

Dean's Council Meeting

Held: May 24, 2012

Attendees: B. Barnett, E. Daffron, L. Chakrin, S. Perry, E. Saiff, S. Rosenberg, C. Romano.

Tuition Waiver Policies

B. Barnett opened the meeting with a discussion of BOT policies 420 and 475. Policy 420 – addresses Tuition Waiver for Employees and Special Populations and Policy 475 addresses tuition remission for spouses, domestic partners and dependent children of full-time faculty and staff.

There was a question about ability of employees to get waivers and for offspring and dependents to get waivers and take courses at Ramapo College. Some difficulties were presented because all graduate programs have enrollment targets and the business model assumes these will be fee paying students. The current policy does not exclude any programs.

L. Chakrin stated that it is really hard to offer courses for free and adhere to a business plan for a new program. He had originally wanted the first three years of the MBA program frozen. The policy also applies to typical semesters and the MBA program does not have the regular semester program therefore it (policy) should not apply.

S. Perry – did not want different rules for different programs.

There was more discussion on the college granting two spots per program.

C. Romano suggested that the Admissions office determine what program should receive the two waiver spots.

E. Saiff expressed concern about renegeing on what he considered a union-negotiated deal with employees. He suggested going to employees and explaining the situation, as a matter of courtesy rather than issuing a decision about non-entrance to certain programs.

C. Romano asked if B. Barnett or DET ever get a list of the employees who takes these programs. B. Barnett said she does not see a list.

B. Barnett stressed the thought behind the business plan is protection of the college, not specifically the MBA program.

B. Barnett will bring all comments back to Dorothy Echols Tobe.

Independent Study Form – E. Daffron revised the form based on deans' suggestions. C. Brennan was not in favor of using the form as the course registration form.

He is working with E. Rainforth on a boiler-plate syllabus for independent study, and will look for ARC approval prior to semester.

Distribution of Independent Study Monies –

E. Saiff brought up two issues that concern him about Independent Study.

1. The 57 credits that are awarded to each school and the distribution system which is in packets of .9 credits.

He would prefer to take all that money and divide it up between the faculty based on their credits of independent study supervision. Having to distribute among .9 credits or multiples means that it doesn't get distributed equitably.

2. The amount of independent studies and the amount of money paid to faculty to supervise these courses.

S. Perry asked if there was a reason the amount of money that was available for faculty couldn't be increased. B. Barnett said we do not take in the same amount of revenue that we spend so resources are not available. There are also too many independent studies. She will check with J. Capizzi and budget about the .9%.

Institutional Effectiveness

E. Daffron - Last year's assessment of student learning went well. Program reviews are due June 1st. In the next phase faculty should think about using the student learning assessments and the program reviews to start setting goals and objectives in the units. Try to encourage the convening groups to participate in that process – to have them help set goals and objectives.

He suggested that all conveners have a meeting and review all program reviews as a unit, perhaps in June.

Admissions Trends

C. Romano – handed out information on new first-time students and transfers, and readmits.

B. Barnett suggested that A. Lorenz come and talk to the deans about the living learning communities.

She is also concerned that we retain transfer students.

General Education and Faculty Lines Request

B. Barnett would like to have more full time faculty teaching in the General Education program.

New faculty should be teaching in general education. This expectation could be written into their letter of appointment.

E. Daffron would like to see every faculty member teach at least one general education course every semester. Currently general education is usually taught by other staff or adjuncts.

He suggested that virtually every faculty member should be able to teach first year seminar, as well as some other topics such as Readings in Humanities or Social Issues. There was more discussion on full-time faculty teaching general education courses and the problems presented in each unit.

Policy 603

Terminal Degree Requirement for Adjuncts, Unclassified Staff and Managers who teach.

S. Perry suggested adding Minimum before Terminal Degree in title.

To Whom Does the Policy Apply? Change wording to Adjuncts, staff and managers who teach courses.

No procedure is attached to the policy and B. Barnett does not wish to add one.

Applicants who do not have a master's degree should not be considered for a position unless there really is a good reason for an exception, and exceptions should not be referred to in an policy.

B. Barnett will send feedback to J. Jeney regarding the policy.

Strategic Planning Taskforce – S. Perry reported that 6 subgroups were asked to meet separately and make an attempt to lay out 3 to 5 goals, and subgoals or objectives.

The groups reported the following goals:

1. Advance academic excellence and student development.
2. Embrace a holistic approach to academics and campus operations.
3. Financial viability and sustainability.
4. External Relations – government and community relations and visibility of the college to the larger population.
5. Diversity.

A strategic plan should be presented to the board by June or July – though the President indicated a draft would be permissible.

Housing – there will be a \$1.5 million shortfall across both semesters. One year going rate for faculty housing is approximately \$1200 per month for a one bedroom.