

## **Dean's Council**

March 31, 2011

Attendees: B. Barnett, E. Daffron, L. Siecke, L. Chakrin, H. Nejad, S. Perry , B. Langer and C. Romano, J. Good and A. Urbiel

### **Proposal for Master's Degree in Special Education**

- Ramapo students are not prepared to address special needs in the classroom.
- This proposal will prepare student teachers and make them more marketable.
- More children have special needs.
- A lot of school districts are not considering people with single certifications but looking for people with a dual license.
- This program is designed for teachers who are currently certified.

H. Nejad – asked if projected expenses included marketing and was told no, they did not include marketing – or the cost to promote program but J. Good did not think it would be substantial and can be added into what is already out there.

B. Barnett said any new lines that would have to be hired would have to come out of this program's net revenue.

### Competition with other schools

- Ramapo is one of the few schools that doesn't offer special education certification
- There is a potential for the program to grow.
- Will improve the undergrad program and give students the opportunity to have dual certification and improve their chances for employment.

Next steps – Board of Trustees and State Department of Education. This program will be offered in Fall 2012.

A.Urbiel suggested that the process for approval for licensure from NJDOE should be started as soon as possible. The state is trying to institute a peer review of new program approval – but not in place yet, so timing is crucial in bringing this to the state. B. Barnett agreed but proposal must first pass through Faculty Assembly and then to Board of Trustees for approval. This could possibly be voted on at May meeting.

### **International Initiatives –**

- Roukema Center is reorganized and B. Levy has accepted the directorship of that center.
- B. Levy is interested in composing a survey of faculty and International initiatives.

- In conversations with provost he has expressed a desire to know more about trying to collect data on faculty and their research and study abroad experiences or language experience etc. Faculty are also working on collecting this information. It is possible that there will be a collaboration of Roukema Center and faculty. B. Levy would like to know how best to support faculty in gathering that data in a more centralized way.
- B. Langer – asked about status of the participation of the international education committee which he thought would actively participate in gathering this data. B. Levy said there was a start but no real movement.
- More discussion on putting together a survey to gather information from faculty. He will contact members of the international education committee to help draft a survey/document.

### **Overload Teaching Policy**

- There should be one policy that applies to both faculty and professional staff.
- This policy is focused very much on the faculty.
- Discussion on how professional staff make up hours that are used to teach.
- B. Barnett will discuss with J. Jeney about what needs to go into this policy to make it applicable to? faculty and staff.

### **Room Allocation and Advising**

- Discussion on formula for allocating rooms. Deans can share the plan with faculty; will be effective for spring 2012.
- The academic advising council has representatives from each unit. The academic affairs plan includes academic advising. There was a question as to whether Ramapo was as prepared institutionally as necessary.
- There is a need to have buy in from all the schools and the faculty.
- Question on how to reward faculty and staff for advising.
- Goal is to have two representatives from each school on the advising council?.
- Discussion on advising, updating faculty and advisors on a constant basis and keeping students aware of the advisement available to them.
- Other problems: Faculty aren't always prepared to advise and students don't know who their advisor is.

- CAAFYE is academic advisor for 1<sup>st</sup> year students. When students are advised to see a faculty? advisor, if unavailable it was suggested they seek out dean or convener.
- B. Barnett – the goal is to get schedule planning for one year, not just one semester, she hopes to have this by next year, will make it easier for students and advisors for planning.

**General Education Policy** – Some changes have been made and ARC has reviewed and put forward some recommendations to procedures.

- ARC has added some specific procedures relative to first year seminar.
- Discussion on first year seminar and specific sections for students, and students who fail first year seminar.
- Wish for more institutional commitment to staffing all first year seminar.
- Heightened need for full time faculty to teach in first year seminar.
- C. Romano would like to bring the first year seminar issue to his directors and then bring it back to the next deans' council meeting on 4/21.
- Will bring back General Education and Overload Teaching policies to next deans' council meeting.

### **Online Manual**

- Discussed what is of concern about the proposed online manual for the deans.
- C. Romano, would like to strongly encourage students to take an online tutorial before taking an online course.

### **General Announcements**

Immigration Symposium on Monday in the Pavilion – everyone is invited to attend any session.

Michelle Johnson has taken over as Interim Director of CAAFYE.

Registration - More students registered online in the first three days than this time last year.

May have 37 students from Shanghai this summer coming over for a two week specialized ASB courses on American Business, than traveling in US for a third week.

This is good revenue for ASB, and is a three year agreement. If all goes well this program could grow. The school is the East China University of Political Science and Law.