Design Team Minutes  
01/31/13  
Prepared by Melissa Van Der Wall


Introductions were held before the Team began to talk through the agenda items.

Melissa informed the group that Ash Stuart (TAS) has left the Team and Judy Fitzgerald has been identified as a potential replacement from TAS. The Team endorsed this replacement. Eric advised Melissa to contact Beth Barnett, inform her of the appointment, and send Fitzgerald a welcome letter from the co-chairs.

Ann Lepore informed the Team that she has assumed new convener responsibilities at the College and will no longer be able to serve on the Team. Melissa asked for her to talk with her Unit about a possible CA replacement.

A student, who visited a Design Team meeting in the fall (Graciela “Gracie” Morilla) has agreed to officially serve on the Team. The group welcomed Gracie.

The Team talked about the CEC Calendar. Rick Brown advised the Team that the calendar is functional and will soon be advertised through the Daily Digest. The calendar was previously advertised through the Daily Digest, but it was time for it to re-circulate. The Center for Student Involvement will advertise the calendar to students, faculty, and staff. Rick’s staff also “scouts” out events on campus and automatically adds them to the calendar. A question was raised about how faculty can best populate the calendar and a recommendation was made for Clare and Lysandra to communicate with their constituency groups about the calendar. A point was raised that the calendar is located on the Design Team webpage, the Faculty Resource Center, and the Center for Student Involvement. May we be able to talk to the Web Administrators to have this link located in another area of the web that is more visible to the community (ie: myramapo.edu or the academics page). Rick will speak with his liaison to the calendar (Eddie Seavers) about these ideas and refer him to Chris Romano as the new chair for the Web team. The group also asked if the calendar can be visible in the Ramapo “App.”

A point was raised that the Deans wish to support the calendar and want the faculty members to know about events prior to the beginning of the semester (so they can infuse these events into their syllabi). The group debated how easy or difficult this might be to accomplish. Some events can’t be scheduled with a room reservation until after the add/drop period has expired. Some events are planned well in advance and easy to have them appear on the CEC calendar. The consensus in the group was that most faculty members are solidifying their syllabi one week before class starts.

Rick announced that anybody who uses Org Sync (a brief overview was given of OrgSyn), can use this system for all co-curricular endeavors. Rick estimated that the College currently has 4,000 – 5,000 users on Org Sync. All first year students must register with Org Sync, so there will be a time (in the near future) where all students will have this account activated.
A point was raised about measuring how many users are accessing the CEC Calendar for assessment purposes. Perhaps an “open-rate” can be counted? (refer to Eddie Seavers?)

The Team moved forward to discuss adjunct faculty and how to best communicate the CEC requirement. The Team agreed to breathe new life into the CEC as it relates to adjunct faculty training and resources by dedicating a Working Group to adjunct training and development purposes.

Eric spoke about the need for a brief progress report, concerning the Design Team’s accomplishments, for the Middle States review.

The Team decided that another survey (about one year from now) would be prudent, but for now the Team should conduct Focus Groups (with convening groups) to talk about integration, training, and support for faculty. Melissa read Lysandra’s comments that were e-mailed to the Team.

The Team decided that the draft letter (intended for the 2011 Working Group volunteers to receive an update) was appropriate to send.

The Team decided to split into 4 newly formed Working Groups. Adjunct faculty will align with Working Groups as their schedule permits or participate with feedback to the Working Group via e-mail. Melissa asked the Team to e-mail her with their choice (ranked) of which Working Group they wish to align with....

**Integration Working Group** – will be chaired by Melissa Van Der Wall and will continue with the same tasks as recommended through the Design Team Spring 2011 report.

**Support and Resources Group** – Will be chaired by Maya Poran and will continue with the same tasks as the Design Team Spring 2011 report, but add “adjunct faculty support and resources” to their charge. The group agreed that identifying a separate Working Group for adjunct faculty would only promote an environment where adjunct faculty is segregated from the population.

**Progress Report Group** – chair TBA – will produce a report for Middle States concerning progress.

**Evaluation Group** – chair TBA – will organize focus groups with the convening groups and analyze the data.