

- **Policy/Procedure 300-GG: Independent Study**

Issue: Students on academic probation or academic warning are currently not permitted by the Policy to take Independent Study courses but perhaps should be.

Meeting Notes: Several members of the Council shared reasons in support of students on academic probation or academic warning to being able to enroll in Independent Study courses. All came to agreement on changing the Policy as follows: “...*Students on academic probation or academic warning are eligible for Independent Study only with the Dean’s permission.*” This proposed change will be shared at Unit Council meetings and will be voted on at the next PC meeting.

- **Policy/Procedure 300-ZZ: Undergraduate Students Taking Graduate Courses**

Issue: This revised Policy, which went into effect in Fall 2019, stipulated that a matriculated undergraduate student in good standing is permitted with permission from his/her academic advisor and graduate program director to take up to two graduate courses (i.e., not to exceed 8 credits) during his/her undergraduate career. In addition, an undergraduate student enrolled in a 4+1 Master’s program is permitted to take one additional graduate course (i.e., up to 12 credits) with permission of the graduate program director. Clarification was needed on what tuition rates were charged and where the generated revenue would be credited.

Meeting Notes: PC members described current practice as follows: undergraduate students pay the undergraduate tuition and fee rates for the graduate courses they take, which can be included in the flat rate tuition (i.e., up to 18 credits). Generated revenue (i.e., charges paid *beyond* the 18-credit max) is currently being credited to the associated graduate program. All present seemed to favor the current practice. However, it was acknowledged that there are some accounting and coding issues (e.g., monitoring the allowable number of grad courses taken by undergraduates, issues with 4+1 students) that Billing will have to figure out. S Gaulden will follow up with Billing to make sure they are aware of possible issues. It was unanimously decided that no changes to the current Policy or Procedure are necessary.

- **Policy/Procedure 300-FF: *Transferring Academic Credit***

Issue: The Policy is adequate to cover all current transfer situations at the College. However, the current Procedure limits the number of credits accepted from a two-year college (including 100-/200-level CLEP) at 65 credits and requires students to complete

the last 32 credits towards a degree at Ramapo. When Ramapo finalizes 3+1 program agreements, this Procedure will need to be modified possibly by adding an exception clause similar to what is currently done for RN-to-BSN students in order to accommodate these 3+1 transfer students. Furthermore, other Policies/Procedures including Policy 300-P Graduation with Distinction for Baccalaureate Degree Recipients may need to be modified to suit students enrolled in 3+1 programs.

Meeting Notes: S Gaulden noted that this Policy was being brought to PC perhaps prematurely so that all members begin thinking about what policies and procedures will need to be addressed once the 3+1 programs are firmly established. Information was provided at this early stage to provide context and begin dialogue about how policies/procedures will need to be modified to accommodate 3+1 programs and students.

- **Policy/Procedure 300-U: General Education Reading, Writing, and Mathematics**

Issue: Although the Policy states that all Ramapo College students must complete the general education requirements in reading and writing as well as mathematics by the time that they have earned 64 credit hours, some students are not doing so.

Meeting Notes: J Connell reported that a new practice of putting an Advisement + Gen Ed double hold on students who are not following the Policy will begin immediately. Specifically, every student approaching the 64-credit hour mark will have a double hold placed on their account every semester until the student completes the gen ed reading and writing and math classes. The PC supported this new practice and strongly encourage assessment of its efficacy at the end of this academic year (i.e., determination of what extent the double holds influence the student's behavior and result in a reduced number of students who violate the Policy).

- **Policy/Procedure 300-L1: Nepotism in the Classroom**

Issue: A draft of this policy was shared with PC members who had not yet seen the document dated 02-2019.

Meeting Notes: To provide background on why this Policy was drafted, it was shared that an issue related to nepotism between a student and their familial faculty member arose recently. When the Nepotism Policy was consulted, it was found that this Policy did not cover such instances but rather only nepotism related to employment by the College. After a brief discussion at PC, it was decided that a Policy/Procedure to address instances of relatives being taught by faculty from the same family was *not* warranted. Instead, it was suggested that Deans will be tasked with handling any “nepotism in the classroom”

concerns or issues brought to their attention. If this problem seems pervasive, it was suggested that the Nepotism Policy may need to be edited to cover such nepotism in the classroom instances.

- **Policy/Procedure 300-?? – Graduation Cords & Sashes**

Issue: A Policy that requires that all cords and sashes worn at Graduation must represent an officially recognized academic program or society (e.g. EOF, Honors Program, Delta Mu Delta) was drafted in May 2019. Furthermore, the Policy's intention dated back to 2009.

All organizations requesting to implement a sash or cord must submit their request in writing to the Graduation Office for review. If approved, all sashes and cords must be purchased through a vendor approved by the Graduation office.

Meeting Notes: PC members strongly felt that a policy is not necessary to control or monitor the approval, wearing, or distribution of graduation cords & sashes and expressed passionate support of individual expression and engagement on such a special day for students. It was decided that rather than a policy, a practice/procedure should suffice. PC recommends that any program, society, student group, etc. wishing to distribute cords or sashes to their members should request approval from the appropriate Vice President or the Provost who will then inform the Graduation Office of their decision to approve or deny such request. It will be up to the Graduation Office to prescribe and monitor any necessary cord and sash distribution guidelines.

Additional Discussion Items:

- **Policy/Procedure 300-00 Grading System**

Issue: Although Pass/Fail grades in graduate courses have been around since Fall 2010, the graduate portion of the Policy was not updated. It currently lists only letter grades and omits P and F as grading options.

Meeting Notes: As this seems to be only an oversight/lack of updating, S Gauden asked the PC for approval to immediately update the Policy to include Pass/Fail, which was given. To provide context, T Landers confirmed that the Pass/Fail grading option was previously approved at Graduate Council and will provide S Gauden with the relevant GC meeting

minutes/evidence who will then share them with all PC members. No other changes to the Policy or Procedure are needed.

- **Policy/Procedure 300-Z: Minimum & Maximum Course Enrollment**

Issue: The current Procedure specifies that the minimum enrollment for graduate course sections, both face-to-face and online, is 10 students; capacity is generally set at 25. F Papalia asked for clarification on current practice (i.e., at what point do graduate courses get canceled?)

Meeting Notes: Deans shared the current practice of making sure to balance low-enrolled sections with high-enrolled sections for both graduate and undergraduate courses rather than following a strict cut-off of 10 students. The PC decided course cancellation should be at the discretion of the Deans and that no changes to the Policy or Procedure need to be made at this time.

- **Policy/Procedure 317: Academic Freedom**

Issue: At a PC meeting last fall, it was recommended that this important Policy/Procedure be put on the schedule for review, as it has not been looked at since it was last revised in June 1995.

Meeting Notes: The PC agreed that this Policy should be reviewed and, more generally, a schedule should be established to review important policies that have not been looked at for a while. It was decided that review of Policy 317 Academic Freedom will be added to the agenda of the next PC meeting.

- **Policy/Procedure 300-KK: Integrity of Degree Programs**

Issue: Although the current Procedure states that a Minor "...should not exceed 20 credits (including all non-general education prerequisites)," there are minors at Ramapo that require 24 credits.

Meeting Notes: J Braun asked what the maximum number of credits should be for minors. She also suggested providing a required range of credits (e.g., 16 to 24) and to replace the word "should" with "must." It was decided that review of Policy 300-KK Integrity of Degree Programs will added to the agenda of the next PC meeting.

- **FYI: Request Made for a New Policy/Procedure on Intellectual Property Rights**

Issue: At present, the only policy related to Intellectual Property that exists at Ramapo is that which is included in a section on copyright ownership in the AFT 15-19 contract (see page 45, Article XXXIII). While this agreement addresses the Intellectual Property Middle States Commission on Higher Education requirement for the faculty, there is no Intellectual Property policy that covers non-AFT individuals such as manager and students.

- **Meeting Notes:** This item is being shared as an information item only, as this Policy/Procedure extends beyond the scope of PC and applies college-wide. No action is required of the PC. FYI: A request for the development of a Policy/Procedure for Intellectual Property Rights that will cover *all* employees and students was made to the President's Office and to the Chief Planning Officer in September 2019.