

SUNY SCHENECTADY

MANY VOICES, ONE CALL

Institute Week Schedule
August 21-25, 2023



Institute Week

Monday, August 21 – Friday, August 25, 2023

Monday, August 21

8:00 - 9:00 a.m.	College-wide Breakfast	Royals Dining Area
9:00 - 10:30 a.m.	Welcome and New Staff Introductions	Carl B. Taylor Auditorium
10:45 a.m. - 12:00 p.m.	Strategic Plan; ReaCH; Achieving the Dream (AtD), Student Enrollment Management (SEM); Retention Project; Diversity, Equity & Inclusion (DEI)	Carl B. Taylor Auditorium
12:00 - 1:40 p.m.	Lunch on Your Own/ Prepare for Fall 2023 Semester	
1:45 - 2:50 p.m.	DEI & Inclusive Teaching	Carl B. Taylor Auditorium
3:00 - 4:15 p.m.	SUNY General Education Requirements As They Relate to Assessment	Carl B. Taylor Auditorium

Tuesday, August 22

9:30 - 11:00 a.m.	ReaCHing for Student Success	Stockade 101
11:15 a.m. - 12:15 p.m.	Making Live Sessions Livelier: Student Engagement Through Creative Delivery	Stockade 101
12:30 - 1:45 p.m.	College-Wide Lunch	Van Curler Room
2:00 - 3:15 p.m.	Information Literacy and A.I.	Stockade 101
3:30 - 4:30 p.m.	Session for DEI Instructors	Elston 130
4:30 - 6:30 p.m.	Adjunct Orientation	Stockade 101 and Microsoft Teams
3:30 - 4:30 p.m. and 6:00 - 7:00 p.m.	IT Available for Faculty to Review Classroom Technology/Equipment	Stockade 302

Wednesday, August 23

9:00 a.m. - 12:00 p.m.	IT Available for Faculty to review Classroom Technology/Equipment	Stockade 302
9:30 - 10:45 a.m.	Is it Stress, Distress, or a Crisis? Explaining the Differences and How to Best Support Students Going Through a Difficult Time	Stockade 101
10:50 - 11:50 a.m.	Faculty Starfish Panel	Stockade 101
11:50 a.m. - 12:50 p.m.	Lunch on Your Own	
12:50 - 1:50 p.m.	UFP Meeting	Stockade 101
2:00 - 3:00 p.m.	Accounts Payable, Travel & Purchase Policy Review	Stockade 101
3:00 - 4:00 p.m.	Document Review through a JEDI Lens Diversity, Equity and Inclusion	Elston 240

Institute Week

Monday, August 21 – Friday, August 25, 2023

Thursday, August 24

9:00 - 10:00 a.m.	Violence Prevention in the Workplace	Stockade 101
10:00 - 11:15 a.m.	Who, What, When, and How: Maximizing Student Success	Stockade 101
11:15 a.m. - 12:50 p.m.	Lunch on Your Own/ Prepare for Fall 2023 Semester	
1:00 - 1:45 p.m.	Open Educational Resources (OER) and Teaching YOUR Course	Stockade 101
1:00 - 4:00 p.m.	IT Available for Faculty to Review Classroom Technology/Equipment	Stockade 302
2:00 - 2:45 p.m.	Middle States Planning	Stockade 101
3:00 - 4:00 p.m.	Grant Administration Review	Stockade 101
3:00 - 4:30 p.m.	Division/School Meetings <ul style="list-style-type: none"> • Business, Criminal Justice and Law • Hotel, Culinary Arts and Tourism • Liberal Arts • Math, Science, Technology and Health • Music 	Elston 301 Elston 100 Elston 130 Elston 240 Music 215

Friday, August 25

8:30 - 9:30 a.m.	College-wide Breakfast	Van Curler Room
9:30 - 11:00 a.m.	Employee Service Awards	Van Curler Room
11:00 a.m. - 12:00 p.m.	Title IX and Sexual Harassment Prevention Training	Stockade 101
12:00 - 12:45 p.m.	Lunch on Your Own/ Prepare for Fall 2023 Semester	
1:00 - 2:30 p.m.	Lessons in Leadership from Dr. Moono	Carl B. Taylor Auditorium
2:30 - 3:00 p.m.	Meeting of Standard Committee Chairs	Elston 240
3:00 - 4:00 p.m.	Standing Committee Meetings <ul style="list-style-type: none"> • Academic Policies Committee • Curriculum Committee • Professional Policies, Nominations and Awards Committee • Community and Cultural Events Committee • Student Affairs Committee • Justice, Equity, Diversity, and Inclusion Committee 	Elston 240 Elston 245 Elston 301 Elston 100 Stockade 102 Stockade 106

Session Descriptions

Monday, August 21

College-Wide Breakfast

Royals Dining Area 8:00-9:00 a.m.

Welcome/New Faculty and Staff Introductions

Carl B. Taylor Auditorium 9:00-10:30 a.m.

- Dr. Steady Moono, President
- Ann Fleming Brown, Chair, Board of Trustees
- Paula Ohlhouse, Interim Chief of Staff and Executive Director of Human Resources

Strategic Plan; ReaCH; Achieving the Dream (AtD), Student Enrollment Management (SEM); Retention Project; Diversity, Equity & Inclusion (DEI)

Carl B. Taylor Auditorium 10:45 a.m.-12:00 p.m.

This session will focus on Years 1 and 2 of the Strategic Plan, moving forward in bringing the Strategic Enrollment Management (SEM) Plan, and the Diversity, Equity, and Inclusion Plan together, as well as an overview of the all the initiatives on campus and how they support one another.

- Dr. David Clickner, Vice President for Strategic Initiatives & Planning
- Pam McCall, Interim Dean of Academic Affairs and Director of College in the High School Programs
- Catia Laird de Polanco, HR Recruitment Specialist and Chief Diversity Officer
- Laura Sprague, Director of Admissions

Lunch on Your Own

12:00-1:40 p.m.

DEI & Inclusive Teaching

Carl B. Taylor Auditorium 1:45-2:50 p.m.

This session will focus on best practices to create an accessible environment for all students. Topics will include using ALLY, understanding Universal Design, and utilizing online resources.

- David Wolf, Director of Instructional Design and Online Learning

SUNY General Education Requirements As They Relate to Assessment

Carl B. Taylor Auditorium 3:00-4:15 p.m.

A discussion and update of what the College has done so far, the work ahead as we align the new SUNY Gen Ed with our programs, and assessment going forward in line with Middle States.

- Dr. David Clickner, Vice President of Strategic Initiatives and Planning
- Dr. Mark Meachem, Vice President for Academic Affairs

Tuesday, August 22

ReaCHing for Student Success

Stockade Building, Room 101 9:30-11:00 a.m.

This session will focus on updating the campus community on the Student Success priorities for the 2023-2024 Academic Year through our ReaCH initiative. Come and learn about our campus-wide meetings and become a part of the College's commitment to student success, retention, and completion.

- Pamela McCall, Interim Dean of Academic Affairs and Director of College in the High School Programs
- Mark Bessette, Assistant Dean of Financial Aid and Access

Making Live Sessions Livelier: Student Engagement Through Creative Delivery

Stockade Building, Room 101 11:15 a.m.-12:15 p.m.

This session will propose strategies to engage students and foster active learning in your synchronous courses. These strategies can assist you in motivating your students, increase knowledge acquisition, and help promote an equitable learning environment. Topics will include, but are not be limited to: rethinking the course workspace, optimal times for knowledge retention, getting groups projects to work, and embracing new media and content delivery options.

- David Wolf, Director of Instructional Design and Online Learning

College-Wide Lunch

Van Curler Room 12:30-1:45 p.m.

Information Literacy and A.I.

Stockade Building, Room 101 2:00-3:15 p.m.

This is a faculty-led session to discuss the potential opportunities and dangers of AI for education and provide time for idea-sharing to utilize AI as a way to improve the classroom experience.

- Dr. Babette Faehmel, Professor
- Jacquie Keleher, Director of Library Services
- RaeEllen Doyle, Professor
- Keion Clinton, Associate Professor
- Mark Evans, Assistant Professor
- Caroline Buff, Research and Instruction Librarian

Session for DEI Instructors

Elston Hall, Room 130 3:30-4:30 p.m.

Those faculty teaching our DEI seminars this fall will meet to discuss course content and structure within the new SUNY guidelines.

- Eileen Abrahams, Dean of Liberal Arts

Session Descriptions

Adjunct Orientation

Stockade 101/Microsoft Teams 4:30-6:30 p.m.

Topics include Starfish, Brightspace, Student Success, general SUNY Schenectady guidelines, a discussion of SEIU policies, and divisional breakout sessions.

- Division/School Deans
- Sean Collins, SEIU representative
- Maria Farina, SEIU president

IT Available for Faculty to Review Classroom Technology/Equipment

Stockade Building, Room 302 3:30-4:30 p.m. & 6:00-7:00 p.m.

No appointment needed. Just stop by and ask IT questions on classroom setup or to review how to use classroom technology.

Wednesday, August 23

IT Available for Faculty to Review Classroom Technology/Equipment

Stockade Building, Room 302 9:00 a.m.-12:00 p.m.

No appointment needed. Just stop by and ask IT questions on classroom setup or to review how to use classroom technology.

Is it Stress, Distress, or a Crisis? Explaining the Differences and How to Best Support Students Going Through a Difficult Time

Stockade Building, Room 101 9:30-10:45 a.m.

This session will explain how to tell whether a student is stressed, distressed, or truly in crisis, how to effectively support and de-escalate students who are upset or "difficult," and how to refer students to Counseling, the Food Pantry and Resource Hub. Attendees will have an opportunity to meet Sean Mullen, our new Counselor, and Karen Smith, Food Pantry Coordinator.

- Robyn King, Director of Wellness and Support Services

Faculty Starfish Panel

Stockade Building, Room 101 10:50-11:50 a.m.

Join us in a discussion on how Starfish usage at the faculty level can increase student engagement and success inside and outside the classroom. Learn best practices and the WHY directly from faculty members.

- Mary Silvestri, Interim Director of TRIO

Lunch on Your Own

11:50 a.m.-12:50 p.m.

UFP Meeting

Stockade Building, Room 101 12:50-1:50 p.m.

Accounts Payable, Travel & Purchase Policy Review

Stockade Building, Room 101 2:00-3:00 p.m.

This session is for staff who manage financial resources, including administrative support staff. It will provide an overview of policies and procedures for purchasing routine items; travel; employee payroll and part-time employees.

- Patrick Ryan, Vice President of Administration
- Amiee Warfield, Controller

Document Review through a JEDI Lens Diversity, Equity and Inclusion

Elston Hall, Room 240 3:00-4:00 p.m.

This session is for members of the two ad hoc working groups that will be reviewing College documents and forms through a Justice, Equity, Diversity, and Inclusion (JEDI) lens. It will begin with an introduction to inclusive language and an orientation. The session will conclude with the first meeting of each working group.

- Catia Laird de Polanco, Human Resources Recruitment Specialist and Chief Diversity Officer
- Geoffrey Welch, Professor

Thursday, August 24

Violence Prevention in the Workplace

Stockade Building, Room 101 9:00-10:00 a.m.

The Colleges Board of Trustees approved the Workplace Violence Prevention Program Plan in April 2023 after being reviewed and approved by the Workplace Violence Committee consisting of the College's four Union heads: CADA, CSEA, SEIU and UFP, the Director of Campus Safety, Director of Facilities, Associate Vice President of Student Affairs, the Executive Director for Human Resources and the Vice President of Administration. The session will highlight the purpose of the WPV Prevention Program Plan by providing direction to SUNY Schenectady personnel in preventing and/or responding to incidents of workplace violence or a perceived threat of violence in the workplace. The training is open for all employees.

- Paula Ohlhaus, Interim Chief of Staff and Executive Director of Human Resources

Who, What, When, and How: Maximizing Student Success

Stockade Building, Room 101 10:00-11:15 a.m.

Join members of the ReaCH Committee as they reveal who our students are, and which factors and practices lead to retention and persistence. ReaCH will also share what the College is doing to support high-needs populations, and brainstorm new strategies to aid in student success with session attendees.

- Pamela McCall, Interim Dean of Academic Affairs and Director of College in the High School Programs
- Michelle Ragucci, Director of Academic Services
- Mark Bessette, Assistant Dean of Financial Aid and Access
- Dale Miller, Director of Institutional Research

Session Descriptions

Lunch on Your Own

11:15 a.m.-12:50 p.m.

Open Educational Resources (OER) and Teaching YOUR Course

Stockade Building, Room 101 1:00-1:45 p.m.

Learn about OER, Creative Commons licenses, and how Math faculty are using creative approaches with OER to teach THEIR courses.

- Jacquie Keleher, Director of Library Services
- Cayla Gaworecki, Assistant Professor
- Dr. Laurie Lacey, Professor
- Dan Holz, Assistant Professor

IT Available for Faculty to Review Classroom Technology/ Equipment

Stockade Building, Room 302 1:00-4:00 p.m.

No appointment needed. Just stop by and ask IT questions on classroom setup or to review how to use classroom technology.

Middle States Planning

Stockade Building, Room 101 2:00-2:45 p.m.

This is a brief overview of the revised standards and a discussion of next steps as we prepare for the upcoming self-study.

- Dr. David Clickner, Vice President of Strategic Initiatives and Planning
- Dr. Mark Meachem, Vice President for Academic Affairs

Grant Administration Review*

Stockade Building, Room 101 3:00-4:00 p.m.

** Required for all staff involved in overseeing grants, in part or in total.*

This session will walk participants through internal institutional requirements for seeking and administrating external grant funding. Topics include creation of project budgets, internal approvals, contract negotiations, account establishment, award administration, and sponsor reporting. This session is for grant-funded program administrators, staff and faculty who seek externally sponsored programs and research.

- Patrick Ryan, Vice President of Administration
- Amiee Warfield, Controller

Division/School Meetings

BCJL: Elston Hall, Room 301 3:00-4:30 p.m.

HCAT: Elston Hall, Room 100

Liberal Arts: Elston Hall, Room 130

MSTH: Elston Hall, Room 240

Music: School of Music, Room 215

Friday, August 25

College-Wide Breakfast

Van Curler Room 8:30-9:30 a.m.

Employee Service Awards

Van Curler Room 9:30-11:00 a.m.

Title IX and Sexual Harassment Prevention Training

Stockade Building, Room 101 11:00 a.m.-12:00 p.m.

This training will focus on Title IX and Sexual Harassment Prevention. Specifically, what is sexual harassment and the College's obligations and associated College policies. This training is designed for all employees.

- Paula Ohlhaus, Interim Chief of Staff and Executive Director of Human Resources

Lunch on Your Own

12:00-12:45 p.m.

Lessons in Leadership

Carl B. Taylor Auditorium 1:00-2:30 p.m.

This is the culminating session of Institute Week, setting the course as we move forward into Year 3 of the Strategic Plan and setting the stage for continued transformation at the College.

- Dr. Steady Moono, President

Meeting of Standard Committee Chairs

Elston Hall, Room 240 2:30-3:00 p.m.

Standing Committee Meetings

Academic Policies: Elston 240 3:00-4:00 p.m.

Curriculum Committee: Elston 245

Professional Policies, Nominations and Awards Committee: Elston 301

Community and Cultural Events Committee: Elston 100

Student Affairs Committee: Stockade 102

Justice, Equity, Diversity, and Inclusion Committee: Stockade 106