B. Barnett opened the meeting and discussed putting forth measurable goals and objectives. Each unit or department is to set specific achievement targets for each objective. These are going into weave.

Eventually all units in Academic Affairs have to align themselves with the outcomes listed on academic plan which has to be in line with the colleges goals.

Assessment plans will also be a priority for this year. The Academic Plan for 2011-12 does include outcomes for what was not included in the original Academic Plan in an effort to tie together planning and requests for resources.

There will be another retreat in January and again in the spring/early summer.

There is a need to have achievement targets. No resource requests will be moved forward without achievement targets.

Faculty/Student research must be continued. An increase in student participation of 10% was proposed.

A unified effort should be made to post student research from all units in one place. The Office of the Provost will link to each school’s list of faculty student research projects.

Discussion on publishing student/faculty research to the web where it can be accessed by the public and used as a potential marketing tool.

E. Daffron – proposed three achievement targets:

Goal 1 – Provide curricular and co-curricular opportunities which model the aspirations of educational and moral achievements in distinctive programs and initiatives.

Academic Goal 2 – Encourage the establishment of student communities rooted in common learning experiences and mutual support in each of the academic areas and units. Tie into some type of teaching-learning community which might be followed up by a simple satisfaction survey that could be attached to First Year Seminar.

Goal 3 - Use data to rationalize the curriculum and to improve teaching and learning.
Objective #2 Use data during decision making to integrate an external perspective as well as internal perspective. – Propose Institutional Effectiveness Planning Cycle at Academic Affairs.

Much data will be used to improve methodology. This will be passed on from the unit level to the convening group level.

E. Daffron reported for L. Perez-Strumolo and the Faculty Resource Center

- Program next year includes additional faculty orientation,
- a series of workshops for faculty
- also hoping to develop a course redesign project. Participation in this program would be voluntary, but strongly encouraged.

One way to motivate new faculty members to participate might be the acceptance of participation as fulfillment of the flex unit during their first year of employment at the College.

She is asking for additional reassigned time for herself or faculty participants. Reassigned time is not approved.

AIS Goals

- Support faculty/staff scholarship and student faculty research that is measured through published material.
- Enhance cross function of international environment and enhance the intellectual climate of the campus and school.
- Adult Learner programs – Improve services to students, as in mentoring and advising.
- Will focus on expanding existing programs and hoping for new lines in 2011.

ASB Goals -

- Trading Lab – Goal is to put 3 full courses in the trading lab and hold at least one college-wide trading contest to get everyone familiar with the room.
- CEP – The five hour experience may be pooled from many courses to develop a common professional skills training corporate course for all ASB students. A personal branding kind of training. Its very measurable.
- Assessment or assurance of learning – ASB does have a very well built program this year they will be assessing for the first time, Business Writing Across the Core. This program will take a few years to take hold. Anxious to establish a
baseline. The rest of the assessment – continue to assess the foundation skills in every discipline.

- Student Support Services – ASB has received permission to use one line for a Cahill Career Services Support person to help with Career Placement. An offer has currently been made to an individual for this position.

- Transfers – From community colleges represent 80% of transfer – ASB must make sure that 100 and 200 level courses map to the ASB curriculum.

- Also working with the EOF with a mentoring program to increase diversity.

- Project management program will double if it proves itself profitable within one year.

**Contemporary Arts**

- Working on new major in Art/Technology; will promote it as a Contemporary Arts Contract major to test level of student interest and solicit feedback.

- Essentially 15 students at any given time doing a contract major.

- Looking at Creating templates for most common contract majors and redefining the CA School Core.

- Design new adult learner certificate program in Web Design.

- Will assign a mentor to every teacher who is not tenured.

- The management of the art facilities rooms requires constant maintenance.

- Adjunct/Faculty Workshop – would like to have one of these to have adjuncts join the convening groups and have them feel more like they belong.

**Library**

- Two major projects: revamped website and Integrated Library Systems

- Will be using an assessment tools with clicker to see if students are learning or grasping what is delivered in the classroom.

- Incorporate information literacy into the curriculum.

- Will work with Library advisory group which includes students from student government on the college.
• Will be participating in the Open Source Library system.

• This year introducing Chat reference using the free software program, Meebo. and will test calendaring software, 3W. This will provide a structure for group management of the reference and info lit calendar.

SSHs

• Will work towards developing a substance abuse program.

• Advisement – Achievement target is to have new program implemented by spring 2012.

• Programs in National Honor Societies will continue to be supported.

Faculty Development

Will continue to support Faculty development through such venues as the NYU Scholars in Residence Summer Program.

Also proposing four retreats during the academic year for faculty to present their own ideas and present with other faculty members.

Resources

Will seek a faculty line for social work substance abuse, and sustainability program Will develop a proposal for masters in Special Education.

TAS

Resources

Will work to refurbish the facilities in keeping with the Master Plan – and Computer Science faculty line.

Goals – Nursing – expand their relationship with The University of Sierra Leon through the development of collaborative education programs.

Enrollment Management

• Increase the revenue to the college through enhanced enrollment of non traditional students
• Enhance the quality of the incoming class
• Increase retention and graduation rates
• Increase Ramapo’s position in the marketplace; particularly in the eyes of prospective students and create a more direct connection between “New Jersey’s Public Liberal Arts College” and the outcomes of a Ramapo College education.
• Establish Adult Learner Programs that meet the needs of a returning student population and maximizes enrollment and use of facility capacity at the College.

CIPL

• Measurable Goals

• Grow CIPL overall net revenue 15% each FY

• Promote continuing offerings including:
  ➢ Business Essentials Certificate
  ➢ Web Development Certificate
  ➢ Middle School Certification
  ➢ CPR Workshops – utilized by nurses

• Planning on offering High School Summer programs for 9th and 10th graders, with a possibility for 11th and 12th graders.

ITS

Goals

• Shift from infrastructure to software. Move forward on to System 7 Operating System.

• Currently looking for pioneers for testing.

• Microsoft Office – 2012 upgrading networks – especially in Residence Halls.

• Banner is also in application development.

• Instructional Design – Moodle has replaced WebCt

• Moving students to Gmail for their email and hoping to accomplish this by end of semester.

• Telecom – Moving from analog to digital network.

• Increase use of web-based technology – this is a plan driven by vendors upgrading of software.

MSET/MET

• Master’s programs – 5 goals – professional program provides educators with skills to manage technological and educational resources and prepare students in the 21st century.
• All in the program are teachers or teacher practitioners who enter program to Strengthen and master their knowledge of educational technology.

• Students are interested in becoming more proficient in use of technological tools in their classroom. This is an inquiry based program for students interested in doing some critical analysis. Students are prepared to be leaders in their districts.

• All students have an e-portfolio.

For MET: Two National Science Foundation (NSF) grants based in the MEC have been awarded to Ramapo College. One is a three year $852,276 grant. Ramapo/MEC Disabilities Education Office educators are implementing Adult Marsh Access to develop a national model for accessibility and assistive technology that adapts science programs for people with disabilities through the NJMC’s Meadowland Environment Center. Funding from a $480000 NSF grant (Project SEE – Senior Environmental Experiences) has resulted in presentation of environmental programs to older adults in senior centers, assistive living facilities, nursing homes and hospital wellness programs in central and northern NJ.

RCIE

Website

• Revision/Enhancement of RCIE website – assessing RCNJ needs and building content to suit - Constantly adding content – trying to make website more complete in terms of services offered to show how faculty/staff would benefit from working with RCIE.

• Bringing in powerful software for students to apply for programs online.

• Migration to an online system in November. Everything should be online by January 2011.

• Educate academic and administrative units - Outreach to faculty and unit councils making efforts to reach out to convening groups.

• Have contracted with HTH insurance. All students who travel with Study Abroad are covered by insurance. This insurance can also be purchased by faculty or any Ramapo employee. On the program side, students must purchase this.

• Have new procedures - Doing more with assessment – introduced the campus based academically taught courses.

• Challenge is now to compile new policies in a readily acceptable place.
• International Recruitment is increasing.

**College Honors Program**

• Different part of SPIFF initiative begun in 2008. Goals established by Honors Task Force.

• Mission – Faculty and students dedicated to intellectual data and moral engagement.

• Foster in students an authentic intellectual curiosity and the value of engaged inquiry.

• Prepare students for the future.

• Have an active Faculty and Student Advisory Board.

• Curriculum is based on four courses covered over 3 years. Three of the courses are General Education Requirements.

• Running a hybrid program – currently faculty and staff-wise under resourced. Running over budget.

**First Year Seminar**

Most important goal to develop and implement learning outcomes based on FYS requirements.

• Critical thinking
• Writing Co
• Information Literacy
• Oral Communications
• Teaching Competency

Must make sure these learning outcomes are in line with Gecco’s.

A-219 and A-220 are adjunct offices for 1st year seminar adjuncts.

A lot of work is based on providing faculty development.

Engaging community/summer reading – lots of faculty use it to engage their class.
R. Mentore would like to institute an essay contest that will celebrate the winning essays.

EOF

- Currently 375 students starting the fall semester.
- High expectations for this year’s incoming class.
- Would like to increase the number of students participating in tutorials.
- Desired Outcome – Decrease total number of students not making satisfactory academic progress by 10%.
- Decrease total number of students with grade point averages below 2.0 by 5%.
- Goal is to Ensure that 100 % of students enrolled receive entitled grant.
- Hopes to decrease the attrition rate of the male minority students and try to develop specialized advisement package for them.
- Create more civic responsibility in effort to teach students that they need to give back.

CAS

New advisory board – to refocus the mission

Physical space – CAS will now be housed in the library.

Goal: to provide more effectiveness and a comprehensive website to streamline the experience of the students who come to the center.

Kinds of tutorial services:

- Student
- Professional
- Content
- Writing
- Reading
- Tutorial

Would like to institute procedures to ensure best practices.

Develop outreach and greater visibility and presence on campus.

There is a shortage of personnel and director will be seeking SPFF funds.
**Student Affairs**

Student Affairs covers Health and Counseling, the Cahill Center, Athletics, career services, judicial affairs, residence life, Greek Life, and the Berrie Center.

Did restructuring over a year ago in line with the Provost’s goals. Have nine ambitious goals. Mission is to provide student learning outside the classroom.

M. Cammarata is responsible for Student Development, judicial affairs, health and counseling, and athletics. P. Chang: Cahill, Residence Life, Specialized Services, and Berrie Center. Share the same goals; Share oversight of overall division.

Mission - help students Gain an appreciation for learning, diversity and sustainability through sports, leadership roles, service learning, learning communities and wellness education as well as through performance and lectures. Try to teach students to be responsible.

Four major areas for goals;

- Student engagement is broadest
- Contact with and advocacy for students
- Scholarship and Professional Development not just for students but for colleagues in SA division
- Planning and assessment.

Major initiatives -- some are continuing some are new:
Campus wide now 50% of students live on campus, Ramapo is now considered a residential campus
Fall 2011 no freshman student cars on campus.
An alcohol/and other drug taskforce commissioned by President

Very much committed to supporting faculty research and travel.

Interested in talking to J. Morley about how professional staff in student affairs can work with faculty to create learning communities.

Interim dir of athletic, G. Marshall – agrees that one of the ways to create school spirit is to create excitement about athletic events, this includes Intercollegiate, intramural, club sports etc.