

**Provost's Council Minutes**  
**Held: March 24, 2011**

Attendance: B. Barnett, E. Daffron, J. Jeney, G. Tabback, M. Cammarata, C. Romano, P. Straile-Costa, E. Rainforth, H. Nejad, M. Vides Saade, L. Chakrin, S. Perry, B. Goldstein, J. Morley.

E. Daffron called the meeting to order.

- The minutes from February 24, 2011 were approved.
  - **College Honors Policy** – M. Vides Saade presented this policy which had been through the College Honors Advisory Board review. There were some questions about current wording and distinguishing it as a program. M. Vides noted there were changes in wording to Section 1, 2, and 3.
  - Guidelines on how many students admitted – dependent on the number of faculty willing to teach in the program.
  - J. Jeney asked that item #2 wording be added to item #1.
  - E. Daffron asked that procedures be added to the policy and can be the same as the ones that appear on the Honors website.
  - E. Daffron will reactivate the policy into 30 day review.
  - **World Language Policy** This policy considers accepting credit for languages other than English and recognizes language proficiency and academic achievement.
  - J. Jeney suggested an exemption policy or exemption clause rather than awarding full credit for a world language proficiency.
  - B. Barnett – noted that the last sentence in paragraph 1 of procedures should say these credits may apply. The 16 credit wording change in the procedures could be problematic for students who are transferring in to Ramapo.
  - There was more discussion on awarding the 16 credits. B. Langer suggested policy be revised. E. Daffron suggested that policy be brought back for review in April.
  - **Online course manual** –This document came out of ARC and went to Faculty Assembly and was approved with a few amendments. The online manual spells out the courses offered, not just online but also hybrid courses. It lays out how a course gets through the online format and

scheduling. It indicates that the college will provide certain technological support.

- There were Issues with different software used by both student and instructor.
- E. Rainforth pointed out that faculty should use technology/software provided by ITS to ensure maximum accessibility and security for both parties. It has been built in to the policy that if you are not using Moodle than you are not being fully supported. A federal mandate states that Ramapo must be able to demonstrate security. B. Barnett suggested that a line to added to the policy that should a faculty member elect to use additional products that are not supported by the college the faculty should ensure that access to the product is through Moodle.
- J. Morley – asked about face to face classroom teaching, security and how to prove who is taking the online course. Federal mandates state Ramapo instructors must be able to prove that the student is taking the course. Students taking a Ramapo course must provide an ID- or a scan to the professor. It is implicit that Ramapo will follow the security system mentioned in the ARC manual.
- S. Perry asked if faculty are trained to use these security measures. Rainforth stated it hadn't been in the past.
- Logistics of student's responsibility: J. Jeney asked about this and how the instructor would know if student had completed online tutorial to help with readiness for an online course. A student can be strongly advised by CAAFYE against taking an online course but CAAFYE cannot prevent students from registering for them.
- Some students are not prepared to take online courses. Caafye has developed an online tutorial. If students fail this tutorial they are strongly advised not to take the online course. There was a followup question about instructors being notified about unqualified students. Instructors can be notified but it will be more complicated to do this.
- Another amendment put in by faculty assembly – strike out #2 – page 3 – Sufficient student demand exists for the course titles.
- Discussion on monitoring online course load of residential students. This is an enrollment concern as there are lots of students looking to come To Ramapo and live on campus . If someone does live on campus and spends the majority of time sitting in their room not taking face to face courses – then they are not considered as engaged on campus.
- E. Daffron requested that this procedure be activated into a 30 day review. All comments for or against specific parts of the procedure should be put

in writing before this procedure is reviewed again at the next Provosts' council meeting. B. Barnett will create a brief policy to accompany this procedure.

**General Education Policy** - B. Barnett suggested putting this aside until Deans have time to review it.

- **CEC Policy** – Is the combination of two documents related to the same policy. Recommendation of policy and procedures had been passed by Faculty Assembly.
- Policy in 1<sup>st</sup> page – procedures – besides formatting the change in the procedures course enrichment component policy – 2<sup>nd</sup> page - courses exempt from the CEC this has to be part of the procedures.
- Suggestions can be included but they are only suggestions.
- Additional information noted on page 3 has nothing to do with this policy or procedure.
- Courses exempt from CEC – “laboratory science courses or any other course with scheduled meeting time in excess of 50 hours per semester” B. Barnett had inserted 60. Discussion of Carnegie hour and 60 minute hour. Discussion by all international institutions on what should be implemented. Ramapo's schedule is based on the Carnegie hour. Will be put on the Deans' Council agenda for a future meeting. This has been passed by the Faculty Assembly. By the end of the fall semester this will be assessed.
- The CEC Policy was put up for vote with all members in approval.

**The Policy on Transfer of Faculty from one school to another** was introduced into council – with recommendations or suggestions to be sent to J. Jeney for a future Provosts' Council meeting.