



# SUNY

## CPD PROGRAMS

THE STATE UNIVERSITY OF **NEW YORK**



SUNY

Center for Professional  
Development

[cpd.suny.edu](http://cpd.suny.edu)

# WHO WE ARE

The SUNY Center for Professional Development (SUNY CPD) is a cooperative, voluntary organization funded by its members and the State University of New York system. As part of the Office of the Provost and Vice Chancellor for Academic Affairs, the SUNY CPD creates and delivers customized programs for skill and knowledge development in various technical, and teaching and learning areas.

Through its diverse programs and services, the SUNY CPD promotes cost savings on a system-wide basis, provides centralized, regional, and local training opportunities, and creates opportunities among campuses for instructional development initiatives.

The CPD provides a full complement of professional development programs, training and services to key target audiences on its member campuses and across the SUNY community. The SUNY Center for Professional Development is here to support a range of professional development opportunities for the academic, technical, and leadership communities across the SUNY System.

## KEY TARGET AUDIENCES

- Campus leadership and administration
- Faculty and instructional support staff
- Technical staff

CPD activities facilitate community building, collaboration and networking across the system to leverage SUNY expertise and resources for the benefit of the system. Through alliances and strategic partnerships the CPD innovates to deliver cost-effective programs and services in a variety of formats to meet SUNY needs.

## PROGRAMS AND SERVICES

- Academic Programs
- Technical Programs
- Conference & Event Services

## SUNY PARTNERS

- SUNY Online
- Faculty Advisory Council on Teaching and Technology (FACT2)
- Information Technology Exchange Center (ITEC)
- Office of Library and Information Services (OLIS)
- Student Information & Campus Administrative Systems (SICAS)
- Office of Information Technology (OIT)
- SUNY Council on Assessment (SCOA)
- SUNY Research Foundation (RF)
- SUNY OER Services (SOS)
- SUNY Academic and Innovative Leadership (SAIL)

# FAST FACTS

The SUNY CPD was established in 1989 as the SUNY Training Center as a central resource for technical training and support of campus-based and University-wide technology-related activities and services.

In 1990, the SUNY Training Center teamed up with SUNY FACT (Faculty Access to Computing Technology) to create technology training and development opportunities for SUNY's academic community.

## THE CPD'S FACILITY BOASTS THREE MEETING/TRAINING SPACES:

- Video conferencing Facility/meeting space with seating for up to 40 people
- An 18-seat computer training lab
- Boardroom with seating for up to 12 people

## THE CPD HAS ACKNOWLEDGED OVER 1,300 COURSE COMPLETIONS TO DATE.

## ON AVERAGE, THE CPD'S YEARLY STATISTICS INCLUDE:

- 125+ programs hosted
- 7,000 + registrations processed
- Over 40 general meetings hosted

# MEMBERSHIP

The SUNY Center for Professional Development (CPD) is a voluntary organization funded by its members and the SUNY system. Each year the CPD conducts, hosts, facilitates or supports hundreds of classes, meetings and conferences for its member campuses.

Membership in the CPD is campus-based and entitles all faculty and staff from a given campus to the benefits of membership for events and services. Training and professional development opportunities are available for faculty and staff in all areas of the CPD. The CPD aggressively seeks attractive pricing for training and professional development classes to help its members meet their needs as cost-effectively as possible.

## TRAINING POINTS

Seventy-five percent of the campus' annual membership fee is returned to member campuses in Training Points. These points can be used to pay tuition, registration, and other fees associated with participation in programs and services offered by the CPD.

## FLEXIBILITY IN TRAINING

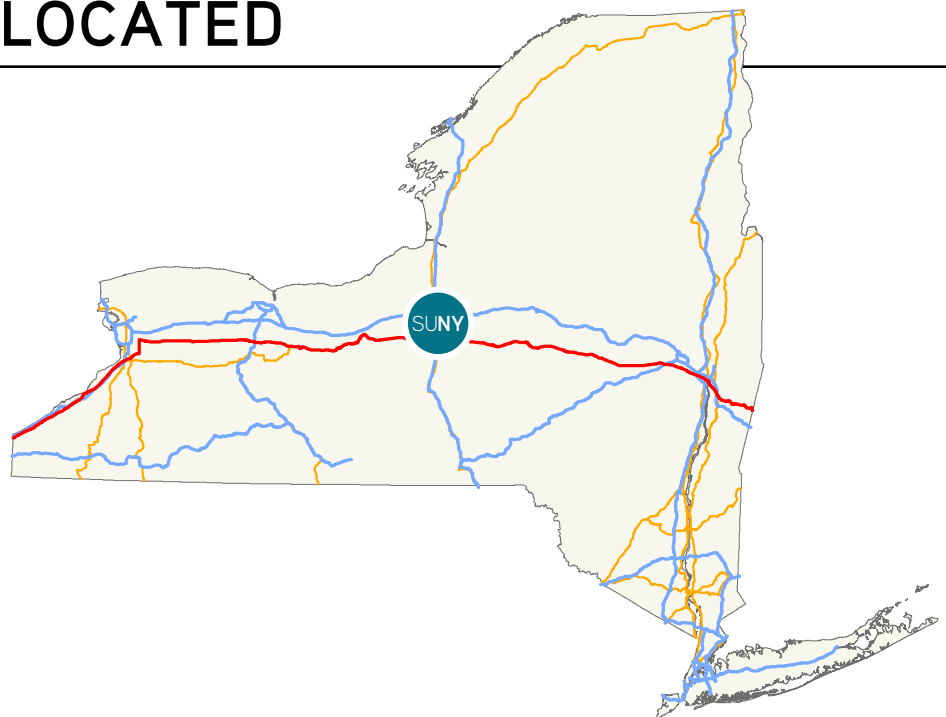
The CPD uses many delivery methods for its programs and services. Many of these methods are combined into a blended learning approach.

## CONTRACTS & DISCOUNTS

Members receive discounted pricing for programs and services. Pricing is typically at "Member" and "Non-Member" rates. The CPD also works on SUNY's behalf to secure handshake agreements with educational service providers, allowing campuses to take advantage of preferred pricing without long-term contracts.

# WHERE WE ARE LOCATED

The SUNY CPD is conveniently located off NYS Thruway Exit 35 at Carrier Circle on Route 298 East between the DoubleTree Hotel and Weighlock Drive. Numerous hotels and restaurants are within easy, safe walking distance to our facility.



**Phone:** 315.214.2440  
**Fax:** 315.437.0835  
**Email:** [cpdinfo@suny.edu](mailto:cpdinfo@suny.edu)

**SUNY Center for Professional Development**  
6333 State Rt. 298, Suite 102  
East Syracuse NY, 13057

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Center for Professional  
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# ACADEMIC PROGRAMS

FOR ADVISING, STUDENT SUPPORT, AND  
PROGRAM DEVELOPMENT

[cpd.suny.edu](http://cpd.suny.edu)

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# ABOUT THE PROGRAM

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The SUNY Center for Professional Development (CPD) Academic Programs are designed for the academic communities comprised of faculty, librarians, faculty developers, and instructional support staff. Programs are based upon identified needs from the campuses and SUNY communities and in support of the strategic priorities for Academic Affairs in the SUNY strategic plan. Program areas include all aspects of teaching and learning, research, assessment, and the effective use of technology in education.

## PROGRAMS

- Our programs are delivered in a variety of formats:
- Asynchronous online classes
- Synchronous online webinars
- Face-to-Face workshops, events, and mini-conferences
- Video Conferences
- On-site at the SUNY CPD facility in East Syracuse, NY
- At our regional campus sites or corporate partner sites

Some of these offerings are bundled together in certificate programs designed to help the target audience learn the knowledge and skills needed to work in higher education. The courses in these programs are online and asynchronous as well as engaging and interactive. Certificate completers earn a digital badge that specifies what they learned in the program.

## CURRENT CERTIFICATE PROGRAMS

- Assessment of Learning Outcomes
- Diversity, Equity, and Inclusion in Teaching and Learning
- Institutional Effectiveness
- Online Concierge
- Online Instructional Design Competency Development Certificate Program
- Teaching and Learning Certificate for New Faculty

## ACADEMIC PROFESSIONAL DEVELOPMENT CONSULTATIONS

If you would like to discuss how the CPD can help your campus address academic professional development needs not listed here, please contact Academic Programs Manager Chris Price ([chris.price@suny.edu](mailto:chris.price@suny.edu)) or SUNY Online Program Manager Jamie Heron ([jamie.heron@suny.edu](mailto:jamie.heron@suny.edu)) to arrange for a consultation.

## ACCESS TO

- Vendor-based learning resources
- Calendar of professional development activities
- Blackboard/Collaborate

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# CUSTOMIZED PROFESSIONAL SUPPORT

## COURSES, WORKSHOPS, SEMINARS

Offered online and face-to-face based on campus and community requests.

## CUSTOMIZED PROGRAMS

For individual campuses in support of campus strategic initiatives.

## SUPPORT

For Communities of Practice across SUNY campuses.



# INSTITUTIONAL EFFECTIVENESS CERTIFICATE PROGRAM

## LEARN HOW TO

- Establish departmental goals which are aligned with the institution's strategic plan and/or are specific, measurable, attainable, realistic and time-bound.
- Demonstrate knowledge of qualitative and quantitative methodologies for assessment of processes and services.
- Recognize sources of data for peer analysis and benchmarking.
- Participate in the evaluation of the campus' current institutional/unit-level effectiveness initiatives and suggest areas for review and improvement.
- Document evidence of closing the loop and institutional improvement as a result of assessment activities.

## COURSES

- Introduction to Institutional Effectiveness
- Research Methods for Institutional Effectiveness
- Championing Change: Applying Institutional Effectiveness on Your Campus

## COMPLETION REQUIREMENTS

- Participants must complete all three courses. Digital badges will be awarded individually to allow participants maximum flexibility in taking what they need and want from the program without being obligated to complete the entire program.

## REGISTRATION INFORMATION

Please visit:

[suny.edu/iecert](https://suny.edu/iecert)

# GRANTS & PROPOSALS: IF YOU WRITE IT, THEY WILL FUND!

## LEARN HOW TO

- Gear up on proposal writing and organization
- Explore grant opportunities
- Use campus resources and connections
- Find and work with collaborators
- Build concrete steps to submit your proposal

## COMPLETION REQUIREMENTS

One 12 week course, 1-3 hours per week  
Asynchronous, online in Blackboard

## REGISTRATION INFORMATION

Please visit:

[suny.edu/grantscourse](https://suny.edu/grantscourse)



# ASSESSMENT OF LEARNING OUTCOMES CERTIFICATE PROGRAM

## LEARN HOW TO

- Demonstrate an understanding of principles of student learning assessment
- Construct a curricular map and demonstrate an understanding of the implications of curriculum mapping for assessment of learning outcomes.
- Develop an assessment plan for a course, learning activity, academic major or program.
- Develop and apply rubrics to assess learning activities (both face to face and online).
- Identify strategies for using assessment results to improve learning (closing the loop).
- Coordinate campus activities related to academic assessment.

## COURSES

- Assessment for Improvement of Teaching and Learning
- Planning and Implementing an Assessment of Student Learning
- Closing the Loop: Using Assessment Results for Improvement

## COMPLETION REQUIREMENTS

- To earn the Assessment of Learning Outcomes Certificate, participants must complete all three courses. Digital badges will be awarded individually to allow participants maximum flexibility in taking what they need and want from the program without being obligated to complete the entire program.

## REGISTRATION INFORMATION

Please visit:

[suny.edu/alocert](https://suny.edu/alocert)

# TEACHING & LEARNING CERTIFICATE FOR NEW FACULTY

## LEARN HOW TO

- Utilize learning theory in the design and delivery of their courses
- Employ foundational learning teaching strategies that promote active learning
- Effectively and efficiently evaluate student performance
- Create a safe and effective learning environment
- Demonstrate appropriate communication techniques in interactions with students

## COURSES

- Essential Communication Skills for Teaching
- Evaluation and Assessment
- Learning Theories and Effective Teaching Practices

## COMPLETION REQUIREMENTS

- Completion of all three required courses is required to earn the Teaching & Learning Certificate for New Faculty.
- Activities for all three courses will include using an ePortfolio to document work. If a participant's campus does not provide an ePortfolio platform for use, this program offers instruction on Mahara, a no cost Open Source ePortfolio platform which can be used by the program participant for coursework.

## REGISTRATION INFORMATION

Please visit:

[suny.edu/tlncert](https://suny.edu/tlncert)





# DIVERSITY, EQUITY AND INCLUSION IN TEACHING AND LEARNING

## LEARN HOW TO

- Develop new mindsets and strategies for inclusive and equitable practices in learning environments.
- Communicate ways in which differences in identity and background shape teaching and learning experiences.
- Create accessible and welcome learning environments.
- Implement teaching and learning practices that create more equitable achievement and engagement.

## COURSES

- Critically Reflecting on Diversity and Teaching in SUNY
- Design and Deliver Inclusive Courses
- Helping Non-Traditional Students Succeed
- Innovative Strategies to Engage All Students
- Teaching for Racial Equity
- Applying Universal Design for Learning Principles to Your Course

## COMPLETION REQUIREMENTS

- Complete Course 1: Critically Reflecting on Diversity and Teaching in SUNY
- Complete two other courses from the approved courses list
- Complete an e-portfolio summarizing what you learn, reflecting on how it has changed your thinking and how you will apply it to your teaching practice.

## REGISTRATION INFORMATION

Please visit:

[suny.edu/deicert](https://suny.edu/deicert)

# ONLINE STUDENT CONCIERGE CERTIFICATE PROGRAM

## LEARN HOW TO

- Develop strategies for connecting students to the campus community and creating a sense of belonging.
- Understand and be able to interpret and explain academic and degree requirements to the students they support.
- Develop effective student help documentation and resources for the students they support.
- Identify and understand the relationships and partnerships between the concierge and the campus stakeholders, such as advisors, online teaching faculty, etc.
- Utilize Starfish (or other early alert systems) in order to identify at risk students.
- Develop campus-specific online student concierge policies and procedures.

## COURSES

- Foundations of the Online Student Concierge Role
- Features of Best Practices for the Online Student Concierge
- Concierge Capstone: Evaluation and Assessment

## COMPLETION REQUIREMENTS

- Complete all three 6-week courses

## REGISTRATION INFORMATION

Please visit:

[suny.edu/occert](https://suny.edu/occert)



# OPEN SUNY COURSE QUALITY REVIEW RUBRIC

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## **OSCQR RUBRIC WORKSHOPS**

With the help of online faculty and staff across the system, Open SUNY has developed an online course design rubric and process that addresses both the instructional design and accessibility of an online course. This rubric is now being offered in collaboration with the Online Learning Consortium (OLC). The aim of the Open SUNY Course Quality Review (OSCQR) Rubric is to support continuous improvements to the quality and accessibility of online courses, while also providing a system-wide approach to collect data across campuses, institutions, departments, and programs that can be used to inform faculty development, and support large scale online course design review and refresh efforts systematically and consistently.

## **REVIEW YOUR ONLINE COURSE WITH THE OSCQR RUBRIC**

In this workshop, participants will be introduced to the OSCQR self-assessment rubric, tour its features, have the opportunity to discuss the standards, and practice applying them. Participants will then have the opportunity to use the rubric to assess their own online course. Participants will leave the training with an action plan that identifies and prioritizes the improvements to be made.

## **BECOME AN OSCQR ONLINE COURSE REVIEWER**

In this workshop, participants will be introduced to the OSCQR rubric and peer review process, tour its features, have the opportunity to discuss the standards, and practice applying them. Participants will then have the opportunity to join the Open SUNY community as an OSCQR course reviewer, as well as submit their own course for review.

Please visit [OSCQR.org](https://oscqr.org) for more information.

# COMMUNITIES OF PRACTICE

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## **PROGRAM DEVELOPMENT**

The CPD relies on the expertise of faculty and staff on SUNY campuses and elsewhere for the design and delivery of our programs. This model provides the opportunity to work directly with the populations we serve at all stages of the professional development process. We do this through engaging with communities of practice (CoP) to design and deliver our programs. We also help support conferences, events and other gatherings sponsored by these and other CoPs (link to conference & event services) Some of the CoPs we have worked with to create our programs include:

- Assessment & Institutional Effectiveness
- Faculty Development
- Innovative Instruction
- Library Services
- Open SUNY Concierge
- Web Accessibility
- SUNY OER
- Open SUNY Online Learning





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# CONFERENCES & EVENTS

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# ABOUT THE PROGRAM

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The SUNY Center for Professional Development (SUNY CPD) provides a range of conference and event services to support the networking, collaboration and professional development needs of SUNY campuses and SUNY organizations. SUNY CPD can assist you with hosting a conference, meeting, or other event.

## CONFERENCE SUPPORT SERVICES

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### **CUSTOM EVENT WEBSITE AND ADVERTISING**

featuring complete details regarding the event. We also utilize our internal and external SUNY contacts to advertise your event via email, list serves and Workplace Platform. We will also include your event link on our website and online calendar.

### **SURVEYS, EVALUATIONS AND REPORTS**

can be created to collect data, create reports and score results

### **ONLINE EVENT REGISTRATION SYSTEM**

monitors registrations, provides up-to-date reports and invoices participants. Registrants can view their personal agenda and manage their registration completely online.

### **CONFERENCE/EVENT MATERIALS**

can be created using our registration database. We can provide name badges, registration lists, certificates, and sign-in sheets.

### **SUPPORTED EVENTS**

- SUNY Online Summit
- SUNY COIL Conference
- SUNY CIT
- SUNY Technology Conference
- FACT2 Symposium
- SUNY Wizard Conference
- SUNY Diversity Conference
- SUNY CCIO Meetings
- SUNY Libraries Consortium
- Student Success Summit
- Student Undergraduate Research Conference (SURC)

## MEETING & CLASSROOM FACILITIES

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Our facilities can accommodate computer training, professional development workshops, meetings, conferences, video conferences, and other events to meet your needs.

- 18 seat computer lab
- 12 seat small conference room
- 45 seat large video conference room
- 80 seat auditorium
- High-speed wireless Internet access
- Convenient location NYS Thruway Exit 35
- Ample, free parking
- Hotels and restaurants nearby



# EVENTS & EVENT ADVERTISING

## **CIT**

Since 1992, the Conference on Instruction & Technology (CIT) provides a dynamic opportunity to share best practices and innovations in the use of technology to enhance teaching, learning and research. The conference is SUNY's largest, most prominent event on instructional technology in education and is attended by faculty, professionals, technologists, librarians and leaders from our 64 campuses, as well as other colleges and universities from outside the SUNY system.

## **SUNY ONLINE SUMMIT**

The SUNY Online Summit is an annual, SUNY-wide conference intended for SUNY Online Fellows in the experienced, expert, exemplar, and innovator/researcher roles. The Summit is also open to any SUNY online practitioner with interest, or expertise in online program administration, online faculty development, online instructional design, online instruction, and online support.

## **SUNY FACT2 SYMPOSIUM**

The SUNY FACT<sup>2</sup> Symposium (Faculty Advisory Council on Teaching & Technology) is an annual one-day event on topics of special importance to the enhancement of education through the use of technology. FACT<sup>2</sup> welcomes its audience and offers participants the opportunity to work together to see their ideals for excellence in accessible education become realities.

## **WIZARD**

SUNY Wizard Conferences are sponsored by ITEC and are geared toward the technical community in SUNY to address specific technology-related issues that are of importance to SUNY campuses. The attendees are from throughout SUNY and include IT Professionals from campus CIO's to DBA's to Technical Assistants.

# WEB CONFERENCE SUPPORT & CONSULTATION

The SUNY CPD offers Web Conference Support for online meetings, online training of new software, professional development, workshops, and speakers. The following types of support are available to campuses and SUNY organizations.

## **EVENT HOSTING**

Beginning-to-end online event creation, implementation, and support. CPD will create a meeting space/classroom, load content, provide participant e-mail notifications, train presenters, moderate the event, and provide first level online technical support. Record, archive, and deliver the event to you in an agreed upon format.

## **PLANNING AND CONDUCTING ONLINE EVENTS**

CPD will help you design, organize content, and add interactivity to your online workshop, webinar, or meeting. Web conference best practices are customized to reach your particular goals and communicate most effectively with participants.

## **ONLINE ASSISTANCE**

CPD will act as online support for your meeting, webinar or presentation. The meeting facilitator or presenter will concentrate on delivering content, while CPD staff creates actions, movement, and provides support of participants.





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# TECHNICAL PROGRAMS

SUPPORTING YOUR CAMPUS IT PROFESSIONALS

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# ABOUT THE PROGRAM

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SUNY Center for Professional Development (SUNY CPD) Technical Programs are designed for the Technical Communities within the IT and CIO organizations across SUNY. Programs are based upon identified needs from the campuses and SUNY communities and in support of the strategic priorities for both the Office of Information Technology and Academic Affairs in the SUNY strategic plan.

Technical Programs are delivered using a variety of technologies and formats such as face-to-face training, conferences, and online events. Program delivery is based on the needs of the target audience. Program areas include IT management, IT operations, information security, technical skill development, and training on specific technology and tools.

## A SAMPLE OF OUR PROGRAMS

- DegreeWorks Functional Training
- Project Management Workshops
- Microsoft System Center Configuration Manager
- Apple MacOS Essentials
- GIAC Security Essentials
- OBIEE Enrollment and Degree
- Advanced OBIEE 11g Analysis Training
- WebLogic Server 11g: Administration
- Microsoft Exchange Server
- Microsoft Office 365 Administration
- Oracle Database 11g: Administration
- Project Management Professional (PMP) Certification Preparation
- Certified Associate in Project Management (CAPM) Course

## TARGETED FOR

- IT Leaders
- Web Developers
- Project Managers
- System Administrators
- Database Administrators
- IT Contract Administrators
- Information Security Officers
- Help Desk/End User Support Staff
- Business Intelligence Professionals
- Network/Telecommunication Administrators

## TECHNICAL CONFERENCES

- Co-sponsored with SUNY partners targeted for the technical communities
- Bring in external expertise (national and international) at a low cost to campuses
- Enable sharing of best practices across the system
- Promote networking across the system within communities

*CPD, and in most cases, ITEC training points received as part of your membership can be used to pay for Technical Training Programs.*



# OFFERINGS

## CUSTOMIZED PROGRAMS

For individual campuses in support of campus strategic initiative

## COURSES, WORKSHOPS, SEMINARS

Offered online and face-to-face based on campus and community requests

## SUNY WIZARD CONFERENCE

Co-sponsored with the Information Technology Exchange Center (ITEC)

## PLANNING

And coordination of technical training for ITEC member campuses

## SUNY TECHNOLOGY CONFERENCE (STC)

Co-sponsored with the Computing Officers Association (COA), the Telecommunications Officers Association (TOA) and the Educational Technology Officers Association (EdTOA) of SUNY

## TECHNICAL COMMUNITIES OF PRACTICE

Hosted on the SUNY Learning Commons through Workplace by Facebook.

## TECHNICAL WEBINAR SERIES

This complementary series provides a greater understanding of technical concepts and strategies used to address current challenges while supporting a system-wide community of practice.

# VENDOR PARTNERS

## NEW HORIZONS @ LOGICAL OPERATIONS

deliver a full range of IT training and business skills training through innovative learning methods. New Horizons course catalog includes classes from Microsoft, Cisco, Oracle and Citrix. Additionally there are many courses covering a wide range of topics such as project management, graphic design, information security and business skills.

## INTERNATIONAL INSTITUTE FOR LEARNING, INC.

is a global leader in training, consulting, coaching and customized course development, and is proud to be the educational provider of choice for many top global companies. IIL's core competencies include Project, Program and Portfolio Management, Business Analysis, Microsoft Project, Lean Six Sigma, PRINCE2, ITIL, Agile, DevOps, Leadership and Interpersonal Skills, Corporate Consciousness and Sustainability.

## ORACLE UNIVERSITY

provides training for all Oracle products as well as Hyperion, Linux, and Sun products. Most courses are offered in various delivery formats such as Instructor-Led Classroom, Live Online training, Self-Study, Online, or CD-ROM. Individual training is available at various Oracle LearningCenters and online. CPD and OU offer private custom training at CPD or on your campus.

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# THE INNOVATIVE INSTRUCTION TECHNOLOGY GRANT

SUPPORTING ACADEMIC EXCELLENCE AND STUDENT  
SUCCESS THROUGH TECHNOLOGY

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# ABOUT THE PROGRAM

The Innovative Instruction Technology Grant (IITG) is an annual SUNY program that promotes research and fosters understanding of how new technologies support academic excellence and student success.

IITG leverages a “network of networks”, including tools and practices that will collaboratively increase efficiency and capacity for SUNY-wide delivery of high quality instruction.

The Chancellor, Executive Vice Chancellor and Provost and SUNY Board of Trustees have endorsed solutions that will:

- Enhance teaching and learning by providing affordable, innovative, and flexible education in a full range of instructional formats
- Develop instructional talent by creating and supporting communities of practice across disciplines and institutions
- Support, monitor and embrace research on pedagogical practices to continually improve the instructional practices of SUNY faculty
- Extend teaching and learning environments to provide new avenues for development and delivery of collaborative content, courses, and programs in New York and across the globe through SUNY initiatives
- Align with the four themes in Chancellor Kristina Johnson’s 2018 State of the University address: Innovation & Entrepreneurship; Individualized Education; Sustainability; and Partnerships.
- Support inclusive excellence and post traditional learners to have “Transformational Impact” on SUNY’s overall completion agenda.

All SUNY faculty and staff are eligible to apply for an IITG grant in one of three tiers:

- Tier One - Up to \$10K
- Tier Two - Up to \$20K
- Tier Three - Up to \$60K

## TIMELINE

December - RFP Announced  
January/February - Informational Webinars  
March - Applications Due  
May - Decisions Announced

## GOALS

Transcend campus boundaries through collaboration  
Build Communities of Practice  
Demonstrate and share evidence of impact  
Replicate and scale-up campus success across SUNY

## PAST FUNDS

Small Campus Access to UBuffalo Center for Computational Research to Visualize Big Data  
App Development (Population Genetics)  
Exploration of AR/VR Simulation to Improve Student Performance

Questions? Email us at: [IITG@suny.edu](mailto:IITG@suny.edu)

Past project information, outcomes and FAQs about the application and administration process can be found on the IITG Website: [innovate.suny.edu/iitg](http://innovate.suny.edu/iitg)



# SUNY LEARNING COMMONS POWERED BY:



The SUNY Learning Commons is a system-wide effort led by the SUNY Center for Professional Development. Workplace is a secure, private version of Facebook for the entire SUNY System. The Workplace platform allows you to communicate on three levels: personal, collegial and cross-campus. This tool helps us to streamline system-wide communication, reduce redundancies and expand communities of practice through collaboration and knowledge sharing. Individuals can also use Workplace to connect and communicate with one another across the system in an effort to further their work and professional development.

## WORKPLACE FEATURES

- Creation of groups for campuses and departments as well as communities of practice
- A secure work chat feature
- Integrations with products such as Zoom, Box, Google Drive, OneDrive, DropBox and others
- Ability to share live feeds and stream webinars to a wider audience
- SUNY Federated Single Sign-on for ease of use and security
- Access via mobile applications for both Workplace and Work Chat
- A polling feature for quick information gathering
- Guest access for educational partners and vendors

## DESIGNED TO ALLOW FACULTY AND STAFF TO:

- Form and join communities of interest and communities of practice
- Connect with other learners and educators throughout the System
- Share and access scholarly materials, resources, standards, policies, and best practices
- Operate collaborative tools that empower faculty/staff to work together actively at a distance
- Experiment with new communication methods to enhance collaboration throughout the System
- Seek information on new initiatives and find colleagues with a shared interest

The Workplace platform is host to a variety of communities of practices and work groups across SUNY, including:

- Provost Improvement Fund (PIF) Projects
- Diversity and Inclusion
- Excelsior Scholarship Team Members
- Instructional Designers
- Undocumented Allies
- SAIL Institute Leadership Cohorts
- New York State Master Teachers Program
- Campus-specific Governance Groups
- Applied Learning
- Workforce and Continuing Ed
- Early Alerts
- Project Management Professionals
- Web Accessibility
- FACT2
- Internal Medicine Residency Cohorts

SUNY faculty and staff can join Workplace by visiting [sunyedu.workplace.com](https://sunyedu.workplace.com) today.

Questions? Please email [cpdinfo@suny.edu](mailto:cpdinfo@suny.edu).





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# SAIL INSTITUTE

*Empowering Strategic, Academic,  
and Innovative Leadership*

[sunysail.org](http://sunysail.org)

**Phone:** 518.445.4202

**Email:** [leadership@suny.edu](mailto:leadership@suny.edu)



# ABOUT THE PROGRAM

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The SAIL Institute is a system-wide leadership development organization dedicated to advancing understanding and building human capacity in the areas of strategic, academic, and innovative leadership.

We serve the 64-campus of the SUNY system and higher education institutions across the United States by providing cutting-edge leadership development; inspiring institutions to think innovatively about improving student success, sharing research and analysis that helps leaders stay up-to-date on current issues and future trends.

Through self-assessments, workshops, retreats, executive coaching and other development opportunities, the SAIL Institute builds the capacity of leaders today so they can lead the institutions of tomorrow.

## SUMMER & WINTER LEADERSHIP PROGRAMS

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### **SUMMER LEADERSHIP RETREAT**

A week-long professional development program to enhance the leadership skills of the participants, making them more effective leaders on their campuses and preparing them to take on more responsibilities within SUNY in the future. The week is devoted to the personal exploration of individual leadership, as well as gaining mastery in interpersonal, team, and system dynamics.

Throughout the week, participants are engaged in scholarly readings, thought provoking lectures, and challenging exercises, and case studies. The participants are provided personal 360 and DiSC Work of Leaders assessment reports, which informs them with data about their personal strengths and challenges in leadership. Evening hours are devoted to reflection, coaching team feedback, and team-building. Participants leave with a professional development action plan and a new network of SUNY-wide colleagues to assist them in continuing their growth.

### **WINTER LEADERSHIP VIRTUAL ACADEMY**

Offers participants an opportunity to spend time expanding upon their ability to lead in higher education. Participants will focus on skills needed to lead high-performing teams to become academic cultures of innovation.

## EXECUTIVE LEADERSHIP ACADEMY

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The Executive Leadership Academy is designed for academic and administrative professionals who currently serve in executive and/or senior level roles on a leadership trajectory at their institution. This includes provosts, campus vice presidents and deans as well as other senior administrators with significant leadership experience (associate/assistant provosts, associate/assistant vice presidents, chiefs of staff, executive directors). All share aspirational goals to advance to the highest level of leadership in higher education, specifically to secure presidential, vice presidential or other executive leadership positions in the next one to three years.

## STUDENT LEADERSHIP OPPORTUNITY

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The SUNY Student Leadership Academy is designed to help provide talented and committed SUNY students from across the system with the leadership mindset and skills that are necessary to solve today's complex global challenges and be successful beyond graduation. This a free of charge program open to any SUNY student who is full-time or part-time in any educational level; limited to two SUNY students per campus. The academy consists of a series of virtual seminars taking place from 12:00-2:00 p.m. on various Mondays and Fridays throughout the Fall semester. Participants will have the opportunity to expand their personal networks and connect with other student participants and alumni from across the SUNY system. All students who successfully complete the program will earn a 2020 Student Leadership Academy digital badge.



# LEADERSHIP ACADEMIES

SAIL Institute provides custom Leadership Academies designed to help aspiring and current professionals develop and strengthen their leadership abilities. These cohort-based program move participants through a journey of self-discovery, skill development and knowledge creation. A variety of pedagogical approaches are used to ensure that learners of all styles are able to engage in and contribute to the program.

The programs are largely interactive, using a variety of small group discussions, simulations, leadership assessments, panel discussions and case studies all situated within the context in which the modern education leader exists. The faculty for the program include a combination of leadership development experts and experienced leaders/mentors.

SAIL has partnered with NYSERNet to offer a CIO Leadership Academy designed to help aspiring IT leaders, as well as aspiring and new CIOs, develop and strengthen their leadership abilities.

SAIL has partnered with SUBOA (State University of New York Business Officers Association) to offer a Chief Business Officers Leadership Academy to ensure leadership support for those managing and leading business operations on their campus.

# EXECUTIVE COACHING

Partner with the SAIL Institute to provide executive coaching for your campus leaders. Coaching is a series of focused and purposeful conversations to help leaders achieve the goals they set for themselves and their campuses. It is a respectful, supportive, confidential and candid professional development relationship that holds people accountable.

The SAIL Institute organizes coaching sessions for individuals as well as teams. Team coaching can re-energize existing teams or assist those who will be leading and are responsible for significant change initiatives.

## **BENEFITS OF TEAM COACHING AND TRAINING:**

- Learning together builds bonds of trust leading to states of “team flow” and increased performance
- Strengthen team character and confidence in each other
- Develop group change readiness, conflict management skills and communication effectiveness and the use and restoration of team energy
- Personal and team accountability
- An expanded vision of what is possible and achievable
- Clear communications and active listening in an environment of trust and mutual respect



# SUNY 360

## LEADERSHIP SKILLS INVENTORY

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The SUNY360 Leadership Skills Inventory assists higher education professionals in gaining greater understanding about their current leadership competencies as well as understanding how their self-perception compares to how others perceive them. It is specifically designed to assess skills that are important to those working at colleges, universities, and other organizations in the higher education sector.

The SUNY360 individual report provides an inventory of individual capacities in order to help one gauge their readiness to lead their campus. The SUNY360 is a secure online platform, making it easily accessible for both participants' and observers. It is available to any organization interested in advancing the leadership development of its staff at all functional levels, including coordinators, directors, deans, vice presidents, and presidents. Reports can be customized to the needs of the organization or specific roles.

### THE SKILLS INVENTORY FOCUSES ON THE SIX DOMAINS OF KNOWLEDGE FOR HIGHER EDUCATION LEADERS

- 1 Know Yourself
- 2 Know Your Skills
- 3 Know Your Team
- 4 Know Your Students
- 5 Know Your Institution
- 6 Know Your Context

## DEPARTMENT CHAIR ACADEMY

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The SAIL Institute's Department Chair Academy offers opportunities and resources to build the leadership capacity of current and future department chairs, as well as program coordinators, and directors of research centers and institutes.

Being an effective department chair requires an individual to articulate and execute a vision for the future, understand their strengths and weakness as a leader, have a firm understanding of practical management skills, and effectively span the boundaries between the faculty and the college administration.

Our approach is to build confidence and knowledge through teaching leadership concepts and offering practice of those concepts through case studies, reflection, discussion, and developing "take home" goals and objectives. SAIL offers system-wide Department Chair Academies both virtual and in-person each year as well as custom on-campus training opportunities.

## PERSONAL ASSESSMENTS

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The SAIL Institute utilizes a number of personal assessment tools in order to provide useful data to individuals about their personal working style, preferences and abilities. Unlike an annual performance review, personal assessments are confidential sources of information intended to help individuals develop the skills needed to achieve their goals. Options are virtually limitless when it comes to personal assessment tools, however some of the most useful and used in our programs are: Everything DiSC and DiSC Work of Leaders, MEIQ Emotional Intelligence, StrengthsFinder, Your Style Under Stress (Crucial Conversations), Narrative Intelligence Story Type, and the SUNY360.



# WEBINARS

SAIL hosts monthly webinars, *Leaders Learning Live*, on a diverse range of leadership development topics. SAIL staff and fellows interview leaders from across the system and beyond that are making an impact. *Leaders Learning Live* webinars occur every third Thursday of the month from noon through 1:00 p.m.

Review the program calendar on the SAIL website at: <https://sunysail.org/>

# BLOG SERIES

SUNY SAIL Institute offers a publication examining critical issues for academic leaders, the [Higher Education Leadership Lens](#).

Visit the SUNY SAIL website to sign up to receive this complimentary newsletter which includes brief articles and infographics on a variety of current topics impacting higher education.

# CUSTOMIZABLE WORKSHOPS

## CUSTOMIZABLE WORKSHOPS

SAIL staff works closely with colleges and universities to design leadership workshops tailored to their particular needs. Workshops can range from a couple of hours to a full day, including multiple days, or even semester or year-long programs. We have experience working with leaders at all levels of the institution, including student leaders, department chairs, directors, vice presidents, and presidents.

Leadership development workshops are delivered both virtually and in-person at a discounted price for SUNY faculty and staff. View the SAIL website ([www.sunysail.org](http://www.sunysail.org)) for the most current offerings.

## WORKSHOP TOPICS CAN INCLUDE

- Discovering Your Leadership Voice
- Engaging Self-Awareness
- Leading High-Performing Teams
- Leading Academic Innovation
- Building a Collaborative Environment: shifting from isolated impact to collective impact
- Leading Culturally Intelligent and Inclusive Campuses
- The Emotionally Intelligent Leader
- Strategic Planning
- SUNY360 Skills Inventory
- Leadership Coaching
- Executive Leadership Team Building
- Build Your Team through the Power of Narrative Intelligence
- Leading your Campus through Change & Conflict
- The Six Domains of Higher Education Leadership
- Higher Education Leadership Resilience
- Assertive Communication: Having Courageous Conversations on Campus
- Empowered Supervision for Organizational Performance in Higher Education
- Shifting Mindsets for Successful Leadership in Higher Education and Beyond
- Crucial Conversations

