

Faculty Assembly Executive Council Meeting Minutes

October 29, 2014

ASB-230

900-1100 AM

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

Absent: None

Secretary: Dean Chen

Guests: President Mercer, Provost Barnett

1. Approving the FAEC minutes from 10/22:
 - a. All approved

2. Update from President Rainforth's meeting with Chris Romano:
 - a. The Registrar will report directly to the Provost starting in January 2015
 - b. Concerns were raised that the Conveners' meetings have not been held (or announced). Given delays in the posting of the 2014-15 catalog last spring, we have concerns of a repetition; a draft timeline provided by the Provost indicates Catalog will be live on 4/1 (with registration beginning 4/6), but this is too late for faculty who will have been doing advisement since Spring Break.
 - c. Advanced notice for academic and enrollment events (open houses, etc.): Deans are given the dates on July 1, but faculty don't receive notice typically until a few days before each event. For convening groups to plan their attendance at these events, we would like the calendar at the beginning of the academic year. For now, Chris Romano will send the list to President Rainforth to disseminate to faculty.
 - d. Enrollment management website is being updated, and will highlight and market individual programs.

3. Update from President Rainforth's meeting with Melissa van Der Wall:
 - a. Threats made by students to specific faculty/staff/ administration members: currently public safety are alerted about the student(s) making the threats, and if the specific faculty/staff/administrator isn't already aware, they are informed of the threat by public safety, who can escort the specific faculty/staff/administrator around campus, and will be monitoring in case the student who has made the threat returns to campus, unauthorized.
 - b. Notification to faculty regarding a student's interim suspension: FERPA (federal rules protecting student privacy) comes into play. Currently, when students attend

their initial meeting with Melissa, she encourages them to reach out to their professors to explain they won't be in class. In addition to this, Melissa and Emma crafted draft language for an innocuous (and non-FERPA-violating) email to the student's professors, indicating the student will be missing class, and can't come to see the professor.

4. Update from the Provost's Council:
 - a. Two Deans at the meeting stated that they would not bring forward issues raised by the Provost's Council to their unit council meetings. They believed instead that the FA President should bring up those issues during the FA meetings.
 - b. FAEC expressed concern that this both counters the norm of Deans representing their faculty through two-way communication at Unit Council (including, specifically, bringing items from Provost's Council to their constituents, which is a requirement for the Provost's Council members), and of FA being a forum for faculty agenda items to be shaped, discussed, and acted upon.

5. Response from the Provost re: the "CEC motion" at the 10/15 FA meeting:
 - a. The Provost suggested that the motion was discussed at the last Deans' Council meeting, and some Deans mentioned that the motion represents an abdication of faculty authority and accountability over and for curriculum.
 - b. FAEC suggested that some Deans have misinterpreted the motion, which only asks the Deans to ensure the *presence* of the CEC in syllabi, which is an administrative responsibility to do; the motion does not ask Deans to assess the *quality* of the CEC, which, being a curricular matter, is faculty responsibility.
 - c. FAEC proposed that it would be important to look up the job descriptions of the Deans; it has already located the job descriptions of Conveners. President Rainforth will follow up with the Provost at their meeting tomorrow.

6. Meeting with President Peter Mercer and Provost Beth Barnett:
 - a. FAEC members asked about the search procedures for senior administrative positions: how is it determined whether it is an internal or external search?
 - i. President Mercer clarified that for all senior position searches, the search should look first at whether there is a "compelling internal candidate," who is universally supported within the College. If so, that person should be advanced first. If not, the search should be made externally and nationally. The search, therefore, is determined on a case-by-case basis
 - b. Cathy Davey is chairing the search for the new position of VP for Enrollment Management and Student Affairs. The timeline is still TBD, but if there is a viable internal candidate, the hope is to wrap it up this semester. A faculty member needs to be selected for the search committee.

- c. The President and Provost also responded to questions regarding the process and procedures of Deans and Administrators' reappointment/renewal. Deans are subject to review as part of this process. The Provost indicated she would be developing a 360 degree survey instrument with HR for faculty as well as other administrators (e.g., AVP positions), applicable to all Deans this year, even those who are not up for reappointment. (The SSHS and ASB Deans are up for reappointment, as is the TAS Interim Dean who is on an annual contract.)
- d. Prof. Rebecca Root queried about the BoT's "Professorial Rule Ratios Policy." The policy states that the ratios of full and associate professors to all faculty members in Ramapo should not exceed 75 percent. Hence it raises concerns on whether the policy would impact the promotion opportunity for junior/untentured faculty members if the number of new faculty hires remains low. Provost Barnett will get back with the actual number of all college-wide full and associate professors. There are 221 full time faculty currently (and 10 administrators with faculty rank, but these do not count toward the calculated 75% ratio of full+associate professors)
- e. Bulletin boards are lacking in hallways/stairwells in the newly renovated G-Wing, and magnetic strips, bulletin boards, and mail boxes are also missing outside of the faculty offices. These faculty have been informed by their Dean that Dick Roberts reports that the architects find such things aesthetically displeasing. (FAEC notes that the G wing architects are not the same firm as for A and B wings, which have bulletin boards along every inch of corridor.) FAEC members suggested that without these communicative spaces, the campus will lose a sense of faculty-students engagement, campus vitality, etc. The President said that vitality overrides an architect's aesthetic preference, and said that he and the Provost will address this at Cabinet today.
- f. The Provost will be meeting with President Rainforth and Martha Ecker (President, AFT Local 2274) tomorrow to discuss the CEC motion from the FA meeting on 10/15.
- g. The President said that the BoT had a good retreat over the weekend, and expressed that the BoT has had very positive relationship with the faculty, and the BoT bylaws specify that FAEC will meet with the BoT Executive each semester.
- h. A new Board of Trustees member has been approved by the State (Charles Shotmeyer). There are three other BoT candidates including two women.
- i. The President mentioned that Steve Sweeney (NJ Senate President) recognized that the College is underfunded and will address the issue.
- j. Prof. Susan Eisner queried how many vice presidents that the Ramapo College has and recommended that it would be a good idea to introduce all vice presidents to faculty members, and include a brief description of their purview/agenda. President Mercer said that he would do that in the next President's State of

College Address in February 2015. He clarified that Mr. Tripodi (General Counsel) has a state title of Vice President but that he is not functionally a Vice President; there are currently three in practice (Beth Barnett VPAA, Maria Krupin VPAF, Cathy Davey VPIA)

- k. The Provost indicated that Mike Tripodi (General Counsel) and David Nast (OSS) are preparing a workshop for faculty regarding recent changes to ADA, and how that will impact classrooms (e.g., accommodations that faculty are required to make; have leeway on; and are completely optional). The Provost also indicated a workshop for faculty would be prepared regarding changes to Title IX (re: sexual assaults). Clare Naporano (Provost's Office) is working on these.
 - l. FAEC queried whether or not students were receiving training in counseling and stress reduction resources available to them. The Provost said that is occurring.
7. Dean's evaluations:
- a. FAEC discussed and finalized the survey questions to be distributed by FAEC.
 - b. President Rainforth will check with Jill Weiss on how the surveys should be sent to faculty members and whether administrators with faculty rank will also receive the surveys through the automated emails-to-faculty.
8. Emergency Preparedness update (updates from Donna Singer, by email):
- a. During emergency situations, the current assumption is that faculty should have their cellphones in class, and should therefore be checking their emails/phone/texts during class in the event that a campus emergency is declared. There is the capability of having emergency alert messages pop up on classroom computers (and faculty laptops, if installed). However, that would be ineffective if faculty members don't use computers for lectures.
 - b. Ms. Singer had also mentioned that phones *could* be installed in classrooms through which the Public Safety will be able to contact faculty teaching in the classroom (and vice versa). FAEC thought this would be the most reliable option, and will also enquire about PA systems in every hallway through which all could receive public safety messages verbally. President Rainforth will follow up with Ms. Singer.
 - c. FAEC proposed that a training session on emergency preparedness be included at the Faculty Conference meeting on January 15, 2015.
9. Getting started on FA agenda:
- a. Request from Dean Steve Rice: Experiential Learning TF draft report.
 - i. The FAEC agreed to put it on the next FA agenda. The actual decision will be at the following FA. However, Dean Rice will need to present it

in the form of a discussion for it to be presented at FA; the FA meeting on November 12 is the target date.