

**Faculty Assembly (FA)**  
**Minutes of the Meeting**  
**February 17, 2016**  
**1:00-2:30pm**  
**Alumni Lounges**  
**Number of Faculty Attendees: 109**

**1) FA President Rainforth's Report**

- a) Approval of December 2, 2015-Minutes of Meeting
  - i) The minutes of the meeting was approved.
- b) The Provost has scheduled monthly “open sessions” to meet with faculty. The first session was on February 3 and focused on the ASB Dean search. The next open session will occur in the afternoon on March 9. The FA thanks the Provost for arranging these open sessions.
- c) The FA asks instructors to ensure that classroom are left clean and that chairs are placed in their regular configuration when leaving rooms (e.g., rearranging chairs, erasing boards).
- d) The Gen Ed Implementation Team (GEIT) steering committee has met a few times. The GEIT governance committee has met once. The latter is discussing ways of governing and assessing the new Gen Ed as well as the roles of ARC and GECCo.
- e) The Library Renovations Task Force (LRTF) will update the faculty on its activities during the Faculty Forum (following this meeting).

**2) Provost Barnett's Report**

- a) The search for a new ASB Dean will commence soon. The Board of Trustees (BoT), which meets next week, must approve the external search firm used for recruiting.
- b) The process of selecting a new Assistant Provost for Adult and Graduate Education is almost over. A decision may be made next week.
- c) The BoT has asked for a report on graduate education and its role in the financial future of the college. There will be a presentation of current and future graduate programs at next week’s BoT meeting.
- d) The audience had no questions for the Provost.

**3) Candidates for At-Large FAEC Representatives**

- a) An election will be held for two at-large FAEC seats. One of these seats is reserved for faculty members who were hired at least eleven years prior to the date the office will be assumed (September 1, 2016). The second seat must be held by a faculty members hired less than eleven years prior to September 1, 2016. The election will be conducted by mail ballot (to be sent to all voting members of the FA).
- b) Prof. Eva Ogens (SSHS) will be running for the “under 11” seat. She gave a brief presentation.
- c) Prof. John Pepper (CA) will be running for the “under 11” seat. He wrote a statement that was read to the FA by President Rainforth.

- d) Prof. Kim Lorber (SSHS) will be running for the “11 and over” seat. She gave a brief presentation.
- e) Prof. Ruma Sen (CA) will be running for the “11 and over” seat. She gave a brief presentation.
- f) The FA By-Laws require that no unit can have more than two councilors on the FAEC. Therefore, should the winners of both at-large elections be from the same school, only the individual with the most votes will be permitted to serve on the FAEC. The other seat, by default, will go to the candidate from the other unit.

#### **4) Undergraduate Teaching Load Policy – Proposed Change**

- a) Provost’s Council has proposed a modification of the Undergraduate Teaching Load Policy (Policy and Procedure 300-XX).
  - i) Current Policy - “Full time members of the Ramapo College Faculty have responsibility for teaching in the undergraduate programs. The formal expectation is that faculty teach six courses in load per year. Four undergraduate courses constitute the required in-load teaching for full time faculty regardless of reassigned time or other arrangements.”
  - ii) Proposed Revision from Provost’s Council – Policy: “Full-time members of the Ramapo College Faculty have responsibility for teaching in the undergraduate programs.” Procedure: “In consultation with the conveners and graduate program directors in his/her school, the dean sets the school’s course schedule and, in so doing, ensures that all full-time faculty in the school teach in the undergraduate curriculum each year”
- b) President Rainforth presented the FAEC’s concerns with the proposed policy change.
  - i) The proposed policy could create a “graduate faculty”—with implications for the governance of undergraduate programs.
  - ii) The language of the policy change could permit faculty to teach no more than a 1 credit undergraduate course over an entire academic year.
  - iii) The policy may be inconsistent with the College’s Strategic Plan—which visions a limited number of graduate programs that are offered only in those areas of existing faculty expertise.
- b) President Rainforth presented a list of reasons some may choose to support the policy change.
  - i) A policy change may be necessary for expanding graduate programs.
  - ii) Existing policy may be inconsistent with the accreditation and licensing requirements of some new and proposed graduate programs.
  - iii) Graduate programs raise revenue. This revenue should be used, in part, to support undergraduate programs.
- c) President Rainforth stated that FAEC does not support the changes proposed by Provost’s Council, and that instead, we had an alternate proposal.
- d) A motion was made to endorse to Policy and Procedure 300-XX.
  - i) Discussion: Several members of the audience expressed their support for the policy change (increasing flexibility, licensing requirements of proposed graduate programs). Other members expressed concerns

(mission of college as a Public Liberal Arts institution, broad language of policy change, drifting towards two-tiered faculty). There were questions about 1) whether teaching the one undergraduate course in the Summer would be consistent with the policy, 2) who is responsible for the scheduling of graduate teaching, 3) the structure of undergraduate and graduate convening groups. Provost: Dean retains ultimate responsibility and authority for scheduling.

- ii) The vote was conducted by electronic device (i.e., clickers). Total Votes – 109; Yes-34%; No-58%; Abstain-8%. The motion to endorse Policy and Procedure 300-XX was rejected.
- e) President Rainforth presented the FA with FAEC’s recommended revision to the Undergraduate Teaching Load Policy.
  - i) FAEC’s recommended language: “Full time members of the Ramapo College Faculty have responsibility for teaching in the undergraduate programs. The formal expectation is that faculty teach six courses in load per year. Four undergraduate courses constitute the required in-load teaching for full time faculty regardless of reassigned time or other arrangements. Exceptions can be made only where accreditation or licensing bodies for graduate programs require that a higher proportion of a full-time faculty member’s teaching load be at the graduate level; however, those faculty members must still teach at least one regular (4 credit) course in the undergraduate curriculum each year.”
- f) A motion was made to accept FAEC’s recommend changes to Policy and Procedure 300-XX.
  - i) The vote was conducted by electronic device (i.e., clickers). Total Votes – 104; Yes-50%; No-39%; Abstain-11%. The motion to accept FAEC’s recommend changes to Policy and Procedure 300-XX was accepted.

#### **5) New Minors – ARC Chair Thierry Rakotobe-Joel**

- a) Prof. Rakotobe-Joel announced that ARC recommends the approval of two new minors: 1) minor in American Studies and 2) minor in Plant Studies
- b) A motion was made to accept the proposed minor in American Studies.
  - i) The vote was conducted by electronic device (i.e., clickers). Total Votes – 101; Yes-91%; No-5%; Abstain-4%. The motion to approve the proposed minor in American Studies passed.
- c) A motion was made to accept the proposed minor in Plant Studies.
  - i) The vote was conducted by electronic device (i.e., clickers). Total Votes – 95; Yes-91%; No-3%; Abstain-6%. The motion to approve the proposed minor in Plant Studies passed.

#### **6) Scheduling Task Force Chair Tae Kwak**

- a) Prof. Tae Kwak gave a brief presentation on changes to the current course schedule (to be implemented in Fall 2017). The task force is seeking feedback. A survey will be sent to faculty in the near future.

**7) Gen Ed Implementation – Vice Provost Eric Daffron**

- a) Gen Ed working groups are identifying outcomes as they design and revise courses. There is a desire to move to a greater level of specificity (more detailed) than our existing course outcomes and goals have. He presented one model for increasing the level of specificity. He hopes to discuss this further at a future faculty forum.

**Faculty Forum - Meeting Notes  
February 18, 2015  
Alumni Lounges  
1:30 to 2:00pm**

**1) Faculty Forum – Procedural Vote**

- a. After the meeting was called to order, a vote was held that determined that Deans could be permitted to stay for this faculty meeting.

**2) Presentation by Prof. Roark Atkinson**

- a. Prof. Atkinson gave a brief presentation about the work of the Library Renovations Task Force (LRTF) and the results of the library renovations survey (sent to faculty, staff, and students). The survey data suggest that faculty and students are “on the same page” with priorities for renovations. Prof. Atkinson’s presentation also summarized problems with the current state of the library (water damage, mold, etc.). Descriptions and images of libraries at sister schools were presented.

**3) Audience Questions**

- a. An audience member suggested that the results of the survey be separated by participant groups (faculty, staff, students). A member of the LRTF indicated that such data analysis will be done.
- b. An audience member indicated that Ramapo possesses many historical artifacts that could be showcased in a renovated library.
- c. Several faculty members suggested that local libraries have had success expanding their role into community centers. Prof. Atkinson responded that the LRTF is primarily focused on library renovations with an academic focus. There are concerns that a focus on non-academic library functionality might undermine efforts to restore needed academic functionality.
- d. A faculty member asked about the library’s hours. Might 24/7 hours be possible in the future? Survey results suggest that students want this service. Prof. Atkinson indicated that extended hours are offered at various times throughout the semester. Currently, the library is open until 2am. It may be possible (in the future) to gate off a section of the library that can be left open 24/7.

- e. Several audience expressed the need to increase student interest in the library. This might require food/beverage options (e.g., a café). It is important that efforts to increase library usage do not detract from the library's core functionality (e.g., sending books off campus to make space for a café might be counterproductive).
- f. Issues with insufficient journal subscriptions and resources for purchasing books were discussed.
- g. One member suggested that a new building, with a more accessible and convenient location, might need to be built to have a "community-engaged library design".
- h. There appeared to be a consensus among the audience that there must be a clear vision for the future of the library. For example, creating a library that is a comfortable, inviting space with the collections and resources that students and faculty need.
- i. There are concerns that librarians might lose their office space (as indicated in some of the renovation plans that have been discussed).
- j. The LRTF encourages faculty members to take a tour of the current library.
- k. There are concerns about the selection of an architect for this project. How could an architect have been selected if the project has yet to be approved? Dean Perry indicated there was a tight deadline for submitting a proposal to State. This is why an existing architect was used for this proposal (to meet the deadline). However, the proposal is not binding. If Ramapo receives fewer funds than requested, the first priority will be to renovate existing library space.