

## **Cabinet Summary October 28, 2014**

Excused: Randy

### Actions from last meeting

Jill reviewed the September 30 meeting summary

Maryrose and Matt are working on website "pop" and will involve faculty if/when necessary for additional examples of areas of concern.

### SUNY Updates

- Maryrose – provided an update on the recent CAO meeting.
- Stephanie – SUNY has established an Ebola task force which is meeting (teleconference) twice weekly. Title IX update: She and Kim (and other College personnel) are attending a Violence Against Women/Clery training in Albany later this semester.
- Matt – Update on SUNY communication regarding SUNY Canton-YikYak incident:
  - A student arrest was made as a result of communication between SUNY Canton, SUNY and YikYak.
  - Kim suggested a social media (cyber civility) DGV offering to increase awareness among students.
  - A suggestion was made to share the Canton (arrest) press release with our College community.
  - Cabinet will share (with Cabinet) any updates on the topic as they received from SUNY.
- Tom – A few College personnel will be attending a SUNY smoking cessation program later this semester. Tom also reported Student Congress is still working toward banning smoking on campus.
- Franca – Participated in a SUNY non-credit remedial webinar. A Non-credit Remedial Course developed in collaboration with the CLLD Center will be provided to curriculum committee soon.
- Kim – provided an update on open enrollment with regard to SUNY.

### Summer Hours - all

- Revisited topic.
- Based on employee feedback, Cabinet will revisit at the 11/4 meeting.

### Civility - Steph

- Proposed shifting the fundamental elements of the Civility Council to the intercultural council whose core function is based on respect for others.

### Unbudgeted professional development - Stephanie

- Asked how the College covers unbudgeted (necessary) trainings for teams or individuals who are doing institutional work (i.e. Ebola, SUNY topics as they arise). Various options were discussed with no conclusion.

### Curriculum display - Matt

- Distributed multiple curriculum College “display” materials (i.e. Degree Works, web pages, etc).
- He identified the curriculum work flow process is working well but the curriculum outputs are many and there are no existing checks and balances.
- **Cabinet members will send Matt their recommendations for participation by the end of the day tomorrow (10/29).**
- Cabinet will revisit at the 11/4 meeting.

### Other

- Maryrose – provided a quick update on the process for A-term final grades: A-term grades cannot be reported on student records until the end of the term. Instead, grades have to be emailed to students by the faculty member or anonymously posted. **Stephanie will send an email to Rosemary S. and Paul K. to inquire about possible remedies.**
- Kim - distributed a promotion summary and an updated list of continuing and career appointments.
- Franca – She and Bill McDonald have started discussions with Herkimer College on workforce development efforts.