

# Provost's Corner

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

October 5, 2021

## *October Greetings!*

Warmest autumn greetings from the Office of the Provost! I have enjoyed having the chance to see (in person!) and talk to many of you this fall, as we work together to address the myriad opportunities and challenges of another “unique” semester. From my interactions with our students, I know how much they appreciate being back on campus, engaging with each other and their faculty both inside and out of the classroom. I want to thank each of you for your ongoing support of our students’ success, and your advocacy both for your students and for your colleagues.

Our campus is certainly full of activity this fall, including a variety of professional opportunities for our faculty and staff. This Newsletter contains reminders regarding a variety of upcoming events and deadlines, including the following:

- *Associated Colleges’ Teaching Effectiveness Conference*- October 30<sup>th</sup> (pg. 18)
- *Lougheed Applied Learning Grants*- application portal open October 8<sup>th</sup>-29<sup>th</sup> (pg. 21)
- *Student Recruitment and Retention Innovation Award*- applications due October 29<sup>th</sup> (pg. 21)
- *TEDx SUNY Potsdam*- call for proposals due October 29<sup>th</sup> (pg. 22)
- *2022 LoKo Arts Festival Funding*- applications due October 31<sup>st</sup> (pg. 23)

If you have questions about any of these initiatives, or have events that you would like me to include in an upcoming Newsletter, don’t hesitate to let me know ([bergerbs@potsdam.edu](mailto:bergerbs@potsdam.edu)).

As has been widely communicated, with the full authorization of the Pfizer vaccine, [SUNY's COVID-19 Vaccination Policy](#) for students is now in effect. Additional updates regarding our campus’ academic responses to the pandemic, with input from our various campus content experts, are included in this Newsletter. Updates also continue to be provided through our [Potsdam Prepared website](#). It is expected that our fall (and spring!) plans will continue to evolve, as we better understand the impacts of the pandemic and related variants. As a campus, we remain committed to providing our students with a highly enriching—and safe—college experience.

## *New Faces/New Positions*

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

- *Diana Valdez*, Academic Advisor, EOP

**Corrections.** Please note the following corrections from the September edition of the Newsletter:

- *Kerri Canedy*, Visiting Assistant Professor (A&S/Theatre & Dance)
- *Buddy Deshler*, Visiting Assistant Professor (Crane/Performance- Trumpet)
- *Katie Schuler*, Adjunct Instructor (A&S/Art)

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## *Fall, 2021 COVID-19 Plans & Updates*

**Academic FAQs/Fall 2021.** While the following guidance may continue to change over the course of the semester, as of today the following FAQs are offered (with thanks to everyone who provided these thoughtful questions and informative responses).

*--Can we be 100% certain that everyone in our class is vaccinated?*

- No. Even with the vaccine mandate in full effect, there may be students with an approved religious or medical exemption in your face-to-face classes.

*--What are students being told when they (1) receive a positive test result and (2) when they are told that they have been exposed or learn that they have been exposed?*

- Students who test on campus are able to access their own results just like employees can through the Quadrant Lab web site. If a student tests positive, they are told to isolate in-place for 10 days. Students who live on campus are told to self-isolate in their current room until Residence Life contacts them about moving into the isolation area. Students also have the option to travel back home, provided they have a safe way to do this and a safe place at home for their isolation. Students are told it is their responsibility to notify their teaching faculty about their status.

*-- What is considered exposed/a close contact, who is being contact traced, and how is it being decided who needs to quarantine?*

- The campus is following guidance about the contact tracing process from County Public Health. There is no one universal definition of “close contact” as each circumstance is

evaluated on its own merits. Generally, Public Health uses 6-feet for 10 minutes of exposure, or 15 minutes over a 24-hour time period, as the basis for determining if close contact has happened. If someone has been identified as a close contact but is fully vaccinated and asymptomatic, they are not required to quarantine and should test three to five days after exposure.

*--What should faculty do if a student informs them that they are in mandatory quarantine or isolation?*

- If a student reaches out to a faculty member to let them know that they are in mandatory quarantine/isolation, and the faculty member wants verification, do NOT try to contact Student Health (SHS cannot provide that information to faculty or staff). However, the faculty member can ask the student for verification—the student would have received a communication from Deb Murray. This message can be screen-shot by the student, for example, and sent to the faculty member as verification.

*--Are faculty required to provide students with a virtual alternative to instruction if that student is in mandatory quarantine/isolation?*

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

*--Can faculty change meeting times or add additional class sessions to make up for time lost due to quarantine/isolation?*

- No, faculty (or administrators) cannot change or add meeting times of classes from what was posted in the schedule. In addition, if a class is posted as asynchronous, we cannot retroactively add meeting times, as this would likely result in conflicts with other courses students are registered to take.

*-- What percentage of faculty are teaching remotely?*

- The vast majority of our classes are being held face-to-face. Each campus is required by SUNY to submit a monthly report on the number of courses being taught in various modalities. Our most recent reported data include the following:
  - Number of Online undergraduate level sections: 56
  - Number of Hybrid undergraduate level sections: 2
  - Number of In-Person undergraduate level sections: 884
  - Number of Online graduate level section: 34

- Number of Hybrid graduate level sections: 1
- Number of In-Person graduate level sections: 61

--Is SUNY negotiating with the unions to make Covid vaccinations mandatory?

- At this time, there are no agreements with the unions regarding mandatory vaccinations for COVID-19 and we are not aware of any forthcoming. However, all employees who have chosen not to submit proof of full vaccination to HR are required to participate in weekly COVID-19 testing until at least December 31, 2021. Those employees who have submitted proof of full vaccination can also participate in weekly testing, if they so choose.

--What religious exemptions are allowed and what information is required from students to get one?

- Information regarding the religious exemption is included in the request form, which is posted online: <https://www.potsdam.edu/sites/default/files/inline-files/ReligiousExemptionVaccine.pdf>.

--What is the plan for the Spring semester to be proactive on catching and preventing an outbreak at the beginning of the semester? For example, will we start the semester online for first two weeks and then move to in-person?

- The ERRG has not yet begun conversations regarding the Spring, 2022 semester, as there are still many unknowns regarding COVID-19, its variants, and whether there will be any ongoing or new surges in cases. However, the ERRG will continue to monitor data from our campus, county, and state, and will be following guidance from SUNY and the state regarding spring reopening plans. It is likely that the campus will continue its successful practice of testing all students upon arrival to campus, and requiring weekly testing for all unvaccinated students (those with approved exemptions).

At the present time, there are no plans to begin the Spring, 2022 semester virtually.

**Contract Tracing/Classroom Attendance.** I want to extend my sincere thanks to everyone who assisted in creating and gathering classroom seating charts and rosters for use in contact tracing. This was a huge task, which is already having a substantially positive impact on the ability of the contact tracers to respond when there is a positive student case. ***Please be sure to remember to continue to keep attendance for every face-to-face class session.*** With accurate information, we are able to reduce the number of students impacted if there is a positive COVID-19 case on our campus. (Conversely, without current seating charts and attendance records, it is highly likely that every student in your class would need to self-quarantine if a student tests positive!)

**PPE Available.** A limited number of clear face masks are available for instructional faculty from Environmental Health and Safety. If you are interested, complete the [PPE Order Form](#) and email your request to [ppe@potsgdam.edu](mailto:ppe@potsgdam.edu). In addition, the campus is trying out face mask inserts to assist faculty in speaking while wearing a face covering. If you are interested, email [ppe@potsgdam.edu](mailto:ppe@potsgdam.edu) to request an insert.

**Events and Food.** Questions have been raised regarding our campus' policy related to food at on-campus face-to-face events. Food is allowed, but with the following caveats:

- Provide commercially prepared, individually packaged foods that are single serving.
- Work with PACES for a catered event (no self-serve options are permitted).
- Any event with food will require proof of vaccination for entry. Unvaccinated participants may not have food at events (grab and go is permitted).

**Updates from Human Resources.** In an effort to continue to keep our campus community as safe as possible, *all employees* must participate in COVID-19 testing on **October 18**, regardless of vaccination status. This is in alignment with the agreements between the State of New York and CSEA, UUP, PEF and PBA. You will receive an email reminder the week prior regarding this mandate. On **October 18**, there will be a Human Resources representative in the Raymond Hall lobby should you have any questions. Additional information regarding COVID-19 testing can be found [here](#).

Effective October 18, we will be transitioning from the saliva test back to the swab test. Therefore, if you have extra saliva tests please bring them to the Raymond Hall lobby on any testing date prior to October 18. There will be swab tests available the week prior so that you can administer the swab test on October 18. You **MUST** register your test with [SUNY Upstate Medical](#). You **MUST** put your full legal name and date of birth on the test tube. In addition, due to the Monday holiday on October 11, COVID-19 testing will take place on **Tuesday, October 12**.

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## *Campus Updates*

**Starfish.** We are very excited to begin using *Starfish* as our new platform for Progress Reports (now called Progress Surveys), advising and tutoring appointment scheduling, and coordinated student support. Starfish replaces the Navigate platform, which was turned off on September 28<sup>th</sup>. Users can begin working in [Starfish](#) immediately. See below for virtual training opportunities.

A [Starfish page on the campus website](#) has been set up with resources that will help get users familiar with the new software. Please take a moment to visit the site and view the brief training videos. More resources will be posted as the semester progresses.

Our regular campus-wide early academic alert process (*Progress Surveys*) began on September 27<sup>th</sup> and be open until **11:59pm on October 10<sup>th</sup>**. An announcement has been sent to all faculty about the process, and there is an informational tutorial video linked on the faculty section of the Starfish page on the campus site.

In addition to Progress Surveys, faculty and staff can raise flags and give kudos to students throughout the semester using Starfish. Kudos are a great way to encourage students who are doing well. Flags will initiate a notification and workflow to ensure students are connected with the proper resources for prompt follow-up.

Later in the semester, faculty and staff are encouraged to schedule and track their Spring, 2022 advising appointments in Starfish. Appointment summaries and notes from Navigate have been imported to Starfish to help provide a seamless transition.

As you begin to use Starfish, please do not hesitate to reach out to *Sean Partridge* if you have any questions ([partrisc@potdam.edu](mailto:partrisc@potdam.edu) or 315-267-2520).

**Fall Break.** Fall Break is just around the corner! As published in the [Academic Calendar](#), break begins on **Friday, October 8<sup>th</sup>**, at 10:00pm; classes resume on **Wednesday, October 13<sup>th</sup>** at 8:00am. Please note that assignments cannot be due during break, because classes are not officially in session. I hope that you, and your students, enjoy the much-deserved time off!

**Updates from the Registrar.** As a reminder, advising begins on **Wednesday, October 20<sup>th</sup>**.

The registration dates will be as follows:

- November 9: Graduate Students
- November 10: Undergraduate Seniors
- November 12: Undergraduate Juniors
- November 15: Undergraduate Sophomores
- November 16 Undergraduate Freshmen
- November 18: Transfer Students

Questions have also arisen regarding the process for *submitting late grades*. We will be implementing Microsoft Flow for this process, using the following steps:

- Faculty member completes Flow with all late grades and rationale as to why they are late
- Form goes to Dean (or representative) for review and approval
- Form goes to Registrar's Office for processing

The best option, however, is to make sure that grades are submitted on time. Processing late grades is very time consuming, and also impacts academic standing processing, issuing of diplomas, transcripts, etc.

**Correction: Internship Supervision Compensation Pilot.** Please note that the language related to the banking of course releases was incorrect in previous editions of this Newsletter. The correct language should read as follows:

1. **Banking towards course releases.** Once a faculty member has supervised 15 internships of at least three credits each, that person is eligible for three credits of course release (20 internships supervised would result in a four-credit course release).

The purpose of this pilot is to recognize the labor involved in creating and supervising internships, which are integral to our students' academic and professional success, and to encourage programs to intentionally expand their use of this successful high impact practice.

With this pilot program, faculty who are running internships that are integral to their program requirements have the flexibility to choose compensation either in the form of professional development funds or time (through course releases). It is important to note that this pilot program plan is intended to fill a gap in those instances where there are no existing mechanisms for supporting faculty who supervise internships (for example, this does *not* apply to Student Teaching supervisors, whose work is recognized in the assigned course load). This pilot program also does not include summer internships, for which faculty already receive compensation for internship supervision.

**Scantrons/Exams.** Just a quick reminder that the campus is not able to provide support for Scantroning, including the use of "bubble sheet" paper/pencil exams. Interested in an electronic alternative? Check out the resources included in the following:

<https://www.potsdam.edu/studentlife/wellness/healthservices/campus-health-alerts/coronavirus-updates/faculty-staff/teachingremotely/howdoi/quiz>.

**Study Abroad Update.** During this time of global uncertainty, we are eagerly anticipating a return to international travel! SUNY communications continue to be monitored for updates on

Spring, 2022 study abroad. While spring travel may be possible, Fall, 2022 is much more likely. Until we have additional clarity or direction from SUNY, please note the following:

- **Travel Courses:**
  - There will be no SUNY Potsdam international travel over Winterim, 2022.
  - Applications for SPRING, 2022 travel courses will be accepted until **October 15, 2021**.
  - Applications for SUMMER, 2022 travel courses will be accepted until **November 15, 2021**.
  - Applications for FALL, 2022 travel courses will be accepted until **April 1, 2022**.
- **Student Engagement:**
  - A new portal for study abroad scholarships, in collaboration with Financial Aid, will be available to students beginning in Spring, 2022.
  - Students interested in study abroad can attend an online information session (listed in Get Involved) or make an appointment via Handshake. *Jenica Rogers* and *Tom Baker* are advising students on how to get started on researching their options.
- **Online International Education:**
  - The Loughheed Center for Applied Learning can help connect students to international experiences despite our challenges with travel.
  - A new Global Virtual International Internship program is now available to students (see pg. 23 of this Newsletter).
  - *Sharmain van Blommestein* (English & Communication/COIL Coordinator) can assist any faculty interested in pursuing a COIL course.

If you have questions about anything International Education, or have ideas that you would like to pursue, please reach out to [international@potsdam.edu](mailto:international@potsdam.edu)!

**Potsdam Appreciation Week.** *Potsdam Appreciation Week (PAW)* will be hosted by Emerging Leaders from **October 25<sup>th</sup> – 29<sup>th</sup>**. The goal of PAW is to spread the love for SUNY Potsdam across campus and fundraise for the annual Student Gift. This year, the Student Gift will support the Campus Food Pantry.

As part of Faculty/Staff Day on **Thursday, October 28<sup>th</sup>**, Emerging Leaders will host a Themed Gift Basket Auction for students. The goal is for faculty/staff and/or departments to donate themed gift baskets that will be auctioned to students. All auction proceeds will benefit the Campus Food Pantry. If you or your department can participate, please complete this sign-up form by **October 15<sup>th</sup>** at: <https://getinvolved.potsdam.edu/submitter/form/start/505152>.

Below are some potential gift basket themes:

- Stress Relief Basket: coloring book with colored pencils, stress ball, etc.
- Halloween-themed Basket: candy and/or other treats or a create your own costume kit
- Chocolate Lover-themed Basket: a variety of chocolates
- Spa Basket: nail polish, face masks, lotion, etc.
- Game theme basket: small board games, cards
- School Supply Basket: pens, pencils, stickie notes, highlighters, etc.
- Knitting/Crochet Basket: starter kit to learn these skills
- Pasta Dinner Basket: Pre-packaged pasta, sauce, etc.
- Potsdam Themed Basket: Potsdam-related items
- Career focused Theme Basket that relates to specific majors/careers

*Note: These are just suggestions, please feel free to be creative based on your own interests and what you think students might enjoy! Unfortunately, we cannot accept home-made foods this year – all food items should be commercially pre-packaged.*

Contact *Ruth Policella* at [policera@potsgdam.edu](mailto:policera@potsgdam.edu) with any questions. If you would like documentation confirming your in-kind donation(s) for tax purposes, please contact *Olivia St. Denis*, Assistant Director of Annual Giving at [stdenio@potsgdam.edu](mailto:stdenio@potsgdam.edu).



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## *Updates from the Libraries*

**College Libraries/Hours of Operation.** Library hours are expanding! The hours for each library are as follows:

- **Crumb Library:**
  - Mondays through Thursdays: 8:00am to 11:00pm
  - Fridays 8:00am to 6:00pm (first floor building open until 8:00pm, 2nd floor access closes at 6:00pm)
  - Saturdays 10:00am to 2:00pm
  - Sundays Noon to 11:00pm
- **Crane Library:**
  - Mondays through Thursdays: 1:00pm to 10:00pm
  - Fridays 1:00pm to 5:00pm
  - Saturdays 10:00am to 2:00pm
  - Sundays 6:00pm to 10:00pm

- **Fall Break Hours:**
  - Fall Break Hours for Crumb Library:
    - Friday October 8- Closes at 4:30pm
    - Tuesday October 12- Opens at noon
  - Fall Break Hours for Crane Library:
    - Saturday October 9 through Monday Oct 11- Closed
    - Tuesday October 12 – 1:00pm to 10:00pm

**Breaking Barriers Grant.** The Crumb Library, working with *Nancy Lewis* (Sociology & CJ) has received a grant for \$8,770.00 to support the creation of a computer lab at the Riverview Correctional Facility at Ogdensburg. This grant, entitled *Breaking Barriers: 21st Century Education & Information Literacy Opportunities in Prison*, is the first step for our libraries to deliver Information Literacy via a special JSTOR database access program at Riverview. Funded by the Northern New York Library Network, the grant is intended “to support a member organization's capacity to contribute to shared local efforts, participating in collective goals and/or priorities of their greater community.”

**HappyLight Compact Natural Spectrum Lights.** This is a reminder that both the Crumb and Crane Libraries have lights that students can check out for two weeks at a time. These light therapy kits can help improve mood for those that suffer from Seasonal Affective Disorder (SAD). Each box includes instructions and guidelines for best practices for using the light. The lights are available on Reserve at both libraries.

**Diverse Voices Research Strategies: Decolonizing the Library.** Librarian *Marianne Hebert* has extensively researched and created a guide for students and faculty that addresses the challenges faced by students and researchers when trying to locate and integrate diverse voices in their instruction and research. Topics include race, ethnicity, and social justice; gender and sexual orientation; immigration and xenophobia; health care, disability, and stigma; religion and discrimination; and poverty and economic disparities. Marianne will be presenting her work to SUNY librarians via Zoom on **October 20th**. For more information on the collected resources, access the site at: <https://library.potsdam.edu/DiverseVoicesResearchStrategies>.

**Diversity, Equity, and Inclusion within SUNY Libraries: Inclusive Manager's Toolkit.** *Lauren Jackson-Beck* (Director of College Libraries and Archives) is participating in a SUNY Libraries professional training initiative designed to support better leadership through effective and inclusive management. SUNY Libraries and OLIS have supported 10 librarians throughout the system to participate in the *DeEtta Jones Inclusive Manager's Toolkit*. The ten-week course includes learning inclusive skills and language; leadership philosophy that integrates DEI; and examining privilege, communication across cultures, and other tools to create a DEI supported,

positive and effective work environment. For those interested, the DeEtta Jones website is here: <https://www.deettajones.com/>.

**Daniel F. Garde Donation for Crane Library.** Crane Library has received the *Daniel F. Garde Collection of Operas and Symphonic Music* from Daniel F. Garde. Mr. Garde has been an avid collector of opera performances and symphonic music on recordings. "The collection is especially strong for the breadth and variety of the opera repertory, and for the singers, instrumentalists and conductors since 1980," says Distinguished Crane Librarian *Edward Komara*, adding "it helps Crane Library catch up on recent performers whose recordings we could not collect previously." The scope of the collection includes approximately 3,850 LPs and laserdiscs; 10,000 CDs, 340 DVDs, 300 commercial videotapes, 300 commercial audiotapes, and 600 books; a wide array of audio equipment, shelves and supplies; and 14 framed autographed items signed by internationally renowned singers and musicians.

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## *Updates from the CCI*

**Online Faculty Fellows.** The *Online Faculty Fellows* are embarking on visits to all departments to showcase the number of ways that they can be of support to the faculty regarding online learning. Part of the conversation will include information about preparing for the switch to a new Learning Management System (LMS). The Fellows will be reaching out to department chairs in hopes of getting on upcoming department meeting agendas for 15-20 minutes. Thank you for your continued support of this peer-driven professional development program.



**Knowmia Upgrades.** As users may have noticed, Knowmia has recently made changes to how videos and folders display in your library. Also, the *Launch Capture* app has new features that may require you to do the following (do this in a Chrome browser):

- Go to <https://potsdam.techsmithrelay.com/>.
- Select the Sign in button on the page and sign in using your campus username and password.
- Select the Launch Capture button.
- Select the Open TechSmith Capture button in the pop-up window.
- The campus sign-in page will open (again); sign in using your campus username and password.
- Capture should launch successfully, and you shouldn't have to do this again.

If you have trouble, you should normally request help directly from Knowmia. However, TechSmith's sign-in system has recently changed as well, and our campus' Knowmia account is not directly linked. The system should be updated soon, but in the interim, please forward all Knowmia issues to [cci@potdam.edu](mailto:cci@potdam.edu) and staff will generate a Knowmia support ticket for you.

**CCI – Events and Workshops.** Please visit the [CCI Events Calendar](#) page to register for upcoming CCI, SUNY, and SUNY CPD events and workshops. Also, review the *Training Programs* section in the CCI site for various multi-day learning opportunities this semester. If you'd like to share a teaching approach or use of technology with your colleagues, please contact the CCI. We know you're doing great things and hope you'll share your expertise!

**Course Surveys (a.k.a. Course Evaluations).** Course surveys, delivered through the EvaluationKit (EK) online system, must be requested through BearPAWS and are due three weeks before the last day of classes (for Fall, 2021 the deadline is **November 19<sup>th</sup>**). EK surveys have replaced Scantron and Moodle course evaluations. For complete guidelines, please visit the [Course Surveys](#) webpage.

- For courses that conclude before semester's end, also submit the Mid-Semester Course Survey form.
- Surveys are available to students a week before the last day of classes.
- Faculty may add "custom" questions a week before the survey is active (optional).
- Student survey notifications are made in Moodle and by email.

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

**CCI – Website and Support.** CCI is actively updating and redesigning CCI webpages to enhance and support teaching and learning (<https://www.potsdam.edu/faculty/center-creative-instruction>). The *Featured* section (located on the CCI landing page) includes weekly communications and contains highlighted videos on technology, tools for instruction, and general tips on organization and efficiency. The new *Base Camp* site is designed for new users to technology. Users will find step-by-step guidance on what to learn first when using a computer, browser, email, and files. 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're looking for on the CCI website.

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

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

Listed below are a few short videos that are highly recommended:

- Team Update Roadmap (05:33)
- Creating To Do tasks in Outlook and Teams (02:08)
- Teams Overview - An introduction to new users at Potsdam (08:48)
- Office Hours Using Teams Channels (03:03)
- Office Hours Using A Zoom Personal Meeting Room (01:34)
- Restrict Editing to Specific Parts and Lock Parts of a Microsoft Word Document (02:57)

## *Resources*

Included below are resources that may be helpful in supporting your course instruction. If you have additional links or sources to share with your colleagues, please be sure to pass them along for a future edition of the Newsletter!

- For faculty who need assistance with online course delivery, SUNY offers:
  - The Remote Teaching Checklist, <https://onlineteaching.open.suny.edu/page/checklist>, a quick reference guide to getting started and incorporating high-quality practices.
  - The repository of recorded webinars and trainings on remote instruction: <https://online.suny.edu/webinars-recordings/>.
  - General resources to support online teaching: <https://online.suny.edu/faculty-and-staff/>.
- For resources related to Accessibility and Accommodations, check the following:
  - SUNY Potsdam’s [Office Of Accommodative Services- Helpful Tips](#) provides useful information on the Accommodative Services Office.
  - SUNY’s Accessibility and Global/Accessibility Awareness Day playlists include videos with practical presentations for digital accessibility and universal design:
    - <https://sunycpd.eventsair.com/QuickEventWebsitePortal/suny-accessibility-week/site/ExtraContent/ContentPage?page=6>
    - <https://sunycpd.eventsair.com/QuickEventWebsitePortal/gaad-2021/site>



## **Potsdam Pathways**

**Coordinator: WAYS 103.** We are seeking applicants to serve as *Coordinator for the WAYS 103 Talking about Diversity, Equity, & Inclusion Seminar*. The WAYS 103 Coordinator must be a current SUNY Potsdam instructional faculty member and understand and support the *Potsdam Pathways* curriculum. Applicants for the Coordinator position should have experience teaching in the content and skill areas and ideally have experience teaching WAYS 103. Applicants should have the support of their department chair. The WAYS 103 Coordinator receives one three-credit course reduction per academic year, pending budgetary approval. The WAYS 103 Coordinator's "home department" receives equivalent replacement compensation, if needed, so that teaching and advising responsibilities are adequately covered. The WAYS 103 Coordinator reports to the Potsdam Pathways Director, will serve a three academic year term starting in August 2022, and be eligible for reappointment as Coordinator for one additional three-year term. If you have any questions on the position or its responsibilities, please contact *Alan Hersker*, [herskeal@potsdam.edu](mailto:herskeal@potsdam.edu).

WAYS 103 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.

**WAYS Course Release Procedures.** As part of the Pathways WAYS series, WAYS courses (101, 102, 103, 301) require additional faculty training, mandatory meetings and workshops, and the submission of assessment data each semester. In recognition of these additional responsibilities, faculty accumulate one credit toward a course release for each semester they teach a WAYS course. MOUs acknowledging these additional responsibilities are signed by faculty each semester.

Faculty who teach multiple sections of the same WAYS course in a given semester will only earn one credit for that semester. Faculty who teach different WAYS courses in a given semester and will earn one credit for each type of WAYS course (i.e., 101, 102, 103, 301).

When faculty have accumulated three credits, they may be eligible for a three-credit course release.

- Faculty must complete the semester and all its obligations before earning the credit. The Pathways Assistant Director will maintain a spreadsheet that will be updated at the end of each semester.
- Given the course scheduling timeline, faculty will likely not be eligible to take a course release in the semester immediately following the accumulation of three credits. Exceptions to this may be considered in consultation between the department chair, dean, and Pathways director. Determinations will be based on faculty workload and the scheduling needs of the home and WAYS departments.
- Course releases may be used for regularly taught WAYS courses or for courses taught in the faculty's home department. This will be determined through consultation between the department chair, dean, and Pathways director.
- In most cases, course releases must be taken within three semesters of being earned. Faculty cannot "bank" these credits. Exceptions to this may be considered in consultation between the department chair, dean, and Pathways director.
- Course release credits expire after five years, if faculty do not (1) use them (2) continue to teach WAYS courses and/or (3) renew their WAYS course (which should be done every three years).
- This policy is subject to change or retraction if warranted by campus fiscal considerations.

**Interested in Teaching a WAYS course?** Pathways and the WAYS courses are fortunate in that we have had almost 65 faculty teach at least one section of WAYS 101, 102, 103, or 301 (this list includes faculty who were part of the initial pilots of these courses). The WAYS courses are taken by all SUNY Potsdam students, with 101, 102, and 103 being taken in the first year. Crane students have been added to Pathways general education as part of our second year of rollout. Because of the additional students from Crane and changes in the needs of home departments, we still need more faculty to teach WAYS courses. We would especially love to invite more faculty from Crane and SOEPS.

WAYS courses typically take a year from initial development to actual teaching—this time is spent on developing the course, being part of the professional development workshops, getting the courses approved by PPCC, and getting the courses into the schedule. More information

about the WAYS courses can be found on the [Pathways website](#). Questions can also be directed to *Christine Doran* ([dorancm@potsgdam.edu](mailto:dorancm@potsgdam.edu)), Director of Pathways.

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## *Middle States*



**Middle States Self-study Update.** Our campus is in the final year of our three-year re-accreditation process. Over the summer, the Self-study co-chairs reviewed the Working Group reports, and *Carrie Bates* (English & Communication/Assessment Coordinator) began drafting our final Self-study Report. This fall, the Report will go through an iterative review process by the Steering Committee, Provost's Cabinet, President's Council, and stakeholders. The Report will be shared with all campus constituents by late October. Two open forums will be held to discuss and answer questions about the Report: **Wednesday, October 27 from 4:15-5:15pm** and **Tuesday, November 2 from 4:30-5:30pm**. We will be hosting the forums in Kellas 106, with the ability to attend virtually as well (details will be provided as the time nears).

Our Evaluation Team chair, *Dr. Emily Williams*, will visit campus (virtually) on **November 19<sup>th</sup>** to meet with campus constituents and advise on the final Report. Please mark your calendars for the campus' open forum with Dr. Williams **from 2:00-3:00pm that day**. Zoom login information will be sent as the date approaches.

Don't hesitate to contact Middle States Steering Committee co-chairs *Julie Dold* ([doldjm@potsgdam.edu](mailto:doldjm@potsgdam.edu)) or *Gordon Plague* ([plaguegr@potsgdam.edu](mailto:plaguegr@potsgdam.edu)) with any questions about this process. You can also provide feedback through the form found on the Middle States website: [www.potsgdam.edu/middle-states](http://www.potsgdam.edu/middle-states).

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## *Around SUNY & the State*

### **SUNY Sustainability Coalition SDG Integration Workshops (virtual).**

Using the United Nations' Sustainable Development Goals (SDGs) as a framework, these workshops aim to advance:

- Awareness of SDGs and their fundamental interconnectedness;
- Best practices in SDG integration and the practical application of the SDGs in coursework;
- Networking and peer-to-peer collaboration;



- Collaboration between sustainability programs, staff and academic departments; and
- Awareness of SDG integration on other SUNY campuses.

Faculty members from diverse programs across the Comprehensive Colleges of SUNY will present examples of how they have successfully incorporated the SDGs in their curriculum and syllabi. Workshop participants will then be invited to articulate their vision for how the SDGs may work in their own courses and identify (and propose) resources that can help support them in realizing it. Zoom breakout rooms will allow faculty to engage in small group discussion.

**Dates and Times:** *Please sign up for only one session*

- [10/29/21, 12-1:15 pm](#);
- [11/17/21, 4-5:15 pm](#)

For more information contact *Heather Sullivan-Catlin* (Sociology & Criminal Justice) at [sullivha@potdam.edu](mailto:sullivha@potdam.edu).

**FACT2 Excellence Awards.** Nominations for SUNY's *FACT2 (Faculty Advisory Council on Teaching and Technology) Excellence Awards* are open and will be accepted through **December 6, 2021**. There are six awards, offered across two sectors, community colleges and state-operated/statutory campuses: the *FACT2 Excellence in Instruction* awards, *Excellence in Instructional Support* awards, and *Excellence in Administrative Leadership* awards. These system-wide honors recognize consistently noteworthy achievement and encourage the ongoing pursuit of excellence.

The FACT2 awards underscore SUNY's commitment to the use of technology to support access to excellent education, advance the boundaries of knowledge, and to serve the public good. This awards program allows SUNY to publicly share its pride in the accomplishments and personal dedication of its Instructional Faculty, Technology Support Professionals, and Administrative Leaders. Awardees will be recognized at the 2022 SUNY CIT (Conference on Instructional Technologies).

Click here for [detailed information on each award and to submit your nomination](#). Feel free to contact the FACT2 Awards Chair, *Janet Nepkie* at: [Janet.Nepkie@oneonta.edu](mailto:Janet.Nepkie@oneonta.edu), with any questions. Again, the deadline for nominations is **December 6, 2021**.

**SUNY Online Teaching Assets Webinar Series.** The SUNY Online team has announced its Fall, 2021 webinar series, which is scheduled from 12:00-12:30 on the dates below. Further information and the link to register are available at: <https://sunycpd.eventsair.com/sot/>.

- **October 13, 2021:** Community Engagement & Resources
- **October 26, 2021:** Checklist for Remote Teaching
- **November 16, 2021:** Supporting Online Student Success
- **December 8, 2021:** Interested in Teaching Online Resource

**Teaching Effectiveness Conference.** The Associated Colleges' annual *Teaching Effectiveness Conference* is being held on **October 30<sup>th</sup> from 10:00am-3:00pm** on the SUNY Potsdam campus (Kellas Hall); all sessions will be offered through hybrid delivery. The theme for this year's conference is *Teaching through Trauma*.

The organization committee invites submissions for papers (20 minutes), panels (60 minutes), or workshops (60 minutes) on topics related to effective pedagogies in adverse circumstances, challenging classroom topics, and community or personal trauma. SUNY Potsdam's Planning Committee members include *Lauren Diamond-Brown* (Sociology & Criminal Justice), *Seon Levius* (Business), and *Anna Sorensen* (Sociology & Criminal Justice).

For more information about the conference or to submit proposals, contact *Peter Anderson* ([acslv@potsdam.edu](mailto:acslv@potsdam.edu)).



## **Mark Your Calendars**

**Introduction to Fusion 360.** The *SUNY Potsdam - Intro to Fusion 360 Guest Lecture (3D Printing focus)* webinar will be held on **Wednesday, November 17, 4:30 – 6:00 pm** at <https://global.gotomeeting.com/join/871399845>. This guest lecture, which is appropriate for both students and faculty, focuses mainly on 3D printing by showing how to create a simple part in F360 that students can then fabricate using a 3D printer (in the Loughheed Learning Commons and physics department lab). Other software capabilities inside F360, such as Generative Design, will also be covered. The webinar will be recorded (with permission from everyone) so that those who cannot attend at the scheduled time may watch it for up to two weeks after the event. For more information, contact *Linghong Li* (Physics) at [lil@potsdam.edu](mailto:lil@potsdam.edu).

**College Counseling.** The campus welcomes *Amy Richardson*, our new Director of the College Counseling Center! The Counseling Center will be holding two different training opportunities this fall—including both *QPR* (Question, Persuade, Refer) Suicide Prevention training, and *AAA* (Awareness, Advocacy, and Assistance) Mental Health training. The dates, times and locations are listed below.

The QPR and AAA training provide an opportunity for all of us to increase our ability to support our students and our broader campus community during these challenging times. To register for a QPR Suicide Prevention training session and/or the AAA Mental Health training, please click the Doodle link below. (Note: both QPR date options are contained in the single Doodle link.)

***QPR Suicide Prevention Training:***

Thursday, October 7<sup>th</sup>; or Thursday, October 14<sup>th</sup>

Both sessions will be held from 2:30 to 3:30 p.m. in Satterlee Hall Room 205

Each session is limited to 30 participants

[https://doodle.com/poll/7kf5hve4hd3rngpn?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/7kf5hve4hd3rngpn?utm_source=poll&utm_medium=link)

***AAA Mental Health Training: Understanding and Supporting the Specific Mental Health Needs at SUNY Potsdam***

Wednesday, October 20<sup>th</sup>

This session will be held from 1:00 to 4:00 p.m. in Satterlee Hall Room 0222

This session is also limited to 30 participants

[https://doodle.com/poll/g7sqsxaxa96pvxs9v?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/g7sqsxaxa96pvxs9v?utm_source=poll&utm_medium=link)

**2021 Assessment Institute (Virtual).** Hosted by IUPUI, the [Assessment Institute](#) is the oldest and largest U.S. higher education event focused on assessment and improvement. This year, complimentary registration is being provided for this virtual conference, held **October 24-27, 2021**. If you have not already done so, please [register today](#); the deadline to register is **Monday, October 11, 2021**.

The 2021 Assessment Institute features:

- A [Virtual Schedule](#) providing user-friendly access to the event; all sessions are also being recorded.
- Approximately 400 unique educational sessions; please consult the [Draft Program Book](#) for more details.
- More than 85 [Pre-Recorded Sessions](#) offering advance access to excellent content.
- A [Pre-Institute Bonus Session](#) on Friday, October 15, 2021, featuring updates on the national *Grand Challenges in Assessment Project*.
- [Pre-Institute Workshops](#) on Sunday, October 24, 2021, all of which are included in the complimentary registration.
- Dynamic [Featured Speakers](#) for the plenary keynote and panel discussion, along with track-specific keynote presentations.

- A [Post-Institute Bonus Session](#) on Friday, November 19, 2021, featuring results from the *Equity-Centered Assessment Landscape Survey*.

Also be sure to listen to Season 1 episodes of the award-winning podcast service, [Leading Improvements in Higher Education](#); Season 2 will debut during this year's event. Contact [planning@iupui.edu](mailto:planning@iupui.edu) with questions or requests for information.

**SOEPS Seminars.** The *Disciplined Inquiry in Education Seminar Series* has announced its schedule for the Fall, 2021 semester. The Seminars are sponsored by SUNY Potsdam's School of Education and Professional Studies. Since its inception in 2007, the School has hosted approximately 130 presentations as part of the series. All events are free and open to the public. In Fall 2021, all seminars will be offered on **Wednesdays from noon to 1:00pm** both face-to-face at the Literacy Center Balcony and via Zoom. For more information regarding access to the Zoom links, please contact [Billijean J. Elliott](#). More information about the Seminar series can be found online at: <https://www.potsdam.edu/academics/SOEPS/resources-faculty/disciplined-inquiry-education-seminar-series>. The SOEPS Seminar Series is facilitated by *Sergei Abramovich* (Elementary Education).

#### **Fall, 2021 Schedule:**

- **October 20, 2021**  
*Seon A Levius* (Business Administration)  
 Topic: *The Pursuit of Purpose: Unleashing Your Highest Potential*  
[View Flier \(PDF\)](#)
- **November 3, 2021**  
*Robert E. Vadas* (Secondary Education)  
 Topic: *Interactive Discussion on Survey Results from Ten Area Schools Concerning EdTPA*  
[View Flier \(PDF\)](#)
- **November 17, 2021**  
*Eudora A Watson* (SOEPS)  
 Topic: *Translation Provided: 3 Steps to Effectively Communicating Expectations for Written Work*  
[View Flier \(PDF\)](#)

## ***Coming Due!***

**Lougheed Applied Learning Grants.** The *Lougheed Applied Learning Grants* (LAL Grants) are intended to support faculty and staff activities that improve our ability to facilitate student participation in high impact and Applied Learning activities, including, but not limited to, curricular transformation, laboratory materials and equipment, transportation costs, professional development, course releases, new program development, etc., as well as to directly fund student engagement with Applied Learning. Specific information on the application process can be found online at: <https://www.potsdam.edu/faculty/center-creative-instruction/funding-and-awards/lougheed>. Applications are to be submitted between **October 8 and October 29, 2021**, through the [LALG Moodle Site](#).

**Student Recruitment and Retention Innovation Award.** The *Student Recruitment and Retention Innovation Award* (SRRI) was established to acknowledge individuals and units that are implementing highly successful and creative initiatives in support of student success. The goal is also to create a “community of practice,” through which faculty and staff from across campus can share and scale up successful practices that have been proven to have a positive impact on the recruitment and retention of a diverse population of SUNY Potsdam students. Any individual, department, and/or unit on campus is eligible to apply for this award. Applications can be sent directly to *Ada Law* in the Office of the Provost ([lawam@potsdam.edu](mailto:lawam@potsdam.edu)) no later than **October 29, 2021**.

### **What is the process for applying for the award?**

Individuals/groups can apply by submitting a narrative (up to three pages) with the following information:

- Name of the individual/department/unit
- Name of the initiative
- Narrative describing the initiative
- Impact of the initiative on student recruitment and/or retention, with relevant data if available
- Plan for disseminating “lessons learned” to the campus

### **What criteria will be used in recommending finalists for the award?**

Each member of the Provost’s Cabinet will independently review the applications based on the following criteria:

- Evidence of positive impact of the initiative on student retention and/or recruitment
- Potential for scalability of the initiative to other departments/units

- Clarity of the description of the initiative
- Plan for sharing “best practices” related to the initiative to the broader campus community

#### **How many awards will be made?**

It is anticipated that two awards will be made each year.

#### **How will awardees be recognized?**

Awardees will be recognized in the Provost’s Corner Newsletter. In addition, the awarded unit/department will be provided with \$500 to be used towards professional development for the academic year in which the award is made (awards will not be able to be “banked” for future years). If an individual faculty/staff member is selected, the amount of the award will be \$250 for that individual or \$500 for the individual’s department/unit, depending on the preference of the finalist.

If you have questions regarding the SRRI Award, do not hesitate to contact me ([bergerbs@potdam.edu](mailto:bergerbs@potdam.edu)). Thank you for everything that you do in support of our students’ success!

**Lougheed Center for Applied Learning: Application Deadlines.** The *Presidential Scholars* application deadline is **October 21, 2021**. For more information and admission criteria, please visit the website at [Presidential Scholars Program | SUNY Potsdam](#).

The *Kilmer* application deadline for Spring, 2022 is **December 3, 2021**. For more information and requirements, please visit the website at [Kilmer Fund | SUNY Potsdam](#).

For questions, please call or schedule an appointment with *Thomas Baker*, Director of the Office for Student Research and Creativity, at [bakertn@potdam.edu](mailto:bakertn@potdam.edu).

**TEDx SUNY Potsdam 2022 – Call for Talk Proposals.** In the Spring of 2022, the third annual *TEDx SUNY Potsdam* will focus on how departments and industries on our campus are using innovative ideas and practices to address the needs of these challenging times. Entitled “*A Time to Innovate*,” the theme is purposely broad to offer considerations from a variety of subject areas including (but not limited to): science, technology, mathematics, and the humanities.

SUNY Potsdam faculty, administration, staff, and students are invited to be a part of this special evening. Presentations may be up to 18 minutes long, connect to the speaker’s area of

interest, and contain “Ideas Worth Spreading,” a guiding principle of TED. [The event will take place on Friday, March 18<sup>th</sup>, 2022 in the Performing Arts Center on campus.](#)

Further information and the application form can be found here: [TEDx Application - CLICK HERE!](#) Or go to our website: [www.tedxsunypotsdam.com](http://www.tedxsunypotsdam.com). Applications are due by **Friday, October 29<sup>th</sup>**. If you have any questions please contact: *Joshua Vink* (Theatre & Dance) at [vinkjb@potsdam.edu](mailto:vinkjb@potsdam.edu).

**2022 LoKo Arts Festival Funding Application Due October 31, 2021.** The LoKo Arts Festival is a 10-day celebration of the arts at SUNY Potsdam. The Festival includes theatre, dance, vocal and instrumental performances; visual arts exhibitions; creative writing programs; and guest artists. Students, faculty, and staff may apply for funding for an arts-related event taking place during the LoKo Arts Festival from **April 22, 2022 - May 1, 2022**. A streamlined application is on the [Get Involved LoKo page](#). (Sign in to Get Involved, go to the LoKo Arts Festival page and click on “Forms.”)

The Festival celebrates 10 years of creative expression, so bring your biggest, brightest and boldest ideas to Potsdam! Applications are due by **October 31, 2021** for 2022 funding. The LoKo Arts Festival is made possible by the generosity and artistic vision of Kathryn (Kofod) '54 and Donald Lougheed (Hon. '54).

**Global Virtual Internship Program.** The Lougheed Center for Applied Learning is currently recruiting for the [Spring 2022 Global Virtual Internship Pilot Program](#). Twenty SUNY Potsdam students will be selected to participate in this new pilot program. Students will be required to fill out an application form and, if chosen, complete a 12-credit (480 Contact Hour) Virtual Internship. Students will choose from over 18 career fields and over 30 global locations!

- Any major can apply; students must have a 2.5 GPA or above
  - Sophomore, Junior, or Senior Standing
- Students will be required to be registered for a 12-credit academic internship
- Students will need to Report an Internship for Credit on BearTracker
- The 12 internship credits count towards the 45 Upper Division Credits required for the bachelor’s degree
- The Virtual Internship dates: **Monday, January 10, 2022 – May 6, 2022**
  - Students will not be working for spring break: **March 7, 2022- March 11, 2022**
- Students will need to have reliable internet, computer, web cam and be available to work 30 hours per week for the global host organization in the Spring, 2022 semester

**Deadline to Apply: Monday, November 1, 2021, by 4:00p.m.**

For more information, please go to:

<https://www.potsdam.edu/academics/appliedlearning/eeo/internships/student-resources/structured-programs>.

**Sustainability Day/Green Living Fair: Call for Proposals.** The *North Country Sustainability Day & Green Living Fair* (SDGLF) Planning Committee invites proposals for curriculum development grants to encourage the integration of SDGLF 2022 into one or more spring semester courses. The deadline is **November 15<sup>th</sup>**. For complete details on these grants go to: <https://sites.google.com/clarkson.edu/sustainabilityday/curriculum-development-grants>.

The program committee especially encourages faculty to incorporate Kimmerer's writings into their course syllabi. Crumb Library holds *Braiding Sweetgrass* in print and as an eBook with unlimited users (ideal for assigning to classes):

<https://ebookcentral.proquest.com/lib/potsdam/detail.action?docID=1212658>.

The Sustainability Day/Green Living Fair will be held on **April 22 & 23, 2022**. For more information see the [SDGLF website](#) or contact *Heather Sullivan-Catlin*: [sullivha@potsdam.edu](mailto:sullivha@potsdam.edu).

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## *Kudos*

**Drescher Award.** *Rivka Eckert* (Theatre & Dance) has been awarded a *Dr. Nuala McGann Drescher Award* for January through August, 2022. During her leave, Rivka will be focused on analyzing research collected through the production of four years of *Plays Across the Walls*, a playwriting workshop and staged reading of original works conducted at a correctional facility, as well as writing and producing *North Country Bound*, an original play based on interviews conducted with New York State Correctional Officers. Rivka will also be drafting a book proposal and identifying contributors related to the abolitionist theatre-making process.

*Congratulations, Rivka!*

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