

Provost's Council Minutes
Held: February 23, 2012

Attendance: B. Barnett, E. Daffron, E. Saiff, J. Jeney, L. Siecke, D. Reed, C. Romano, L. Weems, G. Tabback, S. Rosenberg, B. Levy, H. Nejad, P. Rice, J. Morley and M. Cammarata.

E. Daffron called the meeting to order, welcome Lorne Weems as a new member, and reminded everyone of their duties as members of provosts' council. In particular, he reminded council members that, when policies are first activated into review, council members should take the policies back to their constituencies, however defined, to ensure inclusive discussion of policies. When policies return for potential approval at a future meeting, council members should bring back concerns and suggestions.

Minutes from the November 10 provosts' council meeting were reviewed and approved.

The Online Manual Policy 300-T – was approved unanimously.

Residency in the White House Policy and Procedure – 300-Q - B. Levy incorporated changes that were suggested from previous reviews and explained them to the committee. There was discussion on point F in the Procedures – “International Graduate Students from Partner Institutions.” Some members felt that this clause could cause difficulty with other Ramapo students including both undergraduates and graduate students who do pay for lodging.

E. Daffron entertained a motion to approve the policy while leaving the procedures open to future revision if necessary.

The policy was approved unanimously.

Academic Office Space – Policy 628 – change noted to not count laboratory space as office space. J. Morley also asked to incorporate wording that distinguishes between faculty and non-full time faculty who share office space.

B. Barnett suggested that the following be placed in the Procedures: “Program offices that faculty may make use of as a result of temporary assignments are not being considered within this policy.”

J. Morley will bring procedure back to Faculty Executive Council for their input.

Policy approved unanimously – procedure to be revisited at the next meeting.

Policy 300-R – Credit Hours – Policy and Procedures – crafted to make sure Ramapo is in compliance with middle states and federal regulations. There must be a minimum of 15 weeks of instruction. Classes are not to be cancelled during final exam week. Professors must meet with their students during final exam week for testing or for some other purposeful learning activity.

Policy approved unanimously with grammatical corrections.

Policy 300-S – Minimum Graduation Requirements for Baccalaureate Degrees.

Conversation on grade point averages for particular majors and program requirements. Discussion on reenrolled students and their matriculation and adherence to program requirements.

H. Nejad suggested grammatical corrections to policy wording.

Policy/procedure approved unanimously.

Policy 300 – U – Gen Ed Reading, Writing and Math policy – this policy was developed to ensure that students are getting certain fundamental education courses in their first two years. There was discussion on placing a block on students account for course registration to prevent them from registering for courses without the needed prerequisite or general education course. This will take effect fall 2012 as students register for spring 2013 classes. The process must be communicated as widely as possible before registration actually takes place.

E. Saiff voiced concern over the number of sections that would be needed for students taking gen ed math and the cost for adjunct faculty and space.

Policy/Procedure unanimously approved.

General Announcements:

Student Affairs – M. Cammarata mentioned a Workshop that is being conducted through FRC about classroom management challenges and college resources. She encouraged attendance which is open to all teaching faculty.

Enrollment Management - C. Romano – March 3 is the first admitted student day. Admissions is running 20% ahead in first year student applications.

Ramapo was named as one of the nation's most veteran friendly institutions, and most disability friendly colleges.