

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

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Thursday, September 19, 2019, 9:00 am - 11:00 am

TAS Conference Room, ASB 422

#### A. Approval of Minutes

Minutes from the September 19 meeting were approved.

#### B. FYS Presentation

30 min

Yvette Kisor and Joe Connell to join at 9am.

J. Connell presented research which demonstrate first year seminar and peer leadership as two of the key practices for students' successful transition to college. Ramapo surveys of First Year Seminar (FYS) - which have a 94-98% response rate - agree with the research. The ratio of students to peer facilitator at Ramapo is 12:1, or 2 peers per section of FYS. Y. Kisor added there is never any trouble recruiting peer facilitators. Peers are volunteers.

J. Connell noted there is a wide variety of first year seminar across institutions, from being an "extended orientation" to "pre-professional" in content. Ramapo is part of the "academic, with variable content" category.

Y. Kisor noted there are 43 sections of FYS. 60% of colleges keep first year seminars between 15-19 students. Ramapo's class sizes are 20-25 students. Some majors have created courses that introduce students to the major (such as being music-focused, education-focused) which are open to all students but helps with recruitment for interested students. C. Romano added this is in line with trends towards meta-majors; it could be interesting to cluster FYS courses into content categories. Currently they are organized according to the four pillars of the Ramapo mission. Clustering by content would narrow down the choices for students. It also can help broaden student perception of a content area.

Y. Kisor shared 50% of sections are taught by full-time faculty. E. Saiff inquired if faculty could pair up and brainstorm ways to integrate specific content in existing courses; Y. Kisor responded positively.

A. Lorenz noted that convenors can think of scheduling faculty in FYS as an opportunity for their majors.

J. Connell and Y. Kisor will work on a new clustering arrangement by content area with AY20-21's schedule. Questions about clustering in this manner will be included in the FYS survey; results will be available in December.

#### C. Senior presentation

30 min

Mike Unger to join at 9:30am.

M. Unger reiterated that 100% of programs should have an oral presentation. 30% of programs currently document their existing oral presentations, however, many more already have oral presentations built in but are undocumented. There is a three-year cycle of assessment.

M. Unger shared a draft google form with a pre-loaded rubric through which assessments can be submitted. S. Becker added this may also be available in Canvas.

S. Gaulden noted that 60% of programs already have an oral communication goal. M. Unger shared that the assessment requirements have been modified; oral presentations used to require two readers that were not the instructor. Now, instructors can assess their own students. E. Saiff added the audience can also score presentations.

M. Unger recommended the communication about fulfilling Faculty Assembly's recommendation to have all seniors deliver presentations prior to graduation be disseminated from the Deans; CWAAC would support this communication by facilitating the mechanics.

S. Becker inquired if there is any concern with using different tools to assess at different stages. S. Gaulden noted that the rubric would be consistent. She added it would be ideal to have one consistent rubric for freshman and one consistent rubric for seniors.

The Deans will schedule one-on-ones with M. Unger to review what has been submitted this far.

M. Unger will further develop a google form.

#### **D. GE Math & Writing/Banner**

**30 min**

Rob Doster to join at 10am.

C. Romano noted that a registration block is in place for 185 students as of September 18 due to Policy 300-U, General Education Reading, Writing, and Mathematics. The registration block allows students to register for 60 credits but not 64 unless they have fulfilled the requirements; in order to have the block lifted, students must go in person to have it lifted. C. Romano recommends that this be changed to a registration hold.

S. Gaulden noted that it is not necessary to change the policy.

R. Doster will update Banner to do a double-hold instead of a block. In addition, he will reach out to all Deans to set up meetings about their academic initiatives that should be included in the ITS plan.

#### **E. Student representatives on search committees**

Nicole Morgan Agard and Roger Jans to join at 10:30am.

In addition to reviewing the revised policy on faculty search committee as related to committee makeup, N. Morgan-Agard noted that hiring managers can request the SGA to nominate and vote on two students they recommend to serve on search committees. Hiring managers can select one from the two recommendations.

S. Hangen inquired if a faculty member can recommend students. R. Jans noted that the hiring manager forms the committee. The faculty chair cannot pick members of the committee.

P. Campbell asked if the hiring manager can choose a student not recommended by the SGA. S. Gaulden shared it would be problematic if the SGA is asked repeatedly for student representatives that ultimately do not end up on the committee. It should be clear to the SGA that the hiring manager has the final say.

E. Saiff noted faculty may prefer to choose students who may not be in the candidate's future classes if hired. Graduating seniors are preferable for this reason, but student representatives can be juniors or seniors.

## **F. New Business**

COPLAC: S. Gaulden thanked the Deans for forwarding the recommended students. P. Campbell plus one staff/faculty member will attend the conference. A. Stangl will send a summarized list of students to the Deans.

Enrollment update: C. Romano shared that the frozen file shows 100% of undergraduate enrollment and 130% of graduate enrollment was achieved. He thanked the Deans for their efforts. 42% of undergraduates are diverse.

Branding: C. Romano noted the College has engaged a firm to conduct a branding study for the post-50th anniversary. The Deans will attend a session after the next Deans Council. There will be opportunities for faculty engagement.

SPOL: E. Petkus inquired if an overall academic plan/common goals can be shared to align SPOL objectives for new plans. This will be added to the next Deans Council agenda.

Total Meeting Time: 1h 30m