Meeting of the Provost’s Open SUNY Advisory Committee
Meeting Minutes
Wednesday, December 3, 2014
Multiple Locations by Video
Albany, Brockport, Buffalo, Syracuse, Stony Brook

Attendees: Sue Deer, Christy Fogal, Kathleen Gradel, Carey Hatch, Fred Hildebrand, Mark McBride, Lori Mould, Ken O’Brien, Phil Ortiz, Kim Scalzo, Anita Bleffert-Schmidt, Emily Schwartz, Nina Tamrowski, Candace Vancko, Ed Warzala

I. The first item on the agenda was approval of the meeting minutes from the last meeting. Minutes were approved without revisions and will be posted to the website.

II. The second item on the agenda was an Open SUNY update with members of the Open SUNY team. Since the group last met, the Open SUNY team gave presentations at the annual Wizard conference on Open SUNY, progress made with procurements, and on Open SUNY Institutional Readiness. The Open SUNY team is preparing a data brief for the January meeting of the Board of Trustees. This includes a discussion of Open SUNY metrics.

The Open SUNY marketing pilot is winding down. The team has written and posted an RFP for creative ad services. The resulting contract will be used for System Administration and any campus that
chooses to use it. The Open SUNY Concierge Guide has been updated with feedback and suggestions from the campus concierges. It will be shared so that this group may provide feedback before it is presented to Wave I and Wave II campuses at the next Campus Coordinator meeting on December 16.

A new version of the Online Learning Consortium (OLC) Quality Scorecard has been released and is being used for the institutional readiness process. Beginning in January 2015, any campus beginning the institutional readiness process will be using the updated scorecard and materials are being updated to incorporate the most recent edition of the scorecard.

On campus enrollment roundtable meetings are being scheduled with several campuses, including Alfred State, Monroe Community College, and SUNY Oneonta.

III. The third item on the agenda was a discussion of communication tools used by this committee. A member of the Open SUNY team encouraged the members of this committee to continue to share meeting notes and other Open SUNY news with their campuses. The Open SUNY Toolkit can also be shared, though it is being beta-tested. The Open SUNY team is looking to launch a newsletter in January, which will align with the State of the University Address. The websites should also be shared with stakeholder groups for information sharing.

A member of the Committee suggested that the Open SUNY team work with Mark McBride on communications vehicles and suggested using a website to access tools. A member of the Open SUNY team
mentioned that Open SUNY encompasses several websites and there may be some consolidation and reframing to best use these sites.

There was some discussion of communicating directly with campus faculty or professional advisors. The Committee agreed that each campus could determine how to best communicate with its advisors on promoting online courses.

The Open SUNY and SLN one-page document was discussed as a way to explain the differences between Open SUNY and SLN. This document will be updated following this meeting and should be shared with campuses.

IV. The fourth item on the agenda was a discussion of the charge of this Committee. To date, the charge of this Committee has been to advise the Provost and the Provost’s Office staff about Open SUNY issues and where advice is sought. However, this charge can be revised to reflect the group’s ability to make implementation recommendations. This discussion will be taken up again during the group’s meeting in January.

This group’s subcommittees were asked to examine the charges of their groups.

V. The fifth item on the agenda was a discussion of Open SUNY metrics. A data brief will be presented to the Board of Trustees during their meetings in January. The Institutional Research office has term and section data and the Open SUNY team is establishing the baseline to measure success for certain metrics. The Open SUNY team is also
identifying longer-term data points that will be measured at a future date. The Open SUNY team is meeting to discuss this on Monday, December 9, 2014. A part of that discussion will include how to incorporate POSAC into the Open SUNY metrics workflow.

VI. The sixth item on the agenda was a discussion of the meeting schedule of this Committee. It is the intention of the group to hold a face-to-face meeting in Albany in January. A Doodle poll will be sent to the group for their availability during the month of January. Another face-to-face meeting will be scheduled during the month of March.

VII. The meeting concluded. The next meeting of the group will take place December 17th, 2014.