

Dean's Council

April 21, 2011

Attendees: B. Barnett, E. Daffron, L. Siecke, L. Chakrin, H. Nejad, S. Perry, B. Langer, S. Rosenberg, C. Romano, L. Perez- Strumolo and J. Jeney.

Faculty Development Proposal for New Full Time Hires

- Discussion of new faculty orientation in August and the two day program that occurs.
- Support for first year faculty.
- Year long proposal that focuses on course design.
- Already have good level of participation.
- Deans will encourage new faculty to participate in this program which occurs on Wednesday.
- S. Rosenberg suggested including M. Vanderwall from Judicial Affairs and personnel from BIT – Behavioral Intervention Unit.

Allocation of classrooms – L. Chakrin

- Discussion of all teaching space on campus and class schedules.
- Some classrooms not suitable for all types of courses.
- Question on the analysis used for current algorithm.
- Another meeting will have to be scheduled to discuss the issue further.

Transfer of Faculty from one School to another – J. Jeney

Discussion of Proposed Template for hire recommendation and policy for Faculty Transfer from one school to another.

Reason for proposed hire template

- To eliminate conflict between faculty and deans.
- Define expectations for faculty and the reporting structure.
- Inform new hires on primary responsibilities.
- Faculty need to receive this document once a position is approved and the hire letter issued.
- B. Barnett asked J. Jeney to rework letter and put in notation on general education, assessment and advising.
- L. Chakrin suggested changing the content in President's hire letter.

- J. Jeney will send around proposed revisions to hire letter from dean and president.
- Copy of hire letter will be kept in Employee Relations.

Transfer of faculty from one school to another

- Faculty are appointed to a particular title or unit. Changes or transfers are rare or exceptional and do not occur on a regular basis.
- There has been no real process to allow for these moves which is the reason for the development of this proposal.
- More discussion on wording in proposed policy.
- This will be brought back to Provosts' Council for review.

Other Business

- Convening Groups report from Sedona is ready for review. B. Barnett suggested posting this to Faculty Resource page.
- H. Nejad asked about costs for adjuncts for previous years.
- B. Barnett has asked M. Krupin to come and discuss adjunct costs over the last three years.
- There is no cap on adjunct spending this year. But there is no surplus funding for next year. If enrollment is not up to 12 students in a course than the course will not run.

Overload Teaching Policies

- Concerns in the Procedures and dates specifically related to faculty members requesting overload.
- It is important to clarify that the school dean may request overload teaching from a faculty member at any time.
- Discussion on workflow and levels of approval for overload.
- J. Jeney wanted to check wording in contract before policy could move forward to Provosts Council.

General Education Policy and First Year Seminar – C. Romano

- C. Romano – EM provided procedure on students who fail first year seminar and retake it the following spring semester.
- EM Recommendations: If a student receives an F or W student must retake the course within one year.
- C. Romano mentioned mandatory academic spring advising for freshman students next year.
- Students must be sure to retake the seminar if they fail.
- Current model did not have the hook to make students reregister for course. There is no exact way to make students retake this course.
- Concerns about CAAFYE in this role with students, in particular, the role that CAAFYE would play in rearranging schedules of students who failed or withdrew.
- Discussion on the problems that come with students who fail first year seminar, scheduling outside of main stream times and the content of the courses.
- C. Romano and E. Daffron to rework policy and bring back to provosts council.

CLA – Collegiate Learning Assessment – E. Daffron

- Most people on campus realize the importance of administering this test. Will be administered to 100 freshmen in the fall and 100 seniors in the spring.
- It would be ideal if one FYS section of students who were given the test were from CA and one FYS section from AIS to give a cross section of students.
- Administering to seniors in spring – Assessment coordinators agree that embedding this in a capstone course is doable.
- E. Daffron will meet with deans individually about the CLA.

Student Research – needs to be showcased.

E. Daffron would like to pull everything together in a more general website on undergraduate research. The site would have links to the different schools and the Honors program.

Reminder – Oct 28 will be COPLAC - undergraduate research conference in New Hampshire. There should be resources to send students – especially juniors or those who have a product by the end of October next year so they could present their research.

Honors Convocation – script is very similar to what was done last year.

Handout – Components and **institutional effectiveness planning report** – Sometime in past we discontinued 5 year program review because there was interest in annual type of review process.

Three different components of the plan are:

Institutional assessment –academic affairs planning brought down to the convening group level.

Student learning assessment – already happening right now.

Program review and evaluation –standard metrics for all schools to look at and analyze for future use.

For 2010 – 11 programs are already doing student-learning assessment.

For next year 2011-12 every program is doing an annual report which can be standardized and stylized by school so there are common elements as well as additional things unique to each school. This would be the future program review.

Year 2012-13 – Would take planning from Academic affairs done on the school level and bring it down to the convening group level.

By 2013-14 would have phased in all three components. By that point have full-fledged report with all three parts.

S. Rosenberg suggested that these reports be stored in a central place and accessible to all.

E. Daffron said that WEAVEonline would serve this purpose.

Super Seniors Report – C. Romano and E. Daffron

Work on improving graduation rate and get students through a major quicker.

P Drive devoted to academic data with results and tables from this report.

Need more structured academic advising.

More Undeclared students are staying at Ramapo longer than they should or beyond 4 years.

Students are graduating with more credits than they need to graduate.

The document that e. Daffron and C. Romano reviewed included data as well as points for consideration to reduce the number of super seniors.