

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

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

B224

#### A. Approval of Minutes

The minutes from the December 5 meeting were approved.

#### B. CIP Code Survey

Gaulden

In April 2017, an audit of CIP codes on the OSHE website was conducted. S. Gaulden explained the purpose of reviewing the OSHE list and the results of her review. There are several programs listed on the OSHE website that are concentrations and not degree programs; for example, Acting is listed when the degree is a BA in Theater with a concentration in Acting.

P. Campbell explained that listing the concentrations allows for the concentrations to get recognized in employment data. For instance, to list general Music would eliminate all those in Music Production and Industry from the data.

C. Romano added that the Ramapo website is updated annually to align with the catalog.

S. Gaulden requested the Deans review the OSHE website and her documentation, or schedule time to discuss one-on-one. As a final note, she added that the College can petition NCES to create new CIP codes, if a program does not fit into any of the current codes.

#### C. High School Dual Enrollment

Romano  
Gaulden

C. Romano shared the template dual enrollment agreement, which outlines the responsibilities for the College and the partnering high school. In short, the College's responsibilities are as follows: EMSA receives the syllabus and course materials from the high school and provides it to the Dean or convener for their review. The high school makes any necessary adjustments to the curriculum, based on the feedback. The Dean reviews the CV of the instructor, to ensure they meet the qualifications for adjunct faculty. The Deans agreed that EMSA should send them the initial notification of an interested high school.

Discussion ensued regarding the site visit and syllabus review detailed in the template agreement. A question arose regarding faculty compensation for site visits and syllabus review. C. Romano will reach out to ER regarding mileage reimbursement.

C. Romano noted high schools' interest in dual enrollment options is increasing. E. Saiff inquired about the number of students. C. Romano responded that on average, there are between 150-200 students each fall. Generally there are about 10 high schools participating in any given term; not all high schools participate every year. The number of students per high school class varies, from about 5 to 20 students. Students pay approximately \$400 to Ramapo for the course. He added that Enrollment Management is making concentrated efforts to encourage the dual enrollment agreements in areas where there is little to no opportunity for college-level classes, and in targeted geographic areas. This helps create an enrollment pipeline.

S. Gaulden noted from an assessment purpose, these classes are essentially additional sites for lower-level courses. Work from these courses can be included in assessment samples.

S. Hangen inquired if the Deans can send the high schools a modified Ramapo syllabus template to make the syllabus review more efficient. She suggested that a Ramapo syllabus from the content area also be shared with the high schools.

C. Romano will send the Deans and S. Gaulden the list of running courses after the January file freeze. Students register for the course very late due to the high school schedule.

E. Saiff inquired what the return rate on student enrollment is. C. Romano explained the three different models of dual enrollment: though the enrollment headcount is small, the best model for enrollment conversion is the grade 12 option. Students spend senior year of high school as a freshman in college. There are agreements with SSHS and CA that are very successful.

#### **D. New Business**

*3+1 Update:* C. Romano reminded the Deans of the meeting on January 30 and requested the Deans send any institution-wide questions to him in advance. S. Gaulden suggested that the group connect with Rowan.

*Efficiencies & Innovation Task Force:* A meeting recap of the Academic Affairs Efficiencies & Innovation Task Force was provided. E. Saiff included information on DialAmerica's interests. C. Romano offered to follow up with Trish Laprey.

*Enrollment Update:* C. Romano shared that the College received its highest number of applicants as of the 12/15 application deadline. He will discuss alterations to the Deans' receptions at the Open House events.

*Enterprise Risk Management (ERM) Committee:* P. Campbell inquired about the ERM interviews. S. Gaulden explained that the committee is meeting with Cabinet members first, and will likely follow up with the Deans after those interviews are complete.

*MSCHE:* S. Gaulden noted that a substantive change request will need to be submitted to MSCHE for the DNP program, and that there can be no advertising of the program until the request is submitted. C. Romano suggested developing a list serv for updates on all new programs.

*Program Reviews:* S. Gaulden will present a workshop on 5-year program reviews on January 29 and on February 12 (Faculty Development Day).

*Sabbaticals:* S. Becker reviewed the process of awarding sabbaticals.