**Reports & Updates from Faculty Assembly Committees,
Faculty Resource Center, and Instructional Design Center**
9/24/14

General Education Task Force II

Chair: Ed Shannon (eshannon@ramapo.edu)
http://www.ramapo.edu/task-force-2/

> We are holding focus groups in Sept and Oct to prepare for a December presentation to the faculty.

General Education Curriculum Committee (GECCo)

Chair: Ashwani Vasishth (vasishth@ramapo.edu)

> GECCo requires a new At-Large representative. There should be at least two representatives from each school on GECCo; if there are fewer, then that school will elect an additional one (or two) at-large representatives to ensure that have two representatives to GECCo.
> Given the current make-up of GECCo, CA needs to elect a new At-Large representative.

Academic Review Committee (ARC)

Chair: Thierry Rakotobe-Joel (trakotob@ramapo.edu)
http://www.ramapo.edu/fa/arc/

> I. ARC membership
> The following are the members of ARC for 2014-15:
>
> | | |
> |---|---|
> | Thierry Rakotobe-Joel | ASB (Chair) |
> | Steve Anderson | TAS |
> | Ruma Sen | CA |
> | Madel Tisi | LIB |
> | Sam Mustafa | SSAIS |
> | Joseph Cataliotti | SSHGS |
> | Michele Dunn | Registrar, ex-officio |
> | Eric Daffron | Vice-Provost, ex-officio |
> | Michelle Johnson | CAAFYE, ex-officio |
>
> Steve and Madel are beginning their 2-year terms; ASB, SSAIS, and SSHGS will elect new reps for 2015-16 in the Spring semester.
>
> II. Summary of Current Activities
> Course requests. To date (9/18/2014), 15 requests have been received (since last May). We are expecting for more submissions by 10/15/2014. It will take us until the end of semester to review all of these courses. All course requests that were received to date have been completed.
>
> III. Announcements / Reminders
> Requests for new courses, or course revisions, program revisions, are due no later

than Oct. 15th. However, please submit to your unit ARC rep as soon as possible, so that if there are items that need to be addressed, it can be processed in a timely manner (it typically takes us the rest of the semester to get through all the requests). Requests for *New* Programs can be submitted any time, because they typically require external review.

Please note that the following items need to be approved by ARC, as explained in ARC manual (p.13):
1. New courses and major revisions (e.g. change in course level, course discipline, significant content or title change) need to be reviewed by ARC as voting items
2. Minor revisions (WI designation, minor title changes, etc.) are sent as information items only
3. changes in pre-requisites, course numbers with no change in course level, and minor course description changes require the approval of the appropriate Dean(s) but do not require ARC review.
4. Please note that, as announced in Fall 2013, this year the ARC will not be accepting course requests for the current version of General Education.

Writing Across the Curriculum (ARC)
Chair: Amanda Beecher (abeecher@ramapo.edu)
http://www.ramapo.edu/fa/wac/
Deadline for requests for new WI courses (either a completely new course, or a revision of an existing course), is 9/30. Please work with your WAC representative to ensure packets are complete.

Faculty Resource Center (FRC)
Director: Nicholas Salter (nsalter@ramapo.edu)
http://www.ramapo.edu/frc/
COMING UP AT THE FRC!
Scholarship Workshop: Balancing Scholarship and Teaching
October 6, 1:00 pm – 2:00 pm
October 7, 1:00 pm – 2:00 pm
October 8, 1:30 pm – 2:30 pm
Join an open discussion about how to find time for your scholarship and your teaching.

Introduction to Contemplative Pedagogy
October 8, 9:30 am – 11:00 am
Learn the basics of how to apply mindfulness to your classroom.

Preparing Your Reappointment Package
September 24, 10:30 am - 11:30 am
Join us for a conversation about the process of putting together your materials

for reappointment.

Advising for New Faculty (with CAAFYE)
September 24, 9:30 am - 10:30 am
New (and early-career) faculty can come and learn the basics of advising at Ramapo.

Advising for Seasoned Faculty (with CAAFYE)
September 24, 2:00 pm - 3:00 pm
October 8, 3:30 pm – 4:30 pm
Seasoned faculty can come and reacquaint/remind themselves of advising at Ramapo.

Individual Faculty Advisor Training / Preparing for Mandatory Sophomore Advisement (with CAAFYE)
October 1, 3:00 pm - 4:00 pm
October 15, 1:30 pm – 2:30 pm
Learn about how to conduct the new mandatory Sophomore Advisement.

Instructional Design Center (IDC)
Director: Michael Bitz (mbitz@ramapo.edu)
http://www.ramapo.edu/idc/
The IDC will hold an Open House on Sept. 29th (next Monday), 1-2 pm, in ASB 020.
A draft of the center's Strategic Plan as appended (beginning on the next page).

Instructional Design Center
Strategic Plan, 2014-2015 (draft v.2)

Prepared by Dr. Michael Bitz, IDC Director

August 11, 2014

The mission of the Instructional Design Center (IDC) is to guide and support faculty and staff to integrate relevant technology directed toward improving teaching and learning or enhancing professional development. This Strategic Plan outlines the Goals, Objectives, and Target Measures for IDC in the 2014-2015 Academic Year.

Goal 1: Promote faculty integration of technology into the curriculum and the co-curriculum.
(Aligned with Academic Plan Objectives 1.1, 1.2, and 1.3)

Objective 1.1: IDC will deliver live and online workshops related to new technologies, learning platforms, and course management systems.

Achievement Target:
- IDC offers at least eight workshops per semester for faculty and staff.
  - Measure: Printed workshop flyers and online announcements
- IDC increases the average attendance for workshops by 15%.
  - Measure: Attendance records
- IDC records workshops (where applicable) and makes them available online for faculty and staff.
  - Measure: Archived recordings on IDC website
- IDC offers at least one live webcast workshop per semester.
  - Measure: Archived recordings on IDC website

Objective 1.2: IDC will help instructors understand the pedagogical benefits and implications of technology infusion.

Achievement Target:
- IDC incorporates pedagogical considerations into at least half of workshops offered.
  - Measure: Printed workshop flyers and online announcements
- IDC offers at least 10 one-on-one pedagogy-focused consultations per semester.

- o   Measure: Attendance records
- IDC collaborates with the Faculty Resource Center to develop and present at least one pedagogy-focused workshop per semester.
  - o   Measure: Printed workshop flyers and online announcements

Objective 1.3: IDC will oversee the implementation of an upgraded course management system (Moodle 2.5) and increase faculty use of the system.

Achievement Target:
- IDC increases the number of courses with Moodle sites by 10%.
  - o   Measure: Spreadsheet of Moodle courses
- IDC develops at least one series of instructional videos on the use of Moodle 2.5, available to all faculty and staff.
  - o   Measure: Archived recordings on IDC website
- IDC offers at least 20 one-on-one Moodle consultations per semester.
  - o   Measure: Attendance records

Objective 1.4: IDC will provide instructional and technical support for faculty teaching online or hybrid (blended) courses.

Achievement Target:
- IDC presents at least one workshop per semester on Adobe Connect with a specific focus on online instruction.
  - o   Measure: Printed workshop flyers and online announcements
- IDC offers at least five one-on-one consultations per semester for online or hybrid instructors.
  - o   Measure: Attendance records
- IDC meets with at least five program directors/conveners/deans per semester regarding the development of online or hybrid courses.
  - o   Measure: Meeting minutes

Goal 2: Leverage technology to support the learning, graduation rates, and retention rates among underrepresented groups, transfer students, international students, graduate students, and returning students.
(Aligned with Academic Plan Objective 1.4)

Objective 2.1: IDC will communicate with stakeholders across campus in order to understand and assess technological needs of students identified above in Goal 2.

Achievement Target
- IDC meets with at least five stakeholders per semester about the technological needs of the students identified above in Goal 2.
  o Measure: Meeting minutes
- IDC drafts at least one recommendation report distributed to stakeholders and administration, related to the students identified above in Goal 2.
  o Measure: Document

Objective 2.2: IDC will develop resources for faculty who are teaching the students identified above in Goal 2.

Achievement Target:
- IDC adds at least one section to its website devoted to resources for instructors of the students identified above in Goal 2.
  o Measure: Website
- IDC offers at least five one-on-one consultations per semester for instructors of the students identified above in Goal 2.
  o Measure: Attendance records

Goal 3: Increase technology accessibility on campus to create a safe and supportive environment for all.
(Aligned with Academic Plan Objectives 2.3 and 4.1)

Objective 3.1: In partnership with the Accessible Technology Committee, IDC will create resources and training modules for faculty to understand and implement instructional accessibility through technology.

Achievement Target:

- IDC develops at least one training video (or a series of videos) on procedures and resources to make course materials accessible to all students.
  - o Measure: Archived recordings on IDC website
- IDC provides the Accessible Technology Committee with at least two consultations per semester.
  - o Measure: Meeting minutes

Objective 3.2: IDC will offer workshops specifically related to accessible technology and instruction.

Achievement Measure:
- IDC offers at least one workshop devoted to accessible instruction and technology.
  - o Measure: Printed workshop flyers and online announcements