

Provost's Council Minutes
Held: March 22, 2012

Attendance: E. Daffron, D. Echols Tobe, E. Saiff, L. Siecke, C. Romano, L. Weems, G. Tabback, H. Nejad, S. Perry, E. Rainforth, P. Rice, J. Morley and P. Chang.

E. Daffron called the meeting to order.

Minutes from the Feb 23, provosts' council meeting were reviewed and approved.

C. Romano – regarding the minutes – noted that he will have to look closely at the implementation of the 64 credit general education policy as it relates to new students who come in beyond 64 credits.

J. Morley remarked about the office space policy and procedure – specifically the assignment of offices. He had presented the policy to Faculty Executive Council, and faculty had expressed a desire that deans always do a prior consultation before making any office assignment decisions. The policy has already passed, but the suggestion will be passed on to the provost for consideration in procedure. The deans agreed with the suggestion. H. Nejad asked if consultation obligated the dean to yield to the faculty member. J. Morley clarified that the faculty only wanted a consultation or dialog.

Identity Theft policy – B. Stovall – This policy was crafted to protect personal information. Ramapo is obligated by federal rule to have a red flag procedure – which mandates certain steps which are outlined in the procedures. State rule also mandates protecting personal information.

This policy/procedure is brought to Academic Affairs so that faculty has the opportunity to comment.

- Discussion on R numbers and identification and use by faculty.
- H. Nejad suggested adding place of birth to procedures.

A number of issues had come up that E. Daffron felt needed further discussion; therefore he suggested the policy/procedure be brought back to April 19 provosts' council meeting.

Policy on Minimum and Maximum Course Enrollment – 300-Z. This is a revision of the course capacity policy. E. Rainforth suggested that one of the things that guide course capacity is safety.

Discussion on capacity limits. H. Nejad suggested having a discussion with graduate council and deans' council to discuss the issue of minimum enrollment. He suggested it would not be a beneficial limit for the MALS program.

D. Echols Tobe questioned why tuition paying students (in procedures) was struck out, and expressed a desire to have it reinstated.

E. Daffron activated the policy/procedure into review but would like for deans' council to reconsider at March 29 meeting.

Final Exam Policy – 300-X - drafted back in 2004 but never approved. J. Jeney found the policy which has been revised and is based on the credit hours policy (300 R) which talks about 15 week semesters. Final exams are not necessary but if held, must occur during the end or final week of the term.

Word changes suggested – “final exams must only be given...” E. Rainforth questioned the timing on #3 of procedures – Take home exams being due on regularly scheduled exam date. She suggested that the timing be extended to last day of final exams.

E. Daffron activated policy into review and suggested that ARC and Faculty Assembly especially have the opportunity to review the policy.

Policy 300-Y – (Formerly 609) – Entering classes in Session – P. Chang suggested removing phone reference as system is no longer available. E. Daffron agreed and suggested striking last three sentences of procedure. Policy/procedure activated into review.

Policy 300-V – Certificate Programs – Is an existing policy that has been radically revised. Some certificates are credit bearing, some non-credit bearing and some are a hybrid of both. Approval processes are different for each type. The policy has been rewritten with the help of E. Rainforth and ARC.

C. Romano commented that it is important to know that what a policy is called is not necessarily how it is marketed. J. Morley says that sometimes things are advertised in such a way that it makes faculty feel the program is being downgraded academically. C. Romano clarified that he is speaking about the content not the images that may be associated with the programs.

Policy was activated into review.

Policy 300-W – (Formerly 502) – Cooperative Education Program – This is an old policy that needed revision. C. Brennan and B. Ricca helped draft this new version. Many of the co-op program and procedures come from the Cahill website. C. Brennan may have plans to put this in the catalog once approved. Some small language changes. Activated into review – comments to be brought back to next meeting.