

August 2019

Dear Colleagues:

Welcome back to Siena for the fall 2019 semester! Sadly, this year starts on a somber note as we mourn the passing of President Coughlin on July 30. I hope you will be able to attend the memorial mass on September 17 at 4 p.m. Classes that begin between 2 and 5:30 p.m. will be cancelled so that students and faculty may attend the service.

The Board of Trustees had appointed me interim president during Br. Ed's expected medical leave of a couple of months and have now extended the interim presidency through the rest of this academic year. Br. Ed had announced in June that this academic year would be his last and the Board had already begun plans for a full, national search for Siena's next president. They wish to proceed with that search and are currently selecting a search firm. Faculty Chair Christiane Farnan is on that committee and I know you will hear much more about the composition of the full search committee and the search itself throughout the year.

Given my new role, I am pleased to appoint Dr. Charles Seifert, Dean of the School of Business as Interim VP for Academic Affairs. In turn, Dr. Cheryl Buff, Associate Dean of the School of Business will serve as Interim Dean of the School of Business. I am confident that they will provide continuity of leadership for all of Academic Affairs and the School of Business throughout this academic year and I am very grateful that they are willing to serve Siena in this way.

The most important activities this year will be the continuation of the implementation of Siena's strategic plan for 2017-2022, *Tradition. Transformed.* (See link at [The Strategic Plan 2017-2022](#).) This past year was very productive. At this point eight new bachelor's degree programs have been approved, along with the Master of Business Administration and Advanced Certificate programs in Data and Analytics and Fraud and Digital Forensics. We continue to work on implementing collective bargaining agreements, had fruitful discussions on the Faculty Handbook which will continue this fall, worked towards meeting the goals of the instructional cost plan, enacted another phase of the faculty compensation plan, 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, but we are able to track them continuously. You can see the last update for each strategic initiative on the [Institutional Effectiveness website](#). At about halfway through the five-year plan, 15 percent are completed and another 75 percent are on target for completion.

New Faculty Members

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

S. Sinem Atakan, Assistant Professor of Marketing
Aurelia Aubert, Visiting Assistant Professor of History
Shannon Draucker, Assistant Professor of English
Joshua Iddings, Assistant Professor of Writing & Communications
Jeannine Kaskoun, Teaching Instructor of Nursing
Jennifer Kim, Teaching Assistant Professor of Sociology
Gregg Mallett, Visiting Assistant Professor of Biology
Patrick Maxwell, Assistant Professor of Biology
Ursula Roessiger, Teaching Assistant Professor of Philosophy
Rosemarie Van Patten, Assistant Professor of Nursing
Abbey Willis, Assistant Professor of Sociology

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

Upcoming Events

New Student Orientation Thursday, August 29th – Monday, September 2nd:

Faculty are invited and encouraged to attend lunch with our new students on Friday, August 30th, 12:45pm- 1:45pm in the MAC.

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

Wednesday, September 4th, “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 4th. 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 6th, “First Friday” Advising Meetings:

We will be conducting “First Friday” advising meetings which will take place during free period on Friday, September 6th. 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 Academic Success and Engagement will be sending you information on this shortly. This will include the names of your advisees (if you are assigned first-year students) and the location of your advising session.

Recent News

New Degree Programs & BOI Update

New programs continue to generate robust enrollments this year. As of August 21, the BS in Business had 261 declared majors, Health Studies had 150, the two Nursing programs combined had 125, and Communications had 103. The Business program requires students to choose two concentrations; the most commonly chosen by majors this year are Marketing Communications and Digital Marketing; Entrepreneurship; Sports and Service Marketing; International Business; and Business Analytics. The MBA had 47 students enrolled as of this writing.

Enrollment Management has pointed out that 26% of the incoming first-year class are interested in majors that were not offered at Siena four years ago. Among new students (first-year and transfers), intentions to declare included: Business: 134; Communications: 28; Health Studies: 51; and Nursing: 57.

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. In addition there are several other new programs that are being developed.

As a reminder, the Board of Instruction has a Google Site 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 27th in the fall and February 7th 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 2019](#)" 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.

Winter session

Last year, the Alternative Calendar Task Force recommended creating a winter session for online and travel courses and we have done so. It will run from December 16 to January 10. Faculty members proposing an online course that was not previously offered in a 4-week term or has not been offered online before must submit a revision request to Academic Technology immediately. See form at: <https://www.siena.edu/files/resources/fillable-online-course-mou.pdf>

Half terms

The same task force recommended creating two formal half-semester terms, as well. Fall A runs from September 5 to October 18, and Fall B runs from October 21 to December 9. Short special-topics courses may be offered in these terms, subject to BOI approval.

Council of Independent Colleges Online Consortium

During the summer, Siena made arrangements to participate in an organization called Council of Independent Colleges Online Consortium (CICOL). Through CICOL we will be able to select online courses that our students may take offered at member colleges and eventually we will be able to offer open seats in our online courses to others. Immediately we plan to start small. We have complete discretion over what our students may take to assure quality and comparability of course content. These courses will not be visible to students to register themselves. They will sign up only through advisors, who will refer them to assistant/associate deans for the actual registration. If an advisee is in danger of falling behind or not graduating because they are missing a particular course, send them to an AD to see if an online course can help them. Students may not take a CICOL course that is offered at Siena in the same semester.

Academic Event Planning and Approval

SAINTS Connect, an event submission, approval and posting system used by Student Life, is expanding to incorporate Siena's academic events. Utilizing SAINTS Connect when planning an event will streamline the communications process by automatically informing appropriate parties across campus such as AVI and Public Safety, improving service, efficiency and risk management. And the SAINTS Connect webpages serve as a useful calendar resource for the Siena community to search for upcoming events and reduce scheduling conflicts.

Each school (Liberal Arts, Science and Business), as well as Academic Affairs, and the office of Student Academic Success and Engagement (SASE), will have designated staff members to assist you with submitting your event to SAINTS Connect for approval. **Watch for more information on the submission process later this month.**

Submitting an event to SAINTS Connect will not reserve campus facilities or fulfill contract requirements. To schedule space you must continue to use the [online EMS system](#). Contract information can be found [here](#).

Facilities Master Plan

The Facilities Master Plan was reviewed by the Board of Trustees and we were authorized to begin planning two projects, the addition to Roger Bacon and the renovation of McGuire Hall. A committee of science faculty will work with a chosen architecture firm to begin the program planning, which will take several months. At that time the Board will review the plans and make a decision about beginning construction based on available funding.

Transfer Processing Initiative

A great deal of effort went into improving the process for evaluating transfer credit submitted by incoming first-year students. By streamlining the process equivalencies were established for many common incoming classes, which can then be added to students' records immediately without having to pass paper files and forms among several places. Department chairs will continue to approve courses not already approved for the transfer data base. This is an excellent example of gaining efficiencies that free staff to do other things while serving students better.

Other Ongoing Initiatives:

Instructional Cost Task Force: At the request of the Board of Trustees, the General Faculty Committee, Faculty Compensation Committee, and administrators in 2018 recommended measures to reduce instructional costs. Deans and Department Chairs will be working to meet goals required to implement these recommendations in terms of class sizes and composition of the faculty. Your active participation as your department plans are undertaken 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.

Important Policies, Procedures and Services

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)

IRB New Regulations – Effective January 21, 2019, U.S. Department of Health and Human Services and fifteen other Federal Departments and Agencies issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule). You can find the updated regulations [here](#). Please also see the IRB website for the updated [classroom activities policy](#), information about [student-initiated research](#) under faculty supervision, [application information](#), and directions for [CITI training](#) (required every 3 years).

Purchasing/Accounts Payable Policy

Important reminder – all travel related receipts must be itemized and submitted for reimbursement within 30 days of travel. Without an itemized receipt, you will not be reimbursed. Reminder that the college is unable to reimburse for any purchases of alcohol. Please review the [purchasing policy](#) and the [travel policy](#) for more information. A contract is required whenever the college will host a guest for an event such as a lecture. Contract information can be found [here](#). Please allow a minimum of 2 weeks

from the submission date for contract approval. If you have any questions, please contact the Academic Affairs office for assistance prior to your travel or event.

Please note, if you are employing a student, all required paperwork must be completed and submitted to Human Resources/Payroll prior to the student working, information can be found [here](#).

Final exam schedule: As a reminder, the Final Exam Schedule is mainly based on the scheduled class time and is published early enough for faculty to notify students at the beginning of the semester when their exam will be held. Some multi-section exams are possible; department chairs should work with Jim Serbalik to schedule those.

Other Strategic Initiatives: 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.

Despite the sad start with Br. Ed's passing, I am confident this will be an exciting and busy year. As always, we will continue to implement our strategic initiatives and 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.

Redesigned, expanded, and launched new NExT – now a comprehensive service with student-led internship program, team-based summer research program, and multiple community engaged courses.

Awarded funds from the Bonner foundation to host a Community Engaged Faculty Academy in AY 2019-2020.

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.

In collaboration with IT, FYS, and SASE main office, completed and recognized:

- 74 class, organization, or group presentations regarding ePortfolio
- 79% of 2018-2019 FYS students established an ePortfolio
- 1081 ePortfolios created to date = 274% increase over 2017-2018

Will continue new job shadowing program; 23 students shadowed at Madison Square Garden and 15 students at Neilsen in the first site visit hosted in NYC over the winter break.

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 International Programs has recognized steady growth - from 26 students in 2010 to 107 in 2019 (312% incr.)

Center for Undergraduate Research and Creative Activity (CURCA)

Next AY, will build upon momentum generated by changing Academic Celebration to day-long Academic Showcase:

- 250+ posters presented during main session
- 50+ concurrent sessions for student presentations

First-Year Seminar (FYS)

We welcome Dr. Britt Haas and Dr. Michele Liptak as Co-Directors of First Year Seminar, you can reach out via email at fysdirector@siena.edu or visit them Siena Hall 421. For 2019, the First Year Seminar Summer Reading is Tara Westover's memoir, Educated.

Higher Education Opportunity Program (HEOP)

Celebrating an historic 100% retention and graduation rate for 2015 cohort of 19 (15 HEOP, 4 AOP).

Honors

Welcome to Dr. Wendy Pojmann, Director of the Honors Program.

Office of Internship Programs (OIP)

Coordinate on average 360 credit-bearing internships per semester.

Student Academic Success and Engagement (SASE)

Will continue to offer LEAP course, a proven tool for retaining probation students: the average semester to semester GPA increase of students who completed at least one LEAP class was statistically significant at .665.

Siena Enhanced Educational Development (SEED)

Recruiting second cohort for SEED Program. In its first year, SEED served and retained 15 (100%) students; average cumulative GPA was 2.79, and mean number of credits earned was 29.73.

Writing Center

Will continue community engagement and service initiatives with such sites as:

- Cohoes High School – tutoring
- Troy Preparatory Academic Secondary School – developing Writing Center
- Shaker High School – collaborating with Writing Center and facilitating college essay workshops
- Christian Brothers Academy – peer writing/research project involving Fr. Paulli's FYS sections.

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. The OGSR website and the external grants handbook can be found [here](#). Please be sure to note the internal procedures and deadlines for grant applications.

For further information, please contact Sally Southwick, Director of Grants and Sponsored Research, at 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:

- Canvas is now our one and only Learning Management system and Blackboard has wandered off into the sunset. If you need any assistance with Canvas or just want to know what's possible, contact Academic Technology. Also pay attention to the Daily Digest for training and workshop opportunities.
- 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 messages delivered to your email inbox, FAX from or to your computer, and many other features. For more info see our [FAQ section on phones](#).
- 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.

We continue the roll out of 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 continue to work on policy changes along with the Security Committee and GIT. Check the ITS website for policy updates and changes.

SUMMER ACTIVITY AND UPCOMING CAMPUS NEWS

Summer Session 2019 recap

Summer Session saw an enrollment increase of 11% over 2018, serving 573 students enrolled in 887 class "seats." Online courses continued to have the highest enrollment with an average size of nearly 18, compared to 10 for in-class offerings. Twenty-six online courses were offered this summer, up from 17 in 2018.

Eight academic summer camps served 78 younger students (ages 9-18) from the Capital Region. The STEM-related topics included *Drawing with Java Programming*, *Electronics* and *Video Game Design*.

Center for Undergraduate Research and Creative Activity (CURCA)

Summer Scholars 2019 program continues to thrive. Join us at **The Summer Research Symposium will be held in Snyder Hall on September 20th**. Information regarding specifics is forthcoming.

Summer 2019 - Center for Academic Community Engagement

ACE welcomes back 48 Bonner Service Leaders and 10 NExT Interns. Bonners will be serving at 14 locations including the Boys and Girls Clubs of Capital Area-Albany, Capital Roots, Castle Island, Bilingual Montessori School, and Catholic Charities. During the coming year our Bonners will also participate in weekly professional development, mentoring, and reflection activities. Our NExT Interns will be working on three team-based initiatives—the South End Food project, the data analysis and marketing project with the Food Pantries of the Capital District, and a voting rights project with the Center for Law and Justice.

This year ACE will launch the Community Engaged Faculty Academy (CEFA). A Bonner Foundation funded initiative to develop faculty, administrators, and partners as community engaged practitioners, mentors, and researchers. The project will support three tiers of faculty, administrators, and staff as fellows, emerging leaders, and advocates. This initiative will increase not only the number of courses, research, and mentoring opportunities rooted in community engaged practices on Siena's campus, but also the number of ACE faculty who have experience in this approach to research and pedagogy. Anyone interested in participating in CEFA should contact Dr. Ruth Kassel at rkassel@siena.edu.

Finally, ACE is excited to welcome a few new faces to the More House—Vera Eccarius-Kelly Professor of Political Science, ACE Scholar-in-Residence; Sarah Toledano, Assistant Director NExT Services; and Shauna Plauth, VISTA Leader.

Facilities

Perhaps the most noticeable project that will be complete by the end of the summer are the upgrades to the Academic Quad right in front of the Sarazen Student Union. Additional sidewalk and pavement repairs and improvements were also made in a number of other campus locations. With help from the ITS team, a number of upgrades to the Foy Hall TV studio will be completed by the early part of the fall semester. Plans for providing logistical support for the new Communications and Athletics program media production trailer are also well underway. The campus maintenance program included installation of an entirely new roof for the Standish Library and completion of the mechanical heating and cooling systems for Kiernan Hall and Roger Bacon. Most importantly, our comprehensive campus-wide master plan designed specifically to support our Strategic Plan was completed and approved by our Cabinet and Board of Trustees earlier this summer. The process of selecting an architecture firm for the programming and design of the master plan's phase 1 recommended project to expand Roger Bacon is underway.

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 [FERPA 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** 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, 2019 for the Spring 2020 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.