

## MINUTES

### Ramapo College Board of Trustees

#### Deans' Council

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Thursday, March 5, 2020, 9:00 am - 11:00 am

AC 202

#### A. Approval of Minutes

The minutes from the February 6th and 20th meetings were approved.

#### B. Fall 2020 Course Schedule

Gaulden

Yvette Kisor, Beth Foster, & Rebecca Root joined at 9am.

S. Gaulden shared there have been rooming conflicts for the Fall schedule. Rather than have each Dean attempt to solve on their own, she has brought the topic to the Council for collaborative resolution with the Office of the Registrar.

R. Root shared it would be helpful to know, of the open time slots in the course schedule, how many classes in over-scheduled times could move into the open slots. S. Hangen noted that in Fall, Critical Reading & Writing courses require a higher room allocation due to the increased number of students and varied levels (080, 090, 101, etc.) needed. C. Romano added that while the freshman class has fluctuated, total undergraduate enrollment has not drastically changed overall. A. Lorenz added that classes with less flexibility should be a higher priority in scheduling.

C. Romano also shared history on the room allocation calculation, which is based on the number of credit hours from the previous Fall. E. Petkus inquired if the formula could be calculated based on number of sections. E. Saiff suggested it be calculated both ways. He also noted that when the Learning Commons opens, there may more classroom space when Linden is vacated. S. Gaulden and R. Root shared that Honors could adjust the schedule and offer more sections in the Spring vs. Fall.

B. Foster shared that the Registrar will create a "0" term: this term will be a basic shell with certain courses that always roll over. It will also help with the schedule planning for U.Achieve. C. Romano noted that the implementation for the U.Direct (predictive scheduling) is still in process. Deans will not see the full schedule rolled over through the 0 term. In order to see the previous Fall's complete schedule, the Deans can run the Banner report.

R. Root inquired about the difference between the number of sections in the Fall vs. Spring. B. Foster answered it was a large difference.

B. Foster will share the draft 0 term with the Deans for feedback, as well as a list of sections offered that are 10 students or below.

E. Saiff asked if conference rooms can double as classrooms for small sections. B. Foster confirmed yes. S. Gaulden also added that if hybrid courses are only meeting a few times a semester, then other classes could be held in the room while the hybrid class is meeting online. E. Saiff suggested utilizing the greenhouse classroom. C. Romano will also speak with K. Finnegan regarding the Bradley Center classrooms and their scheduling.

## C. Emergency Preparedness information

Gaulden

1. Returning study abroad students and coronavirus (Fernanda Papalia and Ben Levy joined at 9:30am.
2. Unit Council announcements, feedback

B. Levy and F. Papalia shared information on the Ramapo study abroad students in light of the novel coronavirus developments. The Deans Council discussed curricular options that will keep students "academically whole," whether that is to remain enrolled remotely at their host institution or through Ramapo courses. The College has committed that affected study abroad students will not be financially burdened. D. Couzens will circulate final information, provided by B. Levy and F. Papalia, to the Deans.

The Roukema Center is answering questions for international students.

S. Gaulden addressed steps for faculty with planned international travel through the end of the Spring semester. D. Couzens will request detailed information of affected faculty from the Deans. S. Gaulden reminded the Council there are currently no restrictions on domestic travel, and stressed Deans and faculty should use their best judgement when reviewing travel authorizations (for instance, avoid virus hotspots for the time being).

C. Romano will work with Student Health Services and OSS on a message for students who need accommodations due to the coronavirus. Faculty with similar concerns should speak with HR/ER.

A related discussion ensued regarding travel authorizations and approvals.

S. Gaulden and C. Romano provided information on the College's emergency preparedness plan.

## D. TABLED Search Procedures - Questions & Surveys

Campbell  
Hangen  
Lorenz  
Petkus  
Saiff

This topic will be TABLED until the next Deans' Council. S. Gaulden mentioned briefly that it is to determine whether or not template interview or survey questions should be developed. E. Petkus expressed concern. A. Lorenz added there are two approaches: procedural consistency and substantive consistency.

## E. Provost's Award for Faculty Service

The Deans discussed the Provost's Award for Faculty Service. Nominations will be communicated via email. A list of past awardees will be circulated for reference.

S. Gaulden inquired if all the faculty awards (Faculty Service, Thomases, and perhaps Bischoff) could be part of one ceremony that is scheduled after a Faculty Assembly meeting. This may help increase attendance. C. Romano requested that Cabinet be informed of the ceremony dates.

## F. Reminder: Budget Change Requests due 3/16

S. Gaulden reminded the Deans that budget change requests are due 3/16. As all accreditation expenses (besides AACSB) are covered through the Provost's Office budget, Deans should

inform S. Gauden of the anticipated FY21 accreditation expenses from their school.

## **G. New Business**

*Textbook adoptions:* S. Gauden reminded the Deans of the textbook adoptions deadline. D. Couzens added that if faculty members are using OER, they can inform the bookstore and it will assist the OER Task Force in their data collection.