

Faculty Assembly Executive Council Meeting Minutes

January 21, 2015

ASB-230

900-1100AM

Present: Emma Rainforth, Rebecca Root, Bonnie Blake, Susan Eisner, Ken McMurdy, Kim Lorber, Susan Kurzmann, and Jonathan Lipkin

Absent: Tae Kwak

Secretary: Dean Chen

Guests: Provost Beth Barnett, Ben Levy & Donna Singer (IRAC)

1. Discussions on the interim schedule modifications for 2015-16: feedback from FAEC members
 - a. Many faculty have expressed that the scheduling of classes could be improved
 - b. The schedule appears to be presenting obstacles at retaining adjuncts to teach courses
 - c. FAEC will eventually gather data and assess the interim schedule modifications (which should be done after the Task Force on Academic Engagement and Excellence has produced its report, and Martha Ecker has negotiated with the union)

2. Meeting with Provost Beth Barnett, Ben Levy and Donna Singer (IRAC):
 - a. Prof. Robert Becklen will be the new faculty representative to IRAC. Dean Rice will be the deans' representative on this committee.
 - b. The major question is: How to enhance communications and consultations between IRAC and faculty and students regarding assessment of country for students' study-abroad travel and faculty research?
 - c. Provost Barnett suggested that a list be posted on the Ramapo Intranet to indicate what countries have been approved by IRAC as safe for travel
 - d. Ben Levy and Donna Singer reported that an IRAC website page is being put up and will be ready during the spring semester. It will provide information and resources on safety and emergency to faculty and students who need to know when traveling abroad. They also reported that an appeals process will be in place
 - e. Rebecca Root also advised that, when a country is being reviewed, faculty who are preparing to bring students there or prepare to do a research there should be consulted. Also, criteria for evaluating and assessing the countries should be made transparent on the IRAC webpage.
 - f. Ben Levy expressed that IRAC, in consultation with the State Department and other security analyses, evaluates the countries based on their local health conditions (whether any viruses and diseases are spreading), political situations (civil wars and unrests), security, and natural disasters, to name just a few. Currently, Guatemala and Sierra Leone have been identified as not safe for any travels
 - g. Ken McMurdy queried about the distinctions in assessing faculty traveling abroad in its official and research capacity vs. students' studying abroad. Ben Levy

responded that students are clients of the college while faculty members are employees of the college. Thus, the risk tolerance for these two categories is different. IRAC will take greater caution on students' traveling abroad as the burden of proof (that the country they are traveling is safe) will be more stringent

- h. FAEC also recommended that IRAC to present this information to the Faculty Assembly through the President's Report, or in direct reports upon request at Unit Council.
 - i. Ben Levy and Donna Singer invited further FAEC inputs to IRAC and also recommended that FAEC to consider sending a representative to participate in IRAC meetings which meet once every month
3. Meeting with Provost Beth Barnett
 - a. Discussed the interim schedule modifications for Fall 2015: there remain some difficulties over scheduling and classrooms usages. Implications of doing away with CEC and FLEX were also discussed
 - b. 1x a week, 2x a week, and 3x a week classes: discussed the ratios of these classes. The Provost expressed that for a 200-min (i.e., 4 credit) class, 1x a week could be too long and pedagogically ineffective
 - c. With Maria Krupin leaving, her duties for now are being divided between different areas, including Larry Ferrier (Finance), Dick Roberts (Admin), and an external firm will be hired to manage a search for the VPAF position
 4. Approving FAEC meeting minutes from 12/10/2014, 12/17/2014 and from the FAEC retreat on 1/14/2015
 - a. All approved
 5. President Rainforth's updates
 - a. Meeting with Provost
 - 1) VPAF interim: Larry Ferrier for Finance, and Dick Roberts for Administration. Both will report directly to President Mercer. There will be an external search for the VPAF position
 - 2) Service Task Force report will be ready in February. Meredith Davis will present the report to FAEC on Feb 4, with intention of reporting to the FA on Feb 18 (pending finalization of the FA agenda)
 - 3) Registrar's Office will report to Academic Affairs once the VPMSA position is in place
 - b. Meeting with Chris Romano
 - 1) IZOD Center is closing: we will be moving to the Prudential Center for this year's commencement
 - 2) Course Catalog: information from some conveners has not come in to the Registrar
 - 3) Concerns were raised about ARC still taking too much time reviewing and approving courses and course changes. FAEC will follow-up with ARC
 - 4) Connect: Fall 2014 usage by faculty was good

- 5) The Cabinet has approved a social media policy (for groups wanting official Ramapo affiliation for twitter, Facebook, etc.)
 - 6) CAAFYE is researching issues regarding late withdrawals: looking into which offices can give them (other than counseling and health services). Seems that these late Ws are proliferating and faculty members have no say in those requests
 - 7) Trailer classrooms will remain for Fall 2015
 - 8) Holds withdrawal: many holds are removed by the Unit Secretaries and the CAAFYE without faculty advisors knowing. One suggestion CAAFYE has for mitigating this problem would be to give an exclusive code to faculty to distribute to students in order to remove their academic holds
6. Discussed faculty mentoring program that FA passed years ago and was not implemented; that proposal will be provided to FAEC, as passed, along with any suggestions for updating it; FAEC will then determine next steps