

Deans Meeting 9/20/18

Attendance: Provost Becker, Deans: Susan Hangen, Eddie Saiff, Ed Petkus, Aaron Lorenz, Pete Campbell, Liz Siecke and Mike Unger

Approval of minutes from previous meeting on 7/26/18

Motion accepted to approve the minutes from the previous meeting.

Budget Requests

Stefan mentions going over grants from last year.

- The Teaching and Learning & International Year of Learning grants:
Is there is an ambition to keep these grants at the current level? The deans explained the allocated amounts were used last year and in the past they picked the best overall grants from the submitted requests.
- Dean Hangen notes the criteria for the grants were not very clear so we need to state a few bullet points on what is required. She also mentions Ben Levey's involvement in last year's process for proposals and asks how we can define his role for this year.
- Dean Campbell suggests announcing the request for grant applications in the spring so there is enough time for people to apply and plan for the next year.
- Stefan asked if someone can send him the grant communication from Beth Barnett last year so he can build off of it and send out a call for proposals.

Action - Dean Lorenz will look back through his e-mails and on the P drive to review the communications from last year and inform the group.

Faculty Student Research

Joan confirmed allocating \$10,000 for Faculty Student Research into each schools account.

Susan did not see the full amount in her account but will check with Joan and Beth Walkley regarding the amount allocated to her school.

Faculty Impact Factor

Stefan discusses the Impact Factor spreadsheet and the calculation regarding the need of funds and the faculty/student impact. Is the request for money going to benefit faculty and or students and is this the best investment of money?

Stefan asks the group about the Faculty Research network at NYU? Sam Rosenberg runs the program but only 2 to 3 faculty members went and it did not seem to be the best investment?

The Deans clarify the FRN program is a good program and it builds new relationships with people at NYU. Is there a possibility of brining a new liaison to run the program and could it be brought in under the umbrella of the Faculty Resources Center?

- **Action** - Stefan would like to have larger application numbers and will talk to Sam about getting in more people to apply.

Middle States

Stefan would like to hire a professional writer to work with Middle States and is looking to hire an internal person. Professor McTighe has agreed to work as the writer.

SPOL Updates

We have a campus license for Sedona which is now active with SPOL.

Need to add/ updated CVs into the system and then run reports. The process is to upload CV information for faculty, part-time and Adjuncts into the system.

There is a suggestion to allow faculty the ability to upload and update their own CVS in SPOL so they can keep the information current. Annual reports will also be available in SPOL. The group suggested a reasonable timeline for the CVs to be added to SPOL as the end of October.

- **Action** - To have Gurvinder send out a request for any CV updates to be added by this spring.
- **Action** - Stefan will send the notice out about the deadline.

Program Self Studies

Stefan added a Google Self Study Guideline document and will share with the deans.

- **Action** - Next meeting talk about a schedule to discuss over the next 5 years preview all programs.

Rockland Community College and Gen Ed Waivers

We now have transfer advisors in 7 community colleges who are working on increasing enrollment. Our total enrollment is up a total of 34% from last year. Rockland is the newest college but unfortunately their Gen Ed does not match up with our Gen Ed courses so we have to look at the students transcripts course by course. Chris asked the Deans for their support to allow the Rockland Community students the same waiver which is given to the New Jersey Community College Students. The Deans agree to support extending the waiver to the Rockland Community College students.

Coordinating Tutors

Center for Reading and Writing is reporting to Student Success and would like to investigate creating a centralized area for tutoring support. A task force is being put together to work on the concept and create proposal. The Deans approve of this idea and give their support to Chris Romano.

Gen Ed Requirements

Stefan would like to discuss each school Gen Ed requirements. The courses are selected according to each of the schools and not outside the major. Stefan mentions there are too many limits for courses in each of the schools and would like to discuss why there can't be more interaction with each school.

- **Action** - Stefan would like include this topic on the discussion board and add this to the next month's meeting agenda.

Assessment

Mike Unger updates the group on Assessment.

What we were doing and will be doing with Assessment:

- Having a clear assessment schedule
- Planning materials
- Create a new template and form with a focus on reassessment.
- Standard 5 database is ready and is currently being populated.
- The goal is to know how many programs have been reassessed and to close the loop on the ones which may not have been reassessed.
- An e-mail was sent to free standing minors and workshops are being put together through the FRC.
- All programs are required to have goals /outcomes for all major and minors
- There are some questions about college wide policies about internships/co-ops and how to create a campus wide plan. Mike will review policies at other colleges and will send an e-mail to the Deans for information about the policies in each of their schools.
- International Experience - Mike is meeting with Ben Levey to discuss assessment of International Experience.
- SPOL - Taylor Tapp is leaving on Friday. Putting information into SPOL is challenging so a template needs to be created with more reliable information and data. Mike suggested putting together a committee to oversee assessment as a resource for accountability.

Final Discussions

Class room allocations and how to handle changes with enrollment.

- **Action** - Need to discuss at the next meeting and invite Beth Foster to attend.

Ed Petkus discusses the time frame for temporary faculty from 3 years to possibly 5 years and what is the tenure process? Stefan suggests there be a document written up explaining the steps for the path to Tenure and promotion process.

- **Action** - Next meeting invite Nicole and Martha to discuss.