

Dean's Council  
August 19, 2010

Attendees: B. Barnett, E. Daffron, B. Langer, S. Rosenberg, S. Perry, L. Chakrin, H. Nejad, D. Jean, C. Davey, A. Farneski, S. Schur.

**CASP**

- Current population represents new membership and sub-populations. Current members of CASP who represent sub populations of students include groups such as EOF, OSS, Athletics etc. If a student has an appeal a member from one of these groups can advocate on the part of that student, however other students may not have the same opportunity if they are not a member of a subgroup. The proposed change would keep these sub groups (EOF, Athletics, OSS, Counseling and Health Services ) on CASP in an ex-officio status. Committee members will serve two-year terms. The Vice Provost for Curriculum and Assessment serves as the chair of CASP. The ex-officio members can attend meetings and speak but do not vote.
- Additional change – if a student was dismissed and did not appeal the decision CASP will not treat the case.

**Leave of Absence and Withdrawal Policy (MLOA)**

- Students have the opportunity to withdraw from one or more courses through various procedures in the middle of a semester. There are some students who are not able to withdraw for medical reasons during the semester itself because a medical condition prevents them from submitting the documentation, they are seeking withdrawals or W's for their classes, retroactively. There is currently no official procedure for dealing with these situations. This would establish a new procedure with set timelines and a set process.
- Discussion ensued on partial vs complete medical withdrawal and resulted in change in proposed policy under bullet #3 "Based on that evaluation as well as on the information supplied in writing by the student, the Provost or his/her designee will make the decision whether to grant the application as made."

**Assessment of CEP**

- E. Daffron is looking at syllabi, audits etc.--hopes to have a plan finished by end of September.

## **Academic Advising**

- D. Jean – presented on behalf of the Academic Advising Council. The Academic Advising plan has been approved through the council. CAAFYE will be advising all first year students. D. Jean is trying to have students make a physical connection with their advisor early on in their academic career.
- S. Rosenberg brought out the point that students are not required to see their advisor to register. D. Jean has included 2<sup>nd</sup> semester as mandatory advising also recommending that it happens in the 6<sup>th</sup> semester or junior year.
- Faculty Caseload distribution – Academic advising proposes that all students are assigned their Academic Advisor no later than October 1 for the fall and January 17 for the spring semester. CAAFYE will forward the advisee list to the school secretaries before each advising session.
- Faculty advising development workshops have been set for September 29, 30 and October 6<sup>th</sup>.
- Advising has also designated October and March as advisement months to help create a campus-wide focus on advisement.
- Advising is also in the process of trying to educate faculty on the process by creating a “My Advisee” resource page for Faculty and a “My Advisor” page with resources for students.
- S. Rosenberg observed that many faculty did not think advising was a component of their job description.
- There was more discussion on eventually implementing mandatory advising, and working with faculty to accept advising as part of their workload and contractual obligation.
- S. Perry noted that an effort should be made to start planning some training sessions for faculty who will be advising; this is especially needed for new faculty. B. Barnett pointed out that the idea would need encouragement from the deans so that faculty could understand this is an expectation. She also noted that 1<sup>st</sup> year faculty should not be scheduled for 3 hour classes. It was decided that October 6<sup>th</sup> at 3:30 pm would be a training session for faculty advising.

## **First Year Seminar**

- R. Mentore stated that 913 students are expected in as of Aug 12, for Fall 2010, and of that number 884 are registered for first year seminar courses. There are

fourteen faculty members in the first year seminar program --11 are professional staff, 16 are adjunct faculty. There are 43 sections in all.

- The Goals of first year seminar are reading, writing and developing critical thinking skills in students by having them engage in discussions and at least one presentation. About 55 peer facilitators help with the discussions. Each class has at least 1 facilitator. They have ½ an hour a week to work with the students without faculty members. They act as mentors and tutors.
- Class sizes are small with a maximum of 23 students. The honors section maximum is 20. There is hope that through this course students will learn to become both college students and scholars, and learn how to listen to other people's opinions and have an open mind.
- Summer reading is proposed to have students rally around a common subject and have something students can begin discussing on the first day of class. This also includes writing assignments. Courses are categorized according to the 4 academic pillars. Courses are placed on the web; students select the courses based upon the syllabi. Instructors can develop their own courses but learning outcomes are the same.
- H. Nejad asked if research methods were taught in the course, and was told they are and faculty have been given a workshop on that. It is up to the faculty to teach the students about these methods.

### **Marketing**

- C. Davey gave a presentation on Marketing, specifically – branding integration. She expects to use market research which will begin in the fall to help launch this campaign. She will seek approval for this study through the Ramapo Board of Trustees.

### **Lines**

- B. Barnett would like to meet with each of the deans before the 31<sup>st</sup> of August. She also added that there will not be 5 new lines to search this year; only those lines that have been vacated will be searched and replaced.