

Dean's Council Meeting

Held: May 10, 2012

Attendees: B. Barnett, E. Daffron, L. Siecke, L. Chakrin, S. Perry, E. Saiff, H. Nejad, C. Romano.

Immediate Decision Days

C. Romano asked P. Rice to lead a discussion on upcoming Immediate Decision Days.

Some problems were noted with finding the appropriate faculty who would be both engaging and willing to be at Ramapo for 3 hours in August.

C. Romano stressed that enrollment management needs a firm commitment from faculty for admitted student days. S. Rice asked that all hold the lunch period over a 2 hour slot until a final itinerary is set during the summer.

There was discussion on a monetary reward for faculty who host immediate decision days in August. It was decided that \$150 would be the amount to be paid to faculty who participate in 3 sessions of teaching at an immediate decision day in August.

Faculty Lines – discussion of lines that are open for temping this coming fall. Six lines are available both for temp and for potential full time hire for the fall of 2012-13.

The Cabinet did approve hiring a faculty member to direct the Instructional Design Center. Faculty will be invited to apply for the position. The director will receive two reassignend times and a summer session stipend. The position will start September 1.

For fall 2012 there is a potential for 6 temp lines if absolutely necessary. For fall 2013 there is an opportunity for 7 full time faculty.

These would replace the following faculty:

Art Felix
Risa Gorelick
Bernard Langer
Cliff Peterson
Sue Scher
Marshall Harth
James Hollenback
Roger Johnson

The provost stressed that there must be a convincing argument to support a full time line in 2013. The following is a list of variables compiled by the deans that will be used to prove need for a full-time hire:

- Adjunct Dependency in the Area
- Programmatic need in the area

- General Education Requirements
- Percentage of all courses offered by primary faculty in that convening group
- Student credit hours offered by full time faculty members (average within the discipline including general education courses)
- Percentage of courses taught by full-time faculty
- Program Enrollment with history
- New Initiatives or major programmatic revision
- Three years applications by major - enrolled in yield

B. Barnett asked that the following be added to the agenda for the upcoming deans' retreat: resource implications of programmatic changes.

Adult Degree Completion Program

A search is now ongoing for the director of the Adult Degree Completion Program – this is the director of the program, not a dean. This person will help with advising and initially with recruitment. This person will act as a concierge for the students and will work in the evenings. They will also be assigned a teaching responsibility, but are not a faculty member and cannot be tenured.

The job description for this position will be shared among the deans.

Independent Study Form – Draft of unified form – incorporating all the deans' comments was presented.

- S. Perry suggested adding the year to the form, and the number of hours and credits per course.
- Need to review the Independent Study Policy next fall – will be put on the agenda for fall 2012 in both Deans and Provost's Council.
- Discussion on Career limit 4 courses vs 4 credit courses.
- Suggestion - to make one piece of paperwork rather than having a separate registration form. E. Daffron will talk to registrar about making it one and the same form.
- The form should also have a generic independent syllabus attached.

There is a need to review the Independent Study Policy next fall; the policy will be put on the agenda for fall 2012 in both Deans and Provost's Council.

Once a Week Course Analysis – B. Barnett has seen some progress in reducing once a week courses but she encouraged deans to take a look at this matrix when making up spring 2013 schedules. The full analysis is in a folder on the P-Drive.