

Dear Colleagues:

Welcome back to Siena for the fall 2017 semester! Last year was a year of great strides – a new strategic plan, several new degree programs approved, major portions of the *Faculty Handbook* revised, and numerous other initiatives to help the College thrive in the future. As I start my third year here, I continue to be impressed by this community of intelligent, caring, and dedicated faculty and staff and I look forward to continuing our good work together this year.

The Board of Trustees approved the Strategic Plan for 2017-2022, *Tradition Transformed* at their June 2017 meeting. I hope you will take the time to peruse it and its implementation plan at:

[The Strategic Plan 2017-2022](#)

Numerous tactics listed in the plan are already underway. Others are new so this year will be devoted to planning implementation of those. Many of you participated in various activities as the plan was developed and I feel confident that it represents a collective understanding of things we need to do to assure that Siena continues to provide an exceptional education for our students far into the future.

On Friday, September 8 at 3 p.m. in Snyder Hall, we will celebrate the adoption of the plan and kick off its implementation with the next *Campus Conversation*: "The College's Strategic Plan: What's Next and How Can I Help?" President Coughlin will be presenting a brief overview of the plan and actions to be taken this year, followed by a reception for the faculty and staff to celebrate the commencement of both the new academic year and the launch of the plan. I hope you will attend this opening event. If you have not done so already, please register [here](#).

New Faculty and Senior Administrators

We welcome the following new full-time faculty members to Siena this fall:

- Bruce Bonacquist, Visiting Instructor of Accounting
- Matthew Davis, Assistant Professor of Economics
- Jun Lou, Visiting Instructor of Finance
- Eric Ofori, Assistant Professor of Finance
- Daniel Robeson, Associate Professor of Management
- Jessica Salmon, Assistant Professor of Management
- Soyoung Joo, Instructor of Marketing
- Germaine Gatewood, Visiting Assistant Professor of Creative Arts
- Christi Spain-Savage, Assistant Professor of English
- Jeremiah Carey, Visiting Assistant Professor of Philosophy
- Anthony Manela, Assistant Professor of Philosophy
- Stefanie Simon, Assistant Professor of Psychology
- Elisa Martin, Assistant Professor of Social work
- Jeffrey Torlina, Visiting Assistant Professor of Sociology
- Ellen Duffy, Visiting Assistant Professor of Biology
- Kearney Gunsalus, Assistant Professor of Biology
- Anna McLoon, Assistant Professor of Biology
- Scott Greenhalgh, Assistant Professor of Mathematics
- Jenna Thate, Assistant Professor of Nursing
- Zuleyha Yuksek, Visiting Assistant Professor of Physics

Please join me in greeting them and supporting them throughout the year.

Welcome Dr. Lara Baker Whelan, Dean of the School of Liberal Arts and Associate Professor of English

Dr. Lara Whelan was a tenured associate professor of English, rhetoric and writing and director of the Honors Program at Berry College in Mount Berry, Ga. She is the author of the book *Class, Culture and Suburban Anxieties in the Victorian Era*, which was published in 2009, in addition to numerous book chapters, articles and reviews. She holds a B.A. in English from Dartmouth College, an M.A. from King's College, University of London, and a Ph.D. from the University of Delaware.

Welcome Dr. Mohua Bose, Associate Vice President of Academic Affairs for Institutional Effectiveness.

Dr. Bose led the Office of Strategy and Institutional Effectiveness at Excelsior College. She holds a Ph.D. in Educational Psychology and Methodology from the University at Albany, as well as a B.A. in Psychology, an M.A. in Applied Psychology, and an M.Phil. in Behavior Modification from the University of Madras, India.

I look forward to collaborating with Dr. Whelan and Dr. Bose as we undertake exciting new initiatives this year.

Upcoming Events

New Student Orientation Thursday, August 31st – Monday, September 4th:

Faculty are invited and encouraged to attend lunch with our new students on Friday, September 1st, 12:45pm- 1:45pm in the MAC.

Please visit [New Student Orientation Schedule](#) for detailed information.

Friday, September 8th, “First Friday” Advising Meetings:

We will be conducting “First Friday” advising meetings which will take place during free period on Friday, September 8th. This is a required meeting for freshmen and an opportunity for you to meet with all of your first-year student advisees as a group. The Office of Student Success and Academic Advising will be sending you information on this shortly. This will include the names of your advisees (if you are assigned to first-year students) and the location of your advising session.

Friday, September 15th, “Second Friday” Advising Meetings with new Transfer Students:

We will be conducting “Second Friday” meetings which will take place during free period on Friday, September 15th. This is a required meeting for new transfer students and an opportunity for you to meet with all of your transfer advisees as a group. The Office of Student Success and Academic Advising will be sending you information on this shortly. This will include the names of your advisees (if you are assigned transfer students) and the location of your advising session.

Friday, September 22, “Third Friday” Advising Meeting with Business Major Students:

We will be conducting “Third Friday” meetings which will take place during free period on Friday, September 22nd. This is a required meeting for freshmen who have declared the new Business Major. The meeting is also open to all members of the Siena Community interested in learning more about the various options available with the new major. Representatives from each of the 20

concentrations will be available to provide academic and career advice. The School of Business will be sending out information on this event shortly.

Recent News

New Degree Programs & BOI Update

New programs have generated robust enrollments in their first year. As of August 15, the new BS in Business had 172 declared majors, Health Studies had 32, and the two Nursing programs combined had 39 students. Among new students (first-year and transfers), intentions to declare indicate: Health Studies: 25; Nursing: 19, and Business 135. The Business program requires students to choose two concentrations; the most commonly chosen by new students were Entrepreneurship, Sales and Business to Business Marketing, Sports and Service Marketing, International Business, and Marketing.

Several new programs are currently in the works. The Board of Instruction (BOI) approved the new BS in Data Science in May and the proposal was recently submitted to the NYS Department of Education. Last spring, a prospectus was presented to the faculty for both a Masters of Business Administration and a BS in Software Engineering; the full proposals are expected to be considered this fall. Additionally, a proposal for a BA in Communications is being prepared for presentation to the BOI.

In an effort to improve BOI administrative processes, a BOI Google Site has been established to accommodate sharing/posting BOI business i.e., proposals, comments, discussions, agendas, etc. ([Board of Instruction](#)). If you do not have access to the site, please contact Liz Ives at boi@siena.edu. To browse the site, use the navigation bar at the top of the page. All proposal forms can be found under "[Proposal Types and Forms](#)". For a list of procedures, deadlines, and to view the BOI Google Calendar, see the "[Procedures and Deadlines](#)" tab. The BOI calendar can be viewed on individuals' own google calendar by going into your google calendar, on the left-hand side under "Other Calendars" type "Board Instruction" and click on Board Instruction, boi@siena.edu to add this to your calendar.

Proposals for BOI consideration will be accepted throughout the academic year. However, only those received by Liz Ives, Office of Academic Affairs, by September 29th in the fall and February 9th in the spring, are sure to be reviewed by a subcommittee during each semester. Proposals received after these deadlines will be reviewed if time permits; otherwise, they will be rolled over to the following semester's review schedule. Proposals will be posted under "[Fall 2017](#)" for review. An email notification will be sent when all the Fall proposals have been posted on the BOI Google site along with instructions on how to participate in discussions of the proposals.

- Please submit all signed Type B & C proposals [via email](#) to the BOI email at boi@siena.edu.
- Please submit all signed Type A proposals via email to the BOI email at boi@siena.edu OR hard copy to the secretary of the BOI, Liz Ives, in Siena Hall 202.
- A **CMU is required** for all course proposals ([including type A proposals](#)). Proposers must consult with Registrar, Jim Serbalik, to complete the CMU form, and obtain department head and dean signatures prior to submittal.

New Initiatives

Several task forces or ad hoc committees have been formed which will be developing recommendations in the future.

Core Curriculum Review Task Force: Faculty elected membership on this task force last spring. It is expected to lead a two-year process to gather information on the current core curriculum from stakeholders, examine trends in general education at other institutions, and propose one or more possible revisions of the current core. Members of the committee are:

- Josh Alexander, Associate Professor of Philosophy
- Catherine Crohan, Librarian
- Lois Daly, Professor of Religious Studies and Director of the Standish Honors Program
- Arindam Mandal, Associate Professor of Economics
- Jean Mangun, Professor of Environmental Studies and Sciences
- Lisa Nevarez, Professor of English
- Mark Rosenberry, Associate Professor of Physics
- Paul Thurston, Associate Professor of Management and Director of Academic Integration for ACE

Instructional Cost Task Force: The General Faculty Committee, Faculty Compensation Committee, and administrators will form this task force, which will develop recommendations on reducing instructional costs pursuant to the Board of Trustees mandate in connection with the Faculty Compensation Task Force report of April 2017. This group has been charged to make a recommendation before the end of the fall semester.

Catalog Software ad hoc committee: A group of administrators has met during the summer to review software packages for the production of the College catalog, which would eliminate the extensive manual editing that takes place every summer. In addition to catalog production, these programs have modules to manage curriculum review (BOI) processes. This group will make a recommendation shortly.

Student service optimization ad hoc committee: Another group of administrators met this summer to begin the process of mapping processes involved in the registration, billing, and financial aid inquiries of new and continuing students. After detailing all the steps taken by numerous offices as part of the process, continued meetings will occur this fall that will include faculty representatives to make recommendations to streamline processes, reduce duplication of effort, and ultimately serve students better.

Updated Policies, Procedures and Services

Handbook updates

On June 17, 2017, the Board of Trustees approved the revision to the *Faculty Handbook* that was ratified by the Faculty on March 20, 2017. The new *Handbook* can be found at:

[Faculty Handbook, Approved by BOT June 17, 2017](#)

Many of the changes simply clarified wording, however there were a number of substantive changes. Revisions to Section II include expanding and clarifying the list of masters level terminal degrees, strengthening the criteria for the Professor Emeritus rank, clarifying contracts for library faculty with a continuing appointment category, and adding specifications for joint appointments

of faculty to two departments. Revisions to Section III requires faculty members to use the standard college student evaluation form, which they may supplement with additional questions or their own form, and updates the list of scholarly activities to reflect contemporary forms of scholarly work.

The outdated intellectual property policy was removed from the *Handbook*, with the provision that faculty must approve changes. A committee comprising faculty, librarians, and administrators has proposed three new policies: Copyright Ownership, Patent Ownership and Management, and Copyright Usage and Compliance. These are being reviewed by an attorney specializing in intellectual property law and will be presented to the faculty soon.

Academic Policy Manual: The Academic Policy Manual on the website has been reorganized for ease of locating items and some policies have been updated.

[Academic Policy Manual](#)

Online Course Policies: These policies have been updated to include clarification of office hours and course enrollment caps.

[Online Course Policies](#)

[Appendix A: Online Course Policies](#)

Faculty Absences and weather emergency policies have also been updated to include faculty responsibilities in the event of planned or unplanned absences from class and weather emergency policies.

[Faculty Absences and Class Cancellations](#)

[Severe Weather Policy](#)

[Emergency Closing Policy](#)

[Emergency Information](#) (Emergency preparedness information)

Final exam schedule: The procedures used for creating the Final Exam Schedule have been modified. This will allow for faculty to notify students early in the semester when their exam will be held and will eliminate the need to use the ARC for tests for large groups of students.

Faculty Observation Form: on the recommendation of the faculty Diversity in Action Coalition, the form to be used for faculty observations has been revised to include a question about creating a “learning environment that is respectful and responsive to diverse viewpoints, perspectives, and identities.”

[Classroom Observation Form](#)

DAC has also prepared guidelines on inclusive practiced for faculty.

[Inclusive Teaching Strategies](#)

College Planning and Finance Committee (CPFC): The Middle States Commission on Higher Education, our regional accreditor, requires us to develop strategies to link strategic planning, assessment of outcomes, and resource allocation. In order to achieve that, the CPFC has adopted a new format. Membership will remain the same, including elected faculty representatives and the Faculty Chair, but the recommendations to the committee will be developed by three subcommittees on Strategic Planning, Assessment, and Resource Allocations. These will meet

separately and report periodically to the larger group. By creating smaller working groups, the members of CPFC will have the opportunity to deliberate more thoroughly before making annual recommendations through the committee to the President's Cabinet.

New Faculty Seminar: This extended orientation for new faculty, which was piloted last year, will be refined. Meeting biweekly, the seminar introduces new faculty to resources, people, and offices on campus to facilitate their success. Laurie Fay, Assistant VP for Academic Affairs, coordinates this. The first meeting of the fall semester will take place on Wednesday, September 19th from 9-10:30am in the Boland Room (located in the Fr. Benjamin Kuhn, O.F.M. House).

Other Strategic Initiatives: Among major initiatives emerging from the strategic plan this year will be enhanced support for development of innovative new programs and instructional methodologies, a focus on renovated and new instruction and academic support in the facilities master planning process, and promulgating student use of e-portfolios to collect experiential, classroom, and career exploration materials.

I am confident this will be an exciting and busy year, with a focus on improving the education experience of our students and our own satisfaction in the work we undertake on their behalf.

Around Campus

Center for Academic Community Engagement

During 2017-18, ACE will celebrate its 10 year anniversary. This milestone will be celebrated throughout the year as we continue to connect more broadly and deeply with the college campus and the wider community.

In August, our Summer cohort of 21 AmeriCorps VISTAs began their service year at 18 community partners throughout the Capital Region. New this year we have placed a full-time postgraduate VISTA to support community engaged work at Siena College's Writing Center and hope to support community engagement other areas of campus as well.

During the fall semester, ACE will host a student-led conference, Bonner Congress. Bonner Scholars and Service Leaders from more than 60 schools nationwide will converge on campus to share ideas and best practices for campus community engagement. Please encourage your students to participate. There will be plenty of workshops and events that students interested in service can attend.

Following the success of our April Food Summit with The Food Pantry Coalition, we will host our second conference on food security in November with Capital Roots. This will be a great opportunity for faculty to learn about prevalent issues in our local food system and identify projects and partners for future work.

In addition to our work with Siena students, ACE supports faculty to create community engaged courses, design and implement community engaged research, and develop mentoring skills for undergraduate community engaged research. We host a workshop as part of the January pre-semester faculty development series, a May conference on community engagement, and a course design workshop in June. Contact Ruth Kassel (rkassel@siena.edu) or Paul Thurston (pthurston@siena.edu) to learn more.

We have updated our Certificate in Community Development making it more accessible to students from all schools and majors and we will continue to focus on our [nine community](#)

[engaged programs](#) that offer varied and robust opportunities for students and postgraduates to act upon Siena's Franciscan values and develop as agents of change in the Capital region and beyond.

The Office of Grants and Sponsored Research

The Office of Grants and Sponsored Research provides professional support to Siena's faculty and facilitates their efforts to secure external funding for their scholarly, creative, and instructional activities. It also ensures responsible stewardship of external funds and compliance with College policies, government regulations, and external sponsors' requirements. Summer revisions to the OGSR website and to the grants handbook have been completed, and the academic year will feature workshops in fall and spring semesters and other outreach activities.

Recent activity in Grants and Sponsored Research include the following awards:

Dr. Katherine Meierdiercks, Associate Professor of Environmental Studies and Sciences, New York State Department of Environmental Conservation, 2 yrs., \$48,244

Dr. Elias Shukralla, Assistant Professor of Economics, Qatar University, 1 yr., \$15,750

Dr. Krysta Dennis, Lecturer in Creative Arts, Humanities NY, 1 yr., \$3,800

Dr. Rose Finn, Professor of Astronomy, and Dr. Graziano Vernizzi, Professor of Astronomy, National Science Foundation, 3 yrs., \$229,558

Dr. Tim Cooper, Assistant Professor of History, Association of Asian Studies - Northeast Asia Council, 1 yr., \$900

For further information, please contact Sally Southwick, Director of Grants and Sponsored Research at 783-2322 or ssouthwick@siena.edu.

Institutional Review Board (IRB)

Anyone conducting activities that meet the definition of research with human subjects must submit an IRB application. This policy pertains to Siena faculty, staff, and students. Depending on the nature of the research, IRB feedback and approval may take several weeks. Information about Siena College's IRB, including the IRB handbook, a link to the application, and helpful resources, is on the [IRB website](#). In-class workshops, training, and small group sessions about the IRB and the review process are available on request. For more information contact irb@siena.edu.

Career Education and Professional Development (CEPD)

CEPD has completed the initiatives that were outlined by the interdisciplinary team in the spring of 2015 and will begin to address the key actions of the College's Strategic Plan. We will continue to reach out to first-year students during the summer before they arrive on campus. Several events and programs have been planned throughout the academic year to engage students in the career development process and assist students in achieving our established learning outcomes. The career development course, SASE010, Career Exploration will be offered again this fall and spring. There are two sections and it is a one credit course open to all class years and majors. The course will feature Digication's e-portfolio. Students will be advised in creating their individual e-portfolios as well as maintaining both curricular and non-curricular artifacts within the system to assist them in planning for their future careers.

The Writing Center

The Writing Center continues to offer free assistance to students, faculty, and staff and to engage in outreach efforts within the local community. Last year we met with approximately 1200 Siena

students, teamed with the School of Business and ROTC Program to support their undergraduate writers, facilitated numerous workshops and in-class presentations, participated in the Center for Undergraduate Research's Summer Seminar Series, and collaborated with the Center for International Programs to streamline campus services for English Language Learners. Twelve talented undergraduates completed our tutor training program, which now includes a service-learning component at a local high school. Newly-minted tutors Clare Nee and Blaise Piotrowski will spend 2017-2018 partnering with experienced staffers Serena Rizzo and Samantha Jaeger to develop outreach programs for underprivileged teenage writers. Finally, we are proud to announce that recent alums Susana Garcia and Jenna Kersten will continue tutoring as Fulbright Scholars in Mexico and Germany, respectively. A third spring graduate, Beth Rucinski, was recently awarded a position as an Americorps VISTA. She has returned to the Writing Center to complete a year of service overseeing our Albany-area volunteer activities. In the upcoming months, look for the Writing Center to revamp its website, announce special programming for our nursing students, and lead an additional workshop or two on write-to-learn strategies.

Scheduling Space on Campus

Classroom scheduling is done, as always, by the Registrar's office in conjunction with the individual School offices. If you need to reserve space for an out-of-class activity such as a meeting, lecture, presentation, retreat, etc. you should use the Room scheduling system which is available along with instructions at: [Campus Scheduling](#). To login into the system, please use your Siena username and password. The EMS scheduling system allows you to schedule space on campus, submit the setup for your event, as well as browse for other events that are taking place. For a full calendar of events, please refer to the campuses master calendar which can be reached from the homepage of the Siena website. For any questions or concerns, please contact the Scheduling office at campusscheduler@siena.edu.

Public Safety

Public Safety is located in Hines Hall East Wing and is staffed 24/7/365. If you need assistance please call [518-783-2376](tel:518-783-2376) for routine matters or [518-783-2999](tel:518-783-2999) if you have an emergency.

- **Siena Alert System (SAS):** Faculty should review their SAS enrollment to make sure their data (cell number, carrier, email) is up to date. New faculty should enroll as soon as possible. You can find information and a link to enroll [here](#). If you run in to any issues, please email or call Sandy Serbalik (sserbalik@siena.edu, (518) 783-2596) for assistance.
- **Emergency Response Guide:** Please review the College's Emergency Response Guide (ERG) prior to the start of classes to familiarize yourselves with the various emergency response protocols. Fire drills will be conducted each semester to meet New York State regulatory requirements. Additionally, it is essential to review active shooter protocols and have a plan for your particular classrooms/office area. An updated ERG will be emailed to all faculty at the beginning of the semester. [An online version can be found here](#). For further guidance on active shooter community response please visit the Department of Homeland Security Website at: <http://www.dhs.gov/active-shooter-preparedness> or view the Run-Hide-Fight video at: <https://www.youtube.com/watch?v=5VcSwejU2D0>
- **Parking Permits:** If you do not have a permit for your vehicle, please fill out the BOSSCARS form that may be accessed through Employee Self Service under Personal Information. Fill out the form, print a copy and bring it to the Public Safety Office to

receive your permit. If you have changed vehicles or have a new phone number, please email Public Safety to update your information.

- **Visitor Vehicle Registration:** If you have someone visiting you on campus you may obtain a parking permit for your visitor through an automated process by going to the following link: <https://VisitorVehicleRegistration> After completing the process a Visitor Permit and link to a campus map will be emailed to your guest.

SUMMER ACTIVITY

Summer Session 2017

The Summer Session served 501 students filling 767 class seats (a **19% increase from 2016**) for a student/class ratio of 1.53 in 80 sections. The discounted summer tuition of \$500/credit hour was continued with a 50% discount for a second or third class. Online and hybrid courses proved quite successful with 181 students taking advantage of our 10 offerings in courses as diverse as Roots of Medical Terminology to Management.

The annual survey of Summer Session students once again confirmed that professors/advisors continue to play the biggest role (51%) in promoting summer enrollment. The opportunity to “get ahead” in course work was listed as the top motivator (44%), followed by those wanting to “catch up” (25%).

Summer Academic Camps offered to younger Capital Region students (ages 9-18) also saw a marked increase in enrollment serving 178 campers in 15 camps, including a first-time-offered mock trial CourtCamp, Escape Room Math Mysteries and five varied Minecraft camps.

Center for Undergraduate Research and Creative Activity (CURCA)

CURCA is happy to report continued growth and participation across all Schools, all Majors, and all Years. Faculty and students have been very supportive and produced excellent intellectual outcomes through collaborative endeavors. Independent Studies continue to grow and provide unique learning opportunities for our students. We had 53 approved proposals this year from 39 faculty members involving close to 80 students. Once again TeamBILD students from multiple schools worked together to examine a "big" issue topic, with faculty mentors from each of the three schools. The interdisciplinary nature of the program encouraged students to synthesize knowledge from different content areas to form new insights. There are four faculty members involved with TeamBiLD and one faculty member mentoring the DAKE student, bringing the total number of faculty members involved in Summer Scholars to 44.

Siena had an unprecedented number of students accepted to the National Conference of Undergraduate Research (NCUR). Fourteen students were accepted and traveled to Memphis, Tennessee to present this past April. Dr. Chingyen Mayer accompanied the students and it was a very rewarding trip for all.

Summer 2017- Center for Academic Community Engagement

This summer ACE's Summer Service Scholar program grew to 41 students from Siena and other schools across the country. These service scholars performed behind the scenes work with local nonprofits as Summer AmeriCorps VISTAs, worked on challenging business problems through our nonprofit consulting program NEXT, researched public policy issues that impact marginalized populations in the Capital Region through the Community Policy Institute, or completed intensive community-based research as Dake Fellows mentored by Siena faculty. We also supported faculty

through individual projects and interdisciplinary research teams. Our faculty tackled data issues in regional homeless programming, program assessment for a Camp to Belong foster child reunification camp, open source technology programs for children in high need schools and refugee focused research to name a few projects.

Facilities Upgrades

- **Astronomy Observatory:** design of this new facility on the top floor and roof of Roger Bacon is ongoing. The construction schedule for the new observatory is dependent on design completion and our academic calendar.
- **Siena Hall front entrance stairs:** re-construction of the entire stair structure was required due to failure of the brick stair foundation walls. The stair structure re-build includes the replacement and waterproofing the entrance portico deck and the stone (side) facades of the entire stair structure and entrance portico.
- **Siena Hall, Kiernan Hall and Roger Bacon:** classroom furniture upgrades.
- **Standish Library Café:** an area at the south end of the main floor of the library has been converted into a café area. The café will be operated by AVI.

Information Technology Services

The ITS website can be found at <http://www.siena.edu/its>. ITS continues to make improvements in our service to the community. The Academic Technology team's website (<http://acadtech.siena.edu>) has resources for faculty interested in teaching with technology. If you are interested in developing hybrid or fully-online courses, please contact Mary Parlett-Sweeney (mparlett-sweeney@siena.edu) to set up a meeting to discuss the possibilities. Information about Siena College's policies regarding online and hybrid courses may be found at the ITS website under Academic Technology ([Hybrid and Online Courses](#)).

Major improvements continue to be made to the wireless network in the student residences. This should help students with their work outside the classroom.

A new telephone system has been deployed across campus. There are a number of useful features including voicemail delivered to your email inbox and the ability to send and receive FAXes from your computer. For more information see this document: [Phone Basics](#)

A number of classrooms received technology upgrades during the summer. Siena Hall 328 has new furniture including "hideaway" desks which allow the monitors to be lowered out of sight. Twenty-three (23) classrooms received new projectors, screen, and document cameras. If you have questions about the technology in a classroom or would like a familiarization session (or "re-familiarization") session on how to use the equipment, please contact Tom Callan at tcallan@siena.edu or [518-782-6657](tel:518-782-6657).

Almost all classroom computers were upgraded to Windows 10 and Office 2016 as part of our ongoing effort to roll-out Windows 10. If you would like to request an upgrade to Windows 10 (or to find out if your office computer can be upgraded to Windows 10), please email the Help Desk (helpdesk@siena.edu) with the Siena College asset tag number of your computer. A User Services staff member will contact you to discuss a possible upgrade.

Remember also that User Services (518-782-6000 or helpdesk@siena.edu) is available for phone calls, email, or drop-in (Hines 101) until 7pm Monday through Thursday during the semester to provide coverage for late classes.

The Governance committee for Information Technology, known as GIT, will have some new members this year. If you have concerns about the management of IT you can talk to any of the GIT committee members, or contact Mark Berman, Chief Information Officer, directly at [518-782-6957](tel:518-782-6957). A list of current GIT members can be obtained from the Faculty Support Services office at [518-783-4130](tel:518-783-4130).

Sub-committees of GIT include ATAC (Academic Technology Advisory Committee), ISC (Information Security Committee), AdminSAC (Administrative Systems Advisory Committee). ITS is responsible for information security and we have continued to work on policy changes with the Security Committee and GIT, our faculty governance committee. Check the ITS website for policy updates and changes.

POLICY AND PROCEDURE REMINDERS

FERPA (Family Educational Rights and Privacy Act)

Generally, the Academic Affairs office will not provide information about grades to parents without student consent, unless the student is considered "high-risk" and the situation warrants disclosure. In this case, the Academic Affairs office will ask the parents to provide proof by tax returns that the student is dependent upon them. However, if the student has a confidentiality hold or if the College has proof that there is a court order terminating parental rights, neither the Registrar's office nor Academic Affairs will release information without student consent, under any circumstances. In this situation, proof of dependency is not relevant and the parents must have the student sign a release form for Academic Affairs to reveal grades to them.

Faculty need to make their own informed judgments as to whether or not to communicate with parents. The above policy should be used as a guide. If you have any questions or are in need of a consultation on a particular matter, please **contact Holly Cheverton** at ext. 6578 or SH 215.

Higher Education Opportunity Act – Textbook Requirements

We remind you that, the 2010 Textbook Information Provision law materials transparency provision requires that all faculty textbook adoptions for future upcoming semesters must be posted for students to review by the first day of student registration. You must submit the list of your textbooks to the campus bookstore by November 1, 2017 for Spring 2018 semester. Further detailed information regarding spring registration will be provided by the Registrar and Bookstore.

Faculty Status Consideration

If you are planning any request for consideration by the Committee on Faculty Status this academic year, please refer to: [Faculty Status](#).

Please do not hesitate to call The Office of Academic Affairs (ext. 2307) if you have questions about anything at Siena. I can attest that I relied heavily on the knowledgeable and helpful professionals in this office to guide me through my first year. If they cannot answer a question they will be able to find out who can.

Along with all of the staff of the Academic Affairs Office, I wish you a successful fall semester.

With best regards,

Maggie

Margaret E. Madden, Ph.D.