

**Provost's Council Minutes**  
**Held: October 27, 2011**

Attendance: B. Barnett, E. Daffron, G. Tabback, D. Reed – SGA, E. Rainforth, S. Rosenberg, S. Perry, L. Siecke, E. Saiff, B. Levy, D. Echols Tobe, H. Nejad, J. Jeney, L. Chakrin, M. Cammarata, C. Romano, P. Rice and J. Morley.

E. Daffron called the meeting to order and reviewed minutes from September 29 meeting. Minutes were accepted unanimously.

M. Cammarata – gave a report from Student Affairs on classroom management issues.

Some students come to classrooms with challenges; sometimes there is difficulty with classroom management. Ideas were offered about training and the distinction between behavioral Intervention team and classroom management issues. Student Affairs (SA) can still provide support in this area of classroom management.

Ideas were proposed to deans about training and offering written information for faculty to educate them on this matter. Faculty should feel supported and should not tolerate certain behavior in the classroom.

- S. Perry noted that adjuncts are often in the worse position for receiving information on handling student issues.
- M. Cammarata suggested putting together written information that can be passed out at unit or deans council meetings.
- S. Rosenberg suggested FRC Center workshops and information that could be passed out to adjunct faculty.
- E. Saiff suggested working with media to create a video etc., that all could view on an easily accessible site like the Faculty Hub.

Update on alcohol and drug related incidents among students. Ramapo statistics are along the national norm or lower.

Positive initiatives regarding alcohol:

As of October 13, 2011 – there were 23 interim suspensions - last year it was 35.

Last year specific alcohol related incidents numbered 152 charges to date and 115 students were found responsible; this year there were 69 charges and 43 responsible with 10 pending – signifying a drop in terms of alcohol related incidents. SA Instituted a class - alcohol.edu that all first year students must complete. This course is now in the assessment phase.

Other initiatives - Desk attendants are in all traditional resident halls - and stricter guest policies prevail.

Alcohol and other drug task force advisory committee member, J. Greene is looking at reconstituting that group and the purpose. Other faculty may be asked to become members of this group.

Policy 317 – Graduation Requirements – removed from consideration, and has been reactivated for review. Policy has been extensively revised and expanded so portions may be moved to procedures. C. Romano clarified that this policy is for Undergraduate or Baccalaureate graduation requirements.

He reviewed the other items that are to be included in the policy – they are:

- The number of credits required – 128 credits counting to graduation.
- The second sentence referenced the 2.0 GPA cumulatively as well as in the primary major.
- The Nursing major requires a higher GPA than other majors.
- Students with 2<sup>nd</sup> major or minor must have 2.0 in those areas.
- There is a statement about residency requirement
- All courses take at Ramapo apply to the cumulative GPA
- Transfer credit does not apply to the Ramapo College GPA.

The former policy only talked about credits.

Discussion on changes in program requirements.

H. Nejad asked how credits from study abroad program factor into the final 48 credits – He was told that B. Levy and deans decide on whether or not to waive the requirements for the students. This is noted in the Residency Requirement policy.

H. Nejad pointed out a few word changes in the Procedures in who should sign graduation applications.

B. Barnett recommended that we match the minimum required credit hours to standards set by the federal government, the state, and Middle States by setting our minimum at 128. Most programs, especially those for traditional undergraduates, will remain at 128. A 120-credit requirement allows for flexibility for programs for which fewer credits is appropriate. . The Provost's Office will propose a revision of this policy to state 120 credits as the minimum requirement.

E. Daffron activated the policy into review.

**Policy for online manual** – ARC drafted and approved an online manual last spring, which also went to Faculty Assembly and eventually to Provosts council, where it was revised. The Online Manual actually functions as a procedure so a policy is needed. It is designed to be a document to accompany the online manual; activated into review by E. Daffron.

**Procedures for Campus Posting** – Existing policy already approved by Cabinet on September 19. Draft Procedures are from Academic Affairs. This is an information item

only. Procedure indicates that if someone wishes to post materials these individuals must submit them to the Provosts' Office for review for both adherence to print and design standards. This applies to posting anywhere in the college except for faculty office doors. This does not apply to posting online or, to academic bulletin boards. This can be added to the procedures if necessary. Recommended edits for policy can be sent to G. Fabijanac.

Discussion on mass emails and Daily Digest rules and approvals.

White House Policy and Procedure – Has already been brought to Deans' Council and Institutional Policy Review. B. Levy has already incorporated any changes.

H. Nejad asked about using the White House to house candidates etc., when the room was available, but B. Barnett does not wish to use the White House as a revenue generator. The liability that is created for the college will offset any savings that might be seen.

E. Daffron activated the policy into review to be reconsidered at next Provosts' Council meeting.

Other business: The outside activity questionnaire that is to be filled out by all Ramapo employees is now online.