Design Team Meeting
12/14/11

In attendance (in alphabetical order): Roark Atkinson, Karen Booth, Marita Esposito, Anne Lepore, Nicole Pacheco, Ed Petkus, Maya Poran, Nicole Prisco, Danielle Reed, Melissa Van Der Wall, Trish Williams

The meeting started with updates from each of the Working Groups:

Assessment Group

Design Team representatives from each School are encouraged to take information concerning syllabus infusion back to their individual Dean/Schools for inclusion at Unit Councils. Each Design Team faculty representative may choose a method that works best for their Units; i.e. presentation at Unit Council, e-mail, letter to faculty, etc. The purpose is for faculty to strength statements on integration and student learning outcomes on their syllabi. Additional syllabi will be assessed in Spring 2012.

If faculty would like feedback in their syllabus – may they seek support through the FRC. And, while the Design Team is in place, members of the Team may also be contacted for support. How do we roll this out and inform faculty of this support? (need to ask Lysandra about this)

Next Steps for Assessment Group

Mel will follow up with Eric Daffron regarding the selection of model syllabi and inquire if syllabi specifically from adjuncts were assessed in the Fall 2011 grouping. Michael Alcee reports that they must have been since the samples were taken from a list of instructors names in alphabetical order.

All agree that these steps are important for the Middle States review to show continuous integration and improvements to CEC.

Mel and Maya will write to Faculty Assembly Executive Council and ask to be included on next Faculty Assembly agenda to present the syllabi infusion and other next steps as outlined in the Design Team recommendations.

Web-site Development Group

The CEC website is in progress. Program offerings will be imported from OrgSync to the calendar. It was stressed that a caveat will be very bold on the calendar indicating that students must check with faculty before using the programmatic ideas for CEC. The page will be listed under Academics with links to CSI, Design Team, and FRC web pages). Faculty who are interested in submitting a program for the calendar will be able to use a form through OrgSync.

Today, the Team supported and agreed that the calendar should be functional and intended as a resource for faculty, staff, and students.

Next Steps for Web-site Development Group

Best practice was listed as a recommendation under the Web-site Development and Faculty Development Group. It was agreed, we will move this to fall under the Co-Chairs – Maya and Mel – since it was born from the entire Design Team and emerged from the data collected in the beginning of the process. The co-chairs will create Best Practices based on collaboration from all Design Team members and offer the final piece to be on the FRC website as well as the calendar page.

Working to launch the Website and “roll out” within the community. It was suggested to use a “kick-off” event for this in Spring 2012.

May we also offer such a calendar in a paper-copy format for distribution (maybe at Roadrunner Central?)
Faculty Development Group:

The group discussed the possibility of a Celebration of CEC event in Spring 2012. It was agreed that the original date of January 18, 2012 was approaching too soon and should no longer be considered as a possibility. We want to maximize involvement for the event. This would be an opportunity for faculty to present their own ideas regarding CEC, students, staff, and faculty to present, and perhaps for the Website Working Group to “launch” the website officially with the College.

The Team agreed to all help support the Faculty Development Group in planning for and executing this event.

Next Steps for Faculty Development Group

Move forward in planning a Celebration of CEC for Spring 2012.

Integration Group

Nicole reported much progress with the group and that she had conversations with the Admissions Staff about Open Houses, Admitted Student Days, etc. The group has worked to incorporate CEC related language into the aforementioned events and special days. The group will work with Eric Daffron about asking the Dean’s to consider CEC related language during their individual workshops at Open Houses and other events. Chris Romano is already using CEC language in his Welcome Remarks.

Next Steps for Integration Group

Marita is working with Peter Rice in Admissions to infuse CEC into the campus tours.

Nicole is working on Spring 2012 plans for CEC related materials to be part of 2012 Summer Orientations.

Roark introduced the concept of a CEC brochure. The group thought this would be a terrific way to continue with the CEC efforts and promote CEC as a unique opportunity for students at Ramapo College. It was agreed that the Integration Group will explore this further, determine cost, determine where/who at the College might assist in the development. The group will make recommendations and we will revisit this at the next Design Team meeting.

Support and Resources Group

The Working Group has requested CEC related acknowledgments at the Student Affairs Annual Banquet in April and various Academic related expositions and ceremonies in the Spring. It was agreed that Honors Convocation seems to be the best place for this type of award.

Maya and Brittany met with Judith to discuss CEC infusion for tenure and promotional consideration.

Next Steps for Support and Resources Group

Maya is following up on her meeting with Judith and Brittany with the “service” piece and a “tips” document for faculty on what they can use for service.

Following up on possibility of including CEC as an award at Honors Convocation. Working group needs to examine criteria, who can apply/nominated (faculty, staff, and students). Make an incentive for faculty to continue thinking of creative ways to produce quality CEC efforts.

As discussed earlier, Maya and Mel will be working (with the Design Team’s collaboration) on a “best practices” type of summation for the community toward the end of the Design Team’s tenure in order to show the community what has been learned and where we go from here in terms of course enrichment.

Lastly, the group was informed that Maya and Mel are meeting with President Mercer and other units at the College responsible for tasks related to the Middle States review on 12/16/11.