accelerated due to the COVID-19 pandemic). The College's librarians have been offering webinars to assist faculty in identifying appropriate resources; you can also reach out to your departmental Library liaison.

I want to again thank everyone for your extraordinary efforts during these very fluid and uncertain times to bring our students back safely in the fall, while planning for a variety of high-quality instructional experiences. Your commitment to student access and success is the hallmark of our campus' earned reputation for academic excellence. Thank You!

**A Change to Moodle Course Sites for Fall 2020.** The COVID-19 pandemic has forced us all to reconsider how we deliver, receive, and support high-quality educational experiences. We continue to reflect on our practices and adjust, as needed, to ensure our students receive the best we have to offer. In an effort to ensure a greater degree of continuity and quality should our campus be required to return to all-virtual instruction, a Moodle course shell has been created for every academic course scheduled for fall delivery. Faculty are highly encouraged to integrate into their course shell a full semester's worth of course materials and activities organized in a user-friendly manner. Though these are not OSCQR-Certified online courses, they will look very much like online courses, striving to meet ADA, copyright, and accreditation standards. One might think of these as a "Flipped" classroom – all the course materials and activities a student needs will live in the Moodle course site, while allowing for engaging F2F experiences, whenever possible and/or feasible.

As has been recently announced as part of our campus' proposed restart plan, our fall semester will turn "virtual" at Thanksgiving Recess. Students will not return to campus for the remainder of the semester, but they will be required to complete the semester online. This is yet another important reason for careful planning and populating your course sites fully, especially for the remaining weeks of the semester, where all interactions, instruction, and feedback will take place primarily through Moodle. To facilitate this endeavor:

- We've batch-created Moodle course sites for every fall course listed in Banner.
- Every course site will share a common template for organization and layout to benefit students' navigation and locating important course materials and activities.
- We've recruited a creative group of "Online Coaches" – faculty who will serve as first-line (tier-1) support for your department, providing guidance and assistance. More information on the Coaches follows in this Newsletter.
- Our campus is in the process of increasing and refining our online support resources.

The CCI will be releasing the fall course sites as quickly as possible over the next several days as they prepare courses with the common template and key resources. Should you have any questions, please contact the CCI ([cci@potsdam.edu](mailto:cci@potsdam.edu)).

**Online Academic Coaches.** *Online Academic Coaches* have been identified to provide technical support for our faculty as you build out online content for the fall semester. Coaches, who are each assigned to a department, will be "on call" to answer faculty members' questions on getting accessible content into Moodle, in order to assist faculty in preparing a full semester's online content.

Provided below are the faculty members who have volunteered to be Online Coaches, listed with the department that they will be supporting (please note that this is a tentative list; some assignments may change):

- *Marta Albert*: Advanced Studies in Education
- *Kelly Bonnar*: Chemistry
- *Ray Bowdish*: Biology
- *David Bugg*: Sociology & Criminal Justice
- *Karen Caldwell*: Theater & Dance
- *Lauren Diamond-Brown*: English & Communication
- *Libbie Freed*: History
- *Jim Fryer*: Modern Languages
- *Greg Gardner*: Business Administration
- *Savita Hanspal*: Art, Philosophy
- *Tanya Hewitt*: WAYS
- *Jason Howald*: Mathematics
- *Faris Kahn*: Anthropology, Politics
- *Ashley Keenan*: Public Health & Human Performance
- *Brian Ladd*: Computer Science, Physics
- *Tracy Lipke-Perry*: Crane
- *Derek Maus*: English & Communication, Interdisciplinary Studies
- *Peter McCoy*: Crane
- *Adam Pearson*: Geology
- *Jessica Rogers*: Environmental Studies
- *Doug Rubio*: Crane
- *Sarah Solley*: Elementary Education
- *Joanne Stiles*: Secondary Education
- *Arlene Stillwell*: Psychology

A huge “thank you” to all the Academic Online Coaches for volunteering their services and support!

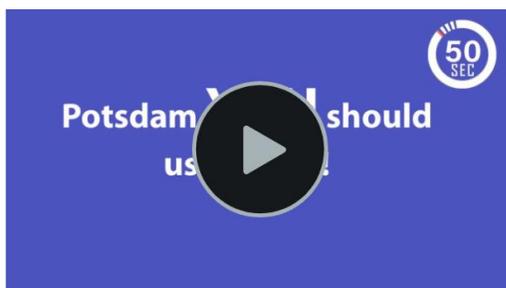
**New Introduction to Online Pedagogy Course.** A new *Introduction to Online Pedagogy Course* has been developed by our Online Faculty Fellows (*Karen Caldwell, Geoffrey Clark, and Andre Mount*) which focuses on key approaches, activities, and tools that support effective online teaching and learning. The course covers basic aspects of design and assessment as well as how to teach effectively in a 100% online environment using lectures, discussion, videos, and class activities. The course contains four units that are taught over four days. In addition to a

synchronous introductory session, participants explore videos and readings, and engage together in online discussion forum activities.

Information regarding the next course session will be forthcoming; please be sure to watch your email for a future announcement with registration details.

**CCI – Summer Training and Support.** If you still have questions regarding Moodle, Teams, O365, Relay, or Zoom, after working with your assigned Online Coach, the CCI staff are available to answer your questions as you begin your preparations for the fall semester. Staff can be reached via email at [cci@potsteam.edu](mailto:cci@potsteam.edu) and will be able to answer your questions, direct you to resources, and even meet with you online in Teams (or Zoom). Visit the [CCI](#) website for upcoming events, training, and resources. This site is undergoing significant redesign in order to incorporate (and improve) new resources like [Tech Tools](#). The [Events Calendar](#) will be updated throughout the summer as more training opportunities are added. Please contact [cci@potsteam.edu](mailto:cci@potsteam.edu) to request training sessions and/or receive direct support from staff.

**CCI – Join the Teams.** Did you know you can learn to use *Teams* in less than five minutes? Did you know you can call a phone/cell from Teams? The CCI encourages all campus users to join the *Potsdam Teams* community. Using Teams *Chat*, you can INSTANTLY contact others by text-message, audio-call, or video call (watch 50 second video below) and visit Teams on the [Tech Tools](#) page. Team resources can also be easily linked within your Moodle course shell.



**Open Access/OER Resources.** Given the uncertainties of the fall semester, and in recognition of students' fiscal challenges, faculty are strongly encouraged to consider the use of Open Access and Open Educational Resources (OER) for classroom instruction. Our campus librarians have provided the following resources to assist you in finding appropriate content in your discipline:

- **Use Open Educational Resources.** These are textbooks in electronic format that are freely available for use: <http://library.potsdam.edu/oer>.
- **Use electronic resources that are already in our collections.** The College Libraries have many databases that may have content for your reading lists and assignments. Please

consult the A to Z list of databases that are currently available:

<https://library.potsdam.edu/az.php>.

- **Use E-books and streaming films from our available collections.** The College Libraries have E-books from a variety of publishers, and there may be titles that address the content you wish to deliver to your students. Of particular interest are the *Ebook Central's Academic Complete collection* and *Films on Demand*. Visit: <https://library.potsdam.edu/az.php?t=17445>.
- **Use Open Access materials.** There are many scholarly articles that are available as Open Access: <http://library.potsdam.edu/c.php?g=757573&p=5431967%20%20and%20doaj.org>.
- **Use authoritative websites.** There may be appropriate videos, information from research institutes, free museum content, and other sources that could be used in your syllabus and for your assignments.

**Library: Resources for Online Teaching.** Library faculty have developed a resource guide that includes discipline-specific resources for faculty as they prepare their online/virtual teaching. Included are suggestions for resources by discipline as well as links to departmental library liaisons. This guide can be accessed at: [General Resources for Online Teaching - Teaching Online - General Resources for Faculty - College Libraries at SUNY Potsdam](#).

In addition, the Library faculty have created a guide covering access in general to resources for teaching online, which is organized by format rather than by discipline. These resources are accessed through the following: <http://library.potsdam.edu/teachingonline-general>.

**Flipped Classrooms.** Curious about “flipped classrooms”? Check out the following short video as an introduction: [https://www.youtube.com/watch?v=1Fgtsc\\_m1FE&feature=youtu.be](https://www.youtube.com/watch?v=1Fgtsc_m1FE&feature=youtu.be). A free eBook is also available at: <https://edtechbooks.org/hyflex>.

**Remote: The Connected Faculty Summit.** ASU is hosting a free virtual professional development event entitled *Remote: The Connected Faculty Summit* focused on providing insights for online and blended instruction. As noted on their [Summit website](#), “the event will help higher education faculty and administrators design and deliver engaging experiences for learners.”

This free Summit will be held on **July 13-14**, and will feature two broad categories of presentation: Disciplines and Topics. Each presentation will be led by faculty members and practitioners from institutions across the country. The Summit will also include sessions specific to policy issues facing higher education institutions aimed for university leadership. For more information and to register, access the following link: <https://www.theremotesummit.org/remote-register?source=ASU>.

**Pearson Resources for Online Teaching.** Pearson has provided a site specific to [online teaching strategies and support](#), which includes links to an online course toolkit, strategies for teaching with social media, and access to various blogs. Also of interest is their [working and learning resource site](#), which includes links specific to higher education resources and COVID-19 research.

**Responding to Microaggressions/Anti-Racist Teaching: Recommended Resources.** Recent events highlighting our nation's continued struggle with bias and social injustices have led to an increased awareness of the critical role that universities play in directly addressing these issues through our policies, advocacy, and most directly through our instruction. As you identify resources that would be helpful to your colleagues in addressing bias, microaggressions, and social injustice please be sure to pass them along to me, and I will be sure to include them in a future edition of the Newsletter. Some recent examples of resources follow.

A recent blog posted in Academic Impressions outlines how faculty can respond to microaggressions that arise in online instruction during a pandemic. This blog can be accessed [here](#). The author suggests the following strategies to mitigate the impact of microaggressions:

- First, consider the risks you are asking students to take by participating in course activities such as discussions, especially at this particular time.
- Recognize that some students will feel more at ease than others in interacting online, and consider how you will try to create some balance with students' course contributions.
- It's never too late to co-construct group or community agreements to hold each other accountable to certain ways of engaging.

In a recent article in [HuffPost](#), a Harvard student who is black shares her advice to white professors during this time of social crisis, including the impact of simply listening to and acknowledging students' concerns and lived experiences.

[Wheaton College](#) has created a site with resources to support faculty in becoming anti-racist educators, including a link to a handbook on *Antiracist Pedagogy*.

Resmaa Menakem, whose work includes the book "My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies," has recently released a podcast focused on *Notice the Rage/Notice the Silence*. This podcast can be accessed through the following link: <https://onbeing.org/programs/resmaa-menakem-notice-the-rage-notice-the-silence/>.

**Student Activism Resource Center.** EAB (the parent company for our Navigate retention platform) has established a new [Student Activism Resource Center](#). This site includes resources related to navigating student activism on campus, engaging with student activists, free speech policies, and third-party influencers. As a reminder, all SUNY Potsdam employees have access to EAB's resources. If you haven't set up an account yet with EAB, simply go to <https://eab.com>, click on "Login" on the top right-hand corner, and set up your account (using your Potsdam email address).

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## *Campus Updates*

**Black Faculty Caucus.** In accordance with our Faculty Senate Bylaws, Article V Section 2, Senate Chair *Blair Madore* has established an ad-hoc committee of the Faculty to be called the *Black Faculty Caucus*. This committee will immediately begin its work and will continue until the end of the academic year 2020-2021. Those interested in joining the Black Faculty Caucus can request appointment by the Faculty Senate Chair ([madorebf@potsgdam.edu](mailto:madorebf@potsgdam.edu)). The initial membership of this committee consists of *Jeremy Van Blommestein* (Sociology & Criminal Justice), *Claudia Ford* (Environmental Studies), *Nasser Malit* (Anthropology) and *John Youngblood* (English & Communication).

The Black Faculty Caucus is formed to provide a space and opportunity for solidarity among black faculty members at SUNY Potsdam, with the two primary purposes being student and faculty mentorship and retention. Black faculty, tenured and untenured, full time and adjunct, desire to be more visible on the campus and to be heard particularly on issues impacting black faculty, staff and students, as well as campus life and academic standards. It is the goal of the Black Faculty Caucus to increase awareness by the campus community of the caucus' willingness to offer mentorship and community connections.

I applaud the Faculty Senate for supporting the establishment of the Black Faculty Caucus, and the faculty members who have stepped forward to lead this effort. Your leadership, advocacy, and commitment to our shared goals of diversity, equity, and inclusion are most deeply appreciated. Thank you!

**Farmers to Families Food Program Partnership.** SUNY Potsdam is pleased to announce a partnership with the U.S. Department of Agriculture (USDA) Coronavirus Food Assistance Program (CFAP). This program provides free boxes of dairy, produce, and pre-cooked meals to

anyone, regardless of their income. The College is partnering with the USDA to be able to provide the meal boxes for any member of our SUNY Potsdam family including students, faculty, staff, and auxiliary staff regardless of their current employment status. Each household will be able to pick up a total of 30 lbs. of assorted food items. This opportunity is on a first-come, first-serve basis and will continue until the program is discontinued.

If you have any questions, please reach out to *Sarah Lister* (PHHP) by email at [listersl@potsdam.edu](mailto:listersl@potsdam.edu).

Did you know that up to 20% of college students nationwide are food insecure? Make a tax-deductible donation to the Campus Food Pantry today at [secure.potsdam.edu/giving](https://secure.potsdam.edu/giving). For more information on the Campus Food Pantry, visit the [Pantry website](#).

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## *Around SUNY and the State*

**Black Lives Matter: Statement of Support.** The New York Association of Chief Academic Officers, comprised of the campus academic leaders (provosts) of the 64 campuses of the State University of New York, recently announced its official statement of support of the Black Lives Matter movement and the broad coalition of demonstrators to oppose structural racism and oppression. The statement reads in part:

The Chief Academic Officers believe that strongly supported public higher education provides access that can help to repair the effects of historic oppression of people of color. Higher education provides the opportunity to study the human condition, including many aspects of oppression and liberation through the lens of many disciplines. For many, a SUNY education provides socio-economic mobility, interrupting the inter-generational transmission of poverty and the effects of chronic and pervasive racism. The Chief Academic Officers are also committed to providing a structural and cultural campus experience of equity and inclusion for our faculty, staff, and students of color.

The New York State Association of Chief Academic Officers affirms our commitment to diversity, inclusion, and the dignity of all individuals. We as CAOs are committed to helping all students reach their full potential. We stand committed to providing access to economic opportunity and academic study on safe, welcoming and inclusive campuses.

The full statement can be found at: <https://www.potsdam.edu/sites/default/files/inline-files/StatementofSolidarity.pdf>.

**SUNY Support Webpages.** SUNY is providing campuses with a variety of resource webpages and links related to responding to the COVID-19 crisis; the *Teaching at a Distance* website can be found at: <https://online.suny.edu/covid19/faculty-staff/>. Included on this site are the following sections:

- [Instructional Resources for Remote Learning](#)
- [Online Tools & Technology Solutions](#)
- [Webinars & Trainings](#)
- [Workplace Groups for Remote Learning](#)
- [Campus Resources](#)

**SUNY/Lumen Professional Development Partnership.** SUNY has recently partnered with Lumen and has [introduced Lumen Circles](#), a new faculty professional development program that aligns with SUNY's objectives for improving faculty capability with remote teaching and the transition to digital learning materials. Lumen is expanding beyond open content and digital courseware with a new solution designed to help higher education faculty improve teaching effectiveness and student success.

To jumpstart this new solution, Lumen [acquired the professional development platform and methodology of Faculty Guild](#), a coaching service created in 2017 by entrepreneur David Yaskin and a talented team of postsecondary educators. Lumen will bring these elements into a unique virtual "fellowship" experience for faculty to build skills, share feedback about effective teaching practices, and collaborate through facilitated, peer-based learning circles.

Building on the positive response last year's Faculty Guild pilot, SUNY OER Services, in coordination with SUNY's Center for Professional Development, are making Lumen Circles fellowships available to selected faculty who are either using OER or considering using OER during AY 2020-2021. If you'd like to be considered for a fellowship, you can [learn more and sign up on this web page](#).

Each virtual learning circle connects faculty interested in exploring similar directions, such as online learning; diversity, equity & inclusion; OER and open pedagogy; or active learning strategies. For SUNY faculty already using or considering [Waymaker, OHM](#), or [OLI](#), Lumen will also offer virtual learning circles focused on accelerating the path to effective teaching and learning using these digital courseware tools. Lumen Circles' broad-reaching areas of focus

mean this professional development program can work well for faculty members of all types, regardless of discipline, modality, stage of career, or what learning materials they use.

If you are interested in learning more, you are encouraged to join a SUNY-hosted webinar about this opportunity:

- What: Introducing Lumen Circles: Supporting Faculty and Effective Teaching
- When: **Tuesday, July 7, 2020, 12 noon - 1:00 pm**
- Register: <https://sunycpd.eventsair.com/lumenweb/webreg/Site/Register>

Please contact *Chris Price* ([chris.price@suny.edu](mailto:chris.price@suny.edu)) at SUNY's Center for Professional Development with any questions.

**Communities of Practice.** During the current pandemic, faculty and staff from across the Associated Colleges of St. Lawrence Valley have been extraordinarily innovative in transitioning instruction and services to a virtual/online format. In order to continue to support this tremendous work and to build a forum for sharing best practices (and brainstorming solutions to common challenges), informal "*Communities of Practice*" have been formed. It is our hope that such communities of practice will assist faculty and staff from across the four Colleges to come together around disciplinary and service areas, through which individuals with common issues can collaboratively share resources and support the ongoing academic efforts across our four campuses.

The following eight informal Communities have been formed. If you are interested in joining, please reach out to the convener (please also cc *Ada Law* at [lawam@potdam.edu](mailto:lawam@potdam.edu)). If you have any questions, don't hesitate to contact me directly ([bergerbs@potdam.edu](mailto:bergerbs@potdam.edu)).

- **Fine & Performing Arts**
  - *Caroline Downing* ([downincj@potdam.edu](mailto:downincj@potdam.edu))
- **Computing/Mathematics/Engineering/Tech**
  - *Maegan Bos* ([maegan@stlawu.edu](mailto:maegan@stlawu.edu))
- **Health/Health Sciences**
  - *Marela Fiacco* ([fiacom@canton.edu](mailto:fiacom@canton.edu))
- **Instructional Support/Libraries**
  - *Mary Cabral* ([mcabral@clarkson.edu](mailto:mcabral@clarkson.edu))
- **Lab Sciences**
  - *Martin Walker* ([walkerma@potdam.edu](mailto:walkerma@potdam.edu))
- **Professional Programs**
  - *Sarah Solley* ([solleysa@potdam.edu](mailto:solleysa@potdam.edu))

- **Humanities/Social Sciences**
  - *Christine Leshko* ([leshkoc@canton.edu](mailto:leshkoc@canton.edu))
- **Student Support Services**
  - *Kate Mikel* ([kmikel@clarkson.edu](mailto:kmikel@clarkson.edu))

**SUNY Communities of Practice.** In addition to the Communities of Practice organized by the Associated Colleges, SUNY has also developed discipline-specific communities for all faculty members across the system interested in sharing best practices and resources related to remote teaching. Specific information can be found at <https://online.suny.edu/covid19/faculty-staff/faculty-staff-resources/workplace-groups/>. Communities include:

- Biology -- <https://sunyedu.workplace.com/groups/646467709272934/>
- Chemistry -- <https://sunyedu.workplace.com/groups/3055792127813924/>
- Geology -- <https://sunyedu.workplace.com/groups/235999190995596/>
- Physics -- <https://sunyedu.workplace.com/groups/274663743689265/>
- STEM -- <https://sunyedu.workplace.com/groups/141621453937006/>
- Visual & Performing Arts -- <https://sunyedu.workplace.com/groups/577691076168814/>
- Education -- <https://sunyedu.workplace.com/groups/321691191717322/>
- Health -- [https://sunyedu.workplace.com/groups/679503042872541/?\\_tn=%2Cd](https://sunyedu.workplace.com/groups/679503042872541/?_tn=%2Cd)

**High Impact Practices (HIP): Free Virtual Conference.** Beginning with the 2020-2021 academic year, [HIPs in the States](#) will merge with the IUPUI Assessment Institute. Given the travel and budgetary restrictions many colleges and universities are facing because of COVID-19, the Assessment Institute will be offered as a virtual event this year between **October 25-28, 2020**. This Assessment Institute is offering complimentary registration to attend the conference virtually. More details are provided below.

At this year's Assessment Institute, [the HIPs in the States](#) track will offer approximately 30 sessions and presentations featuring institutional strategies to ensure fidelity in the creation and implementation of HIPs, efforts to promote equitable access to HIPs experiences, the scaling of HIPs in the curricular and co-curricular space, the use of scaffolded purposeful curricular pathways through HIPs, and the impact of HIPs on student success and learning during the college years. To register for this free workshop, visit the [Assessment Institute website](#).

**New York Voter Engagement Summit.** The *New York Voter Engagement Summit* will take place on **July 31, 2020**. This is a free and virtual event hosted in collaboration with Stony Brook University, SUNY Oswego, Binghamton University, Cornell University, University of Rochester, the Andrew Goodman Foundation, the ALL IN Campus Democracy Challenge, and Campus Compact of NY and PA. To register, visit: <https://www.stonybrook.edu/nyvotersummit/>.

**Study Abroad: Update.** All SUNY study abroad programs were suspended on March 9, 2020 due to public health concerns and impending travel disruptions related to the COVID-19 pandemic. At this time, the [Centers for Disease Control](#) Travel Warning remains at Level 3 and [US Department of State](#) Global Health Advisory at Level 4, the highest possible levels. Due to the uncertain future trajectory of the pandemic and equally uncertain availability of international travel routes, all SUNY study abroad programs will remain suspended throughout the Fall, 2020 semester.

SUNY's Office of Global Affairs will continue to consult with the Office of the Provost, General Counsel, the CIE, and others and will issue a statement on benchmarks and steps for reopening in the near future.

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### *In Case You Missed It*

**Library Chats.** While the physical spaces of the College Libraries are currently closed, the Librarians are available this summer to help faculty as they prepare for fall instruction. Librarians are available through their *Chat* service to help students, faculty, and staff from **10:00am to 4:00pm Monday through Friday**. Librarians from the *AskUs24/7* collective will answer chat questions received outside of these hours.

The College Libraries web page is being updated this summer to make it faster and easier to click in to Chat services. The library website has useful information on our COVID-19 page to help everyone through the summer, so please be sure to bookmark the Libraries homepage: <http://library.potsdam.edu/home>.

**Library Research Consultations.** For students and faculty who may need in-depth consultation time with a librarian on a research paper, locating electronic resources, or additional research assistance, librarians will be available this summer. A sign-up form is being created and will be displayed on the library website: <http://library.potsdam.edu/home>.

**Library Liaisons.** Librarians are available to support your specific discipline and subject as you work to create your Fall, 2020 courses. Below is a list of the librarians for each disciplinary area:

- Carol Franck ([franckcr@potsdam.edu](mailto:franckcr@potsdam.edu))
  - Biology, Chemistry, Geology, Physics, Mathematics
- Marianne Hebert ([hebertm@potsdam.edu](mailto:hebertm@potsdam.edu))
  - Art, Philosophy, Psychology, Theatre & Dance

- *Holly Chambers* ([chambehe@potsgdam.edu](mailto:chambehe@potsgdam.edu))
  - Anthropology, Sociology/Criminal Justice, Public Health, Teacher Education
- *Melissa Netzband* ([netzbame@potsgdam.edu](mailto:netzbame@potsgdam.edu))
  - History, Politics, Modern Languages
- *Ed Komara* ([komaram@potsgdam.edu](mailto:komaram@potsgdam.edu))
  - Crane
- *Jennifer Jeffery* ([jefferja@potsgdam.edu](mailto:jefferja@potsgdam.edu))
  - Computer Science, Business Administration, Environmental Studies, English & Communication

**Electronic & Information Technology.** All SUNY campuses are currently working in developing policies in compliance with the system’s accessibility mandate related to Electronic and Information Technology (EIT). Part of the planning and structuring of a campus-wide EIT program includes the training of responsible parties across the campus in methodologies to ensure that all electronic information generated by and coming through the campus complies with accessibility standards. SUNY Potsdam’s co-facilitators are *Lauren Jackson-Beck* (Director of College Libraries & Archives) and *Jessica Burnett* (Director of Accommodative Services).

SUNY provides free access to an accessibility training program—[Deque University](#)—until February 2021. Everyone on campus can take these courses, but they first must register with Lauren Jackson-Beck ([jacksola@potsgdam.edu](mailto:jacksola@potsgdam.edu)). For instructional faculty, it is highly recommended that you complete the following:

- Accessibility Fundamentals: Disabilities, Guidelines, and Laws (90 minutes)
- Basic Web and Document Accessibility for Content Contributors (90 minutes)
- Document Accessibility Courses (as needed)

To register for access to these free courses, following these steps:

1. Contact *Lauren Jackson-Beck* ([jacksola@potsgdam.edu](mailto:jacksola@potsgdam.edu)) to request access
2. Once you receive your email from Deque, you can proceed to the website and begin course instructions (<https://dequeuniversity.com/>).
3. Click on Login at the Deque University home page.

**SUNY Accessibility Resources.** Regardless of instructional modality, it is critical that all course materials are accessible to all learners. This can be particularly challenging in an online or hybrid course environment. SUNY has provided a series of recorded webinars on the topic of accessibility in an online or virtual environment. You can access the recordings by visiting [the SUNY Accessibility Playlist](#). Some of the webinars that are available are listed below.

The first set of webinars focuses on *Introduction to Accessibility*

- [Applying Principles of Universal Design to Support Diverse Learners](#)
- [Introduction to Accessible Online Learning](#)
- [Top 10 Accessibility Issues in Online Courses](#)
- [Incorporating Accessibility into Course Development](#)
- [Accessible Syllabi in MS Word](#)

The following webinars focus on course design

- [Incorporating Accessibility into your Course](#)
- [Accessible Syllabi in MS Word](#)

The third set of webinars focuses on authoring tools

- [Creating a more accessible PowerPoint \(2016\)](#) – Note: this presentation has a lot more accessibility-related information compared to the 2019 version
- [Introduction to PowerPoint accessibility \(2019\)](#)
- [Creating Accessible Word Documents \(2016\)](#) – Note: this presentation has a lot more accessibility-related information compared to the 2019 version
- [Creating Accessible Word Documents \(2019\)](#)
- [Improving PDF Accessibility](#)

The fourth set of webinars focuses on audio/video tools

- [Introduction to Audio/Visual Accessibility](#)
- [The Importance of Captioning & How It's Done](#)

Additional webinars

- [Accessible Math: MathML, LaTeX, & Handwritten Math. How Do We Prepare Math for Text to Speech Accessibility?](#)
- [Online STEM Lab Accessibility](#)
- [What's your Accessibility Plan for your Own Teaching](#)
- [Accessibility: Lessons Learned and Shared Resources](#)

**Free Webinar Series: Quality, Equity, and Inclusion during the COVID Crisis.** As the higher education community responds to the COVID-19 pandemic, the Association of American Colleges and Universities (AAC&U) is offering a [series of webinars](#) to support those at the forefront of efforts to maintain the commitment to quality, equity, and inclusion. Thanks to generous support from Microsoft, the webinars are available live and on-demand at no cost. The webinars in this series are presented in two formats:

- ***Transformational Tuesdays***  
Hosted by AAC&U President Lynn Pasquerella, presidents, board members, and national change-makers discuss their responses to the COVID-19 crisis, the tough decisions they are making, and how COVID-19 is transforming higher education.
- ***Faculty Fridays***  
Hosted by AAC&U leaders and featuring special guests, faculty come together as a virtual community for a weekly “happy hour” conversation with the staff, administrators, and community partners who share and support their commitment to student success.

Complete information can be found on the AAC&U website at the following link:

<https://www.aacu.org/events/webinar-series-quality-equity-and-inclusion-during-covid-crisis>.

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

**Managing Stress.** One of the [SUNY Center for Professional Development’s](#) vendors is currently offering a free on-demand class entitled *Managing Stress In Challenging Times*. The course examines the symptoms and causes of stress and how these affect us emotionally, behaviorally, and physically. In the course, you will learn some simple stress-busting techniques that will have a positive influence on your beliefs and behaviors around stress. You will also have the opportunity to develop a personal action plan which will serve as an ongoing reference point for dealing with pressure in its many forms – home, family, social, and work. If you are interested in participating in this free on-demand course, please visit [IIL’s Managing Stress in Challenging Times site](#) to register. You will select Register Now button under the On Demand Learning section. Once you register you will have 60 days to review the content.

Looking for other free and low-cost training opportunities? Please check out the [SUNY CPD’s Alternate Work Assignment page](#) for other opportunities. Staff can also help you locate classes through SUNY’s vendor partners if you are looking for specific training. Feel free to contact [Kris Lynch](#) for assistance.

**Instructional Resources/Websites.** The following is a list of some of the resources currently available online related to online/virtual pedagogy and responding to the COVID-19 pandemic.

- Guidance on [turning remote education into online education](#)
- Resource on [active learning in an online environment](#)
- University Business provides a list of [free resources](#) including the topics of Health and Wellness, Curriculum and Instruction, E-Books, and the Arts
- Faculty members share their experiences moving to online instruction:
  - [Urban Gardens Princess](#)
  - [Five Takeaways from COVID-19](#)
  - [Thriving During the Change to Remote Learning](#)
- Quality Matters has developed the [Emergency Remote Instruction Checklist](#) and provided a webinar about the next steps beyond the emergency remote pivot that focuses on building on success [[Building on Remote Instruction Successes: A Roadmap to Quality](#)]
- Crash course- a series of free videos on a range of topics including composition, AI, organic chemistry, statistics, sociology, history of theatre, etc. can be found at <https://www.youtube.com/user/crashcourse>
- Wiley's [Virtual Instruction](#) resources site provides free resources and guidance for those new to virtual teaching

**EAB COVID-19 Resources.** EAB (the parent company of our Navigate platform) continues to collect resources related to responding to the COVID-19 pandemic. These resources, which are free for all SUNY Potsdam employees, include:

- [COVID-19 Resource Center](#)- This site is updated regularly, and includes insights and research around instructional practices, academic planning, official responses from professional associations, and policies developed by other institutions.
- [Professional Development Resource Center](#)- This site includes a library of PD resources on a range of topics including student mental health and wellbeing, student success, IT, DEI, and academic programming.

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## ***Kudos***

**Student Recruitment and Retention Innovation Award.** The *Student Recruitment and Retention Innovation Award* (SRRI) acknowledges 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 Academic Affairs, I want to congratulate the following on receiving the 2020 SRRRI Award:

- **Award Recipients: STEM Team**
  - Robin Collen (A&S)
  - Karen Ahlfeld (Admissions)
  - Nick Avery (Admissions)
  - Ray Bowdish (WISER Center and Biology)
  - Lawrence Brehm (Physics)
  - Erin Conner (Admissions)
  - Brent Crowe (Public Health & Human Performance)
  - David Curry (Philosophy)
  - Christine Doran (Interdisciplinary Studies)
  - Harold Ellingsen (Math)
  - Terry Francis (Admissions)
  - Laura M. Grabowski (Computer Science)
  - Maria Hepel (Chemistry)
  - Tanya Hewitt (Public Health and Human Performance)
  - Victoria Klawitter (Math)
  - Hadley Kruczek-Aaron (Anthropology)
  - Brian Ladd (Computer Science)
  - Matthew LaVine (Interdisciplinary Studies)
  - Hannah Leuthauser (College Communications)
  - Linghong Li (Physics)
  - Timothy C. Messner (Anthropology)
  - John Proetta (Chemistry)
  - Page C. Quinton (Geology)
  - Jessica E. Rogers (Environmental Studies)Jan Trybula (Biology)
  - Michael Rygel (Geology)
  - Christopher Torres (Public Health & Human Performance)
  - Nicole Tracy (College Communications)
  - Martin A. Walker (Chemistry)
  - Cornelia Yuen (Math)
- **Project Title: *STEM Group Recruitment and Retention Initiatives***
- **Award Recipients: Slate Implementation Team**
  - Steve LaMere (CTS)
  - Hannah Leuthauser (College Communications)
  - Jayne Riley (Admissions)
- **Project Title: *Slate Implementation and COVID-19 Enrollment Initiatives***

I also want to acknowledge *Sarah Lister* (PHHP) and *Donald George* (Crane) for their outstanding applications, and everyone across the campus for their exceptional support of our student recruitment and retention initiatives. Your creativity and innovation are particularly appreciated during these extraordinary times. Thank you!

**Chancellor's Awards.** Please join me in congratulating the following on receiving the 2020 Chancellor's Awards:

- *Heather Sullivan-Catlin* (Environmental Studies)- Chancellor's Award for Excellence in Faculty Service
- *James Donahue* (English & Communication)- Chancellor's Award for Excellence in Scholarship & Creative Activities

**President's Awards.** The following faculty and staff were recently honored with the following 2020 President's Awards:

- *Jessica Heffner* (English & Communication): Excellence in Academic Advising
- *Nikki Chontosh* (PACES): Excellence in Auxiliary and College Educational Service
- *Sarah Carr* (Sociology & Criminal Justice, Environmental Studies): Excellence in Clerical Service
- *Jessica Rogers* (Environmental Studies): Excellence in College Service
- *Gena Nelson* (Counseling): Excellence in Fostering a Welcoming and Inclusive Campus Climate
- *Scott Mitchell* (Physical Plant): Excellence in Operational Service
- *Kelly Crosbie* (Financial Aid): Excellence in Professional Service
- *Michael Rygel* (Geology): Excellence in Scholarship and Creative Activities
- *Cornelia Yuen* (Mathematics): Excellence in Teaching

**National Recognition.** The Crane School of Music has recently been informed that the original opera *Mayo* has been selected as the winner of the *2019-20 American Prize for Collegiate/University Opera Productions* competition. Congratulations to all faculty, staff, and students who contributed to and supported this amazing production!

**Calling Campaign.** Throughout the past weeks, several faculty and staff from Arts and Sciences have been engaged in a campaign to call all A&S unregistered students. Your contributions to this critically important retention effort have led to marked increases in fall registrations. I want to personally thank the following for this important work:

Peter Anderson  
Sarah Carr

Richelle Bonner-Murray  
Amy Charleston

Helen Bush  
David Curry

Christine Doran  
Jim Fryer  
Shiho Imai  
Sandra Larock  
Laura Peary  
Mike Rygel  
Arlene Stillwell  
Martin Walker

Caroline Downing  
Gretchen Galbraith  
Victoria Klawitter  
Matt LaVine  
Krista Medo  
Oscar Sarmiento  
Heather Sullivan-Catlin  
Marta Whalen

Beth Fayette  
Laura Grabowski  
Hadley Kruczek-Aaron  
Lily Li  
Jay Pecora  
Dave Smith  
Jan Trybula

**Faculty Recognition.** *Cynthia DuFault* (Theatre & Dance) was recently notified that she has been selected as one of two SUNY faculty members to present at an upcoming national conference organized by David Levin. The virtual conference will take place in July and focuses on higher education's pivot to remote/distance/online instruction. Cynthia will be presenting on "Virtual Dance Instruction: Community Hubs."

**Student Recognition.** Photography student *Sofy Alvarez-Bareiro* won an Honorable Mention award in the *Best of SUNY Student Art Exhibition*. Sofy is mentored by *Iggy Beerbower*.

*Do you have ideas or news to include in the next Provost's Corner? Be sure to let me know! Just email me at [bergerbs@potdam.edu](mailto:bergerbs@potdam.edu).*