

Dear Colleagues:

Welcome back to Siena for the fall 2018 semester! We had another very busy year last year as we began to implement Siena's strategic plan for 2017-2022, *Tradition. Transformed.* (See link at [The Strategic Plan 2017-2022](#)). In addition to the five new degree programs that were approved, we worked through important discussions of faculty staffing, implemented collective bargaining agreements, and revised a number of policies and procedures. Once again, I am grateful for the innovative, thoughtful, caring, and dedicated faculty and staff who are so devoted to helping students thrive.

So many initiatives identified in the strategic plan are underway, I won't attempt to describe them all in this letter. To help us track progress, we have acquired software that makes it easy for the lead parties of initiatives to report their activities and create reports for the Board of Trustees and the rest of the community on the status of actions related to the plan. Starting this semester, reports of this progress will be presented to you, both to see what is underway and to identify what we need to continue to work on.

New Faculty Members

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

William Adamczak, Assistant Professor of Quantitative Business Analysis
Nora Boyd, Assistant Professor of Philosophy
Rebecca Clark, Assistant Professor of Biology
Feng Dong, Assistant Professor of Finance
Kim Sangahn, Assistant Professor of Quantitative Business Analysis
Kimberley Mosher, Assistant Professor of Marketing
Kursad Tosun, Assistant Professor of Mathematics
Saladdin Ahmed, Visiting Assistant Professor of Political Science
Andrew Beaupre, Visiting Assistant Professor of History
James Belflower, Teaching Assistant Professor of English
Stacey Dearing, Teaching Assistant Professor of English
Megan Kelly, Visiting Assistant Professor of Psychology
Liudmila Malyshava, Visiting Assistant Professor of Economics
W. Ruchira Silva, Visiting Assistant Professor of Chemistry and Biochemistry
Elisa Valenzuela Capellan, Visiting Assistant Professor of Management

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

Upcoming Events

New Student Orientation Thursday, August 30th – Monday, September 3rd:

Faculty are invited and encouraged to attend lunch with our new students on Friday, August 31st, 12:45pm- 1:45pm in the MAC.

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

Wednesday, September 5th, "First Wednesday" Advising Meetings with new Transfer Students:

We will be conducting "First Wednesday" meetings which will take place during free period on Wednesday, September 5th. 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 Academic Success

and Engagement 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 7th, “First Friday” Advising Meetings:

We will be conducting “First Friday” advising meetings which will take place during free period on Friday, September 7th. This is a required meeting for freshman and an opportunity for you to meet with all of your first-year student advisees as a group. The Office of Student Academic Success and Engagement will be sending you information on this shortly. This will include the names of your advisees (if you are to first-year students) and the location of your advising session.

Recent News

New Degree Programs & BOI Update

New programs continue to generate robust enrollments again this year. As of August 8, the new BS in Business had 248 declared majors, Health Studies had 102, and the two Nursing programs combined had 68 students. Among new students (first-year and transfers), intentions to declare included: Health Studies: 34; Nursing: 27, and Business 125. The Business program requires students to choose two concentrations; the most commonly chosen by majors are Entrepreneurship; Marketing Communications and Digital Marketing; Sports and Service Marketing; and Strategic Human Resources Development.

With *five* new programs approved by NY Department of Education this year, I think we’ve broken a record! (In my 30+ years in academic administration, I’ve not seen any college create so many in one year.) While they are too recent to have many students enrolled yet, some students have already declared the BS degrees in Applied Physics, Software Engineering, Data Science; the BA in Communications; and the Master of Business Administration. I am proud of the collective effort of faculty to accomplish this, and thank all of you who developed and critiqued programs, reviewed them through governance processes, and are now promoting them to students.

As a reminder, last year the Board of Instruction migrated to a new Google Site 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 your individual 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 28th in the fall and February 8th 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 2018**" 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 **Course Master Update form 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.

Other Ongoing Initiatives

Instructional Cost Task Force: At the request of the Board of Trustees, the General Faculty Committee, Faculty Compensation Committee, and administrators formed a task force that developed recommendations on reducing instructional costs last spring. Deans and Department Chairs will be working to implement these recommendations throughout this year. Your active participation as your department plans are developed will be very important

Core Curriculum Review Task Force: This task force, chaired by Associate Professor of Philosophy Josh Alexander, worked diligently last year to examine models and create learning goals for Siena's core curriculum. They plan to present model to the faculty for discussion this fall and eventually make recommendations to the BOI.

Alternate Calendar and Class Schedule Task Force: Another task force was formed last spring to examine alternatives to our standard semester calendar and class schedule template and is chaired by Loretta Ebert. They conducted a survey of faculty attitudes on various options and will be sharing recommendations with faculty and staff this semester.

In regard to student academic services, a project to examine processes and suggest ways to improve services to students has resulted in a substantial overhaul of communication to incoming new students, adjustments in the way new students are registered for classes, and ongoing discussion of how transfer credit is processed. While the primary goal is to improve services to students, these efforts will also create efficiencies that free staff and faculty to provide more substantive advising to students who need it and address other priorities.

Updated Policies, Procedures and Services

As most of you probably realize, Siena's website was substantially overhauled and went live this summer. To assist you in finding policies and procedures that you may need information about, here are links to some of the major ones:

[Academic Policy Manual](#)

[Faculty Handbook](#)

[Faculty Status Committee Information](#)

Collective Bargaining Agreements

[Full-time Contingent Faculty Contract](#)

[Adjunct Faculty Contract](#)

If you are searching for something you believe was posted on the website and cannot locate it, please let me know. We are continually trying to improve the organization and content of the academic policy information available on line.

Links to specific policies that seem to be of particular interest are:

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: As a reminder, the procedures used for creating the Final Exam Schedule were modified last year. 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 practices 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. Last year CPFC adopted a process using three subcommittees (Strategic Planning, Assessment, and Resource Allocations) to analyze and make recommendations in the three critical phases of an annual planning cycle. Coupled with the reporting of the strategic plan initiatives, this will facilitate much greater involvement and clarity in decision making regarding major initiatives at Siena. This academic year is the first to implement the complete annual cycle.

Other Strategic Initiatives: Among major initiatives to be continued this year are the **facilities master planning process**. Update and feedback sessions will be scheduled in September and I encourage you to attend and promote facilities that enhance our academic programs and services (to shamelessly promote our priorities!) Another project for this year is to further foster **student use of e-portfolios** to collect experiential, classroom, and career exploration materials. We hope that most academic and experiential programs will integrate student e-portfolio use to encourage students to save important academic projects, facilitate assessment of student outcomes, and reflect on their academic experiences.

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

New initiatives have been launched in many academic support areas, including:

Center for Academic Community Engagement (ACE)

Launched SHINE – an online environment where Capital District nonprofit organizations, community members, and other stakeholders can find and share best practices.

Collaborated with the Writing Center to create Literacy Ambassadors which engages students in Cohoes High School and Albany Leadership High School for Girls.

Career Education and Professional Development (CEPD)

Chaired committee planning/organizing the first STEM/Healthcare Job and Internship Fair for students at eight Capital District colleges.

Presented e-Portfolio training to 14 departments. All students enrolled in the Career Development course (SASE 010) create an e-Portfolio in which they may maintain both curricular and co-curricular artifacts.

Center for International Programs (CIP)

Served as lead planners and co-chairs for EVOLVE – Capital District study abroad returnee conference. Exceeded international student enrollment goals (+12%)

Center for Undergraduate Research and Creative Activity (CURCA)

Created “CURCA Student of the Week” highlighting a different student researcher per week. A brief summary of the work the student performed and his/her accomplishments was sent to the campus community and featured via a monitor outside of the CURCA Office.

Working to expand the scope and timeline of Siena’s Academic Celebration to better showcase the work performed by our students and faculty

First-Year Seminar (FYS)

For the first time, nine students did poster presentations in the College-wide Academic Celebration.

Higher Education Opportunity Program (HEOP)

Number of students eligible to attend the banquet celebrating academic achievement increased 9% in Fall and 8% in Spring.

Honors

26 students participated in the Spring Research Colloquium.

Office of Internship Programs (OIP)

Added 93 new internship sites and posted over 775 internship opportunities on Career Saint and successfully shepherded proposal for credit cap increase.

Student Academic Success and Engagement (SASE)

Responded to 279 SKIPs reports from faculty; advisor met with or was successful in contacting approximately half of referrals. Systematically contacted all Fall 2017 students who were unregistered for Spring 2018 after course registration period ended in Nov. 2017, resulting in over 85% of those unregistered subsequently registering. Repeating process for Fall 2018 registrations.

Siena Enhanced Educational Development (SEED)

Launching new academic support program to assist students at risk for attrition. First cohort of approximately 16 students will begin Fall 2018 and have access to individualized tutoring, mentoring, academic advising, etc.

Writing Center

Professional tutor, Gina Greco, and members of the senior tutoring team partnered with Dr. Jennifer Dorsey, Director of the McCormick Center, to create a new mentoring service for History Capstone students. Beth Rucinski, a 2017 Siena graduate and former tutor, returned to the Writing Center for a year of service as an Americorps VISTA. With partners in the Office of Academic Community Engagement, Rucinski started a writing center at Cohoes High School staffed by Siena students.

Advisor for Prestigious Scholarships and Fellowships

Matthew Clemens, adjunct professor in Philosophy, will be also working as Advisor for Prestigious Scholarships and Fellowships. He will develop and publicize a list of competitive fellowships and scholarships appropriate for Siena students, facilitate workshops and information sessions, and work with students throughout the application processes. Matthew will hold office hours in Siena Hall 215B, x2956.

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 can be found here: [Grants and Sponsored Research](#). Please be sure to note the internal procedures and deadlines for grant applications.

Recent faculty grant activity includes the following awards.

Dr. Janet Shideler, professor of French, the National Endowment for the Humanities, \$8,980 *Common Heritage* grant

Dr. Rose Finn and Dr. Graziano Vernizzi, professors of physics and astronomy, the National Science Foundation, 3 yrs., \$229,556 collaborative RUI grant

Dr. Karen Ward Mahar, professor of history and American Studies, a National Endowment for the Humanities-Hagley Fellowship from the Hagley Museum and Library

Dr. Mary Beth Kolozsvary, associate professor of environmental studies and sciences, Capital Mohawk Partnership for Regional Invasive Species Management (PRISM), \$7,885

Dr. Stephen Deyrup, associate professor of chemistry and biochemistry, 1 yr., a Fulbright Scholar Award at Hong Kong Baptist University

Dr. Jon Bannon, professor of mathematics, 1 semester, a Fulbright Scholar Award at the University of Lancaster in England

On Friday, October 12, OGSR and the Center for International Programs, in collaboration with Union College, will be hosting a Fulbright workshop at Siena. Please check the digest for information and registration details.

For further information, please contact Sally Southwick, Director of Grants and Sponsored Research, at 518-783-2322 or ssouthwick@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** for routine matters or **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 again this 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> and/or view the Run-Hide-Fight video at: [here](#).

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, it is important to 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: [Visitor Vehicle Registration](#). After completing the process a Visitor Permit and link to a campus map will be emailed to your guest.

Threat Assessment Team (TAT): The College's Threat Assessment Team is responsible for responding to threatening behavior and potential and/or actual threats made by and/or towards students and employees. If you become aware of behavior or statements which indicate that any person may pose a threat of violence to a member or members of our community, please report it to Public Safety immediately. In addition to the traditional threats of violence, the College also recognizes that a victim of dating/domestic violence and/or stalking may be susceptible to threatening behavior, statements or acts of violence in the workplace or college setting. All threats and/or threatening behavior by any member of our community, or by an outsider directed toward a member of our community, should be immediately reported to Public Safety.

Information Technology Services

The ITS website can be found at <http://www.siena.edu/its>. ITS is dedicated to supporting innovation at Siena College and works hard to continuously improve technological support for teaching and learning as well as the administrative functions of the college. The Academic Technology team's website (<http://acadtech.siena.edu>) has resources for faculty interested in using technology to enhance pedagogy.

Recent changes:

- Working with the Academic Technology Advisory Committee and the Faculty as a whole, Siena is changing its Learning Management System from Blackboard to Canvas. For assistance with using or transitioning to Canvas, contact Academic Technology.
- If you are interested in developing an online or hybrid course, 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 Academic Affairs website under Academic Technology (Hybrid and Online Courses).
- With the help of an NSF grant, ITS has made significant improvements to research and education networking and other technology services to support research. For more information contact Mark Berman (mberman@siena.edu) or Angelo Santabarbara (asantabarbara@siena.edu).
- Our new telephone system has a number of useful features including voicemail delivered to your email inbox, FAX from your computer, and many other features. For more info see the document: [Phone Basics](#).
- We are constantly upgrading technology in classrooms. This year we upgraded A/V and lectern technologies in several classrooms. Pay attention to the Daily Digest for training we offer in the use of classroom technology.
- WiFi networking on campus is also being upgraded as needed. At this point about the only place on campus that does not get WiFi access is the center of the academic quad. And we're working on that.

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**. A list of current GIT members can be obtained from the Faculty Support Services office at **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.

SUMMER ACTIVITY

Summer Session 2018

The five terms of Summer Session ran from May 21 through August 6 and served 508 students enrolled in 798 class "seats" in 82 sections representing in-class and online courses, internships and independent studies. Enrollment increased by 4% over 2017. Summer survey results showed that faculty advisors continue to play a most important role in promoting Summer Session to our students. The reduced summer tuition of \$500/credit hour was continued, with a 50% discount for a second or third class.

Courses with the highest enrollment were once again our online offerings with an average class size of 19; more than double the average class size for traditional classroom courses. Seventeen online courses were offered this summer, up from 10 in 2017.

Summer academic camps served 140 younger students (ages 9-18) from the Capital Region with 12 offerings in STEM-related subjects such as Drawing with Java Programming, Game Design, and Robotics.

Center for Undergraduate Research and Creative Activity (CURCA)

Summer Scholars 2018 program is thriving. We have 55 approved proposals this year (53 from last year, a 3.8% increase) from 42 faculty members (compared to 44, a 4.5% decrease) involving 92 students (compared to 78 students a 14% increase). There are six faculty members in Creative Arts, Computer Science, History, and Physics/Astronomy involved with SPIn projects revolving around community engaged undergraduate research. The work with the Underground Railroad History Project of the Capital Region in the Stephen and Harriet Myers Residence is entering its second year, while the Siena College Homelessness Project is entering its third and final year as a SPIn project. We will be adding a third project at the beginning of the Academic Year.

Summer 2018- Center for Academic Community Engagement

This summer ACE's Summer Service Scholars program engaged 21 students from Siena and other colleges and universities from across the country. Our Service Scholars worked with eight non-profit community partners whose missions' ranged from youth development, history and the arts, housing, community organizing, and restorative justice. We expanded our partnership with three organizations which had not previously been engaged with our center—Community Miracles in Action, a Cohoes non-profit that specializes in STEAM curriculum for youth grades 6-12; YWCA of the Greater Capital Region, a Troy non-profit that works with women to provide safe and affordable housing, help with basic needs, victim advocacy, help with addiction, job training and career counseling, and case management; and Troy Prep, a rigorous, college prep public school whose mission is to prepare all students to enter and succeed in college through effort, achievement, and the content of their character. Summer Service Scholars completed projects in youth development, communications and marketing, programming, event planning, and operations at their sites and participated in a weekly class to discuss their experiences, reflect on their work, and develop as professionals.

ACE also hosted students who performed behind the scenes work with local nonprofits working on challenging business problems, exploring public policy issues that impact marginalized populations in the Capital Region, and completed intensive community-based research mentored by Siena faculty. We also supported faculty and students through individual community engaged projects and interdisciplinary research teams.

Facilities Upgrades

Construction of the Observatory atop Roger Bacon Hall includes the telescope dome, a new roof and elevated decking system & guardrails, telescope pedestals, a new access door, ramp and windows and associated infrastructure, will be complete during the month of August. The new telescope is in place and will be operational this month as well.

The front of Siena Hall was closed for most of the summer while the four large, 80 year old wood columns that support the entranceway portico were removed and restored at an off-site facility. The columns, their bases and the decorative top capitals were reinstalled and the front fascia of the portico refreshed. Classroom furniture upgrades were made in Siena Hall, Kiernan Hall and Roger Bacon Hall.

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 the Academic Advising Office at [518-783-2341](tel:518-783-2341) or stop by 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, 2018 for the Spring 2019 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 myself rely heavily on the knowledgeable and helpful professionals in this office to guide me through all of our activities. 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.