

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Wednesday, April 1, 2020, 1:00 pm - 2:00 pm

Webex

A. Approval of Minutes

B. COVID-19 Updates

S. Gaulden shared that surveys will be sent to faculty and students. Responses will be anonymous, and the results will be aggregated and shared at a later date.

S. Gaulden passed along a request from the OSS advisors: if faculty could include specific language for those students that are flagged in Connect, it would be extremely helpful for documentation purposes and to help students know how they can improve. E. Saiff agreed and noted that faculty should make notes on all advising conversations as well.

S. Gaulden shared information related to the Summer terms and Fall. She requested the Deans carefully review course enrollments, and also to monitor General Education course enrollments. The Deans discussed class sizes.

Regarding technology needs: S. Gaulden shared the CIO's information related to Zoom and WebEx. WebEx is supported by the College and is more secure. E. Saiff added that some faculty have shared they have been dropped by WebEx but it is likely a bandwidth issue. S. Gaulden also noted that Deans and faculty should continue to send their or student tech needs to the Provost's Office, however, there is limited availability of loaner laptops and Chromebooks. Students are the top priority.

A question arose about domestic travel. S. Gaulden noted that if faculty wish to attend virtual conference, so long as there are funds in the travel budgets, that attendance may be approved.

S. Gaulden expressed her appreciation to the Deans for their quick work on the budgets. A question arose about the CARES package. S. Gaulden clarified the difference between the funds to the College and the funds the College is required to provide to students.

In C. Romano's absence, S. Gaulden shared that EMSA is working to establish virtual Admitted Student Days.

P. Campbell inquired about sculpture classes and course fees for materials. S. Gaulden noted she would be following up about shipping course materials or other options.

A. Lorenz also shared that students have questions about tuition refunds, however, students are still receiving coursework and still making academic progress.

1. P/F Grading Option

S. Gaulden shared the P/F grading option PowerPoint. The Deans reviewed the procedures.

E. Saiff asked if a pop up could be added to the survey to ensure students are aware the decision is irreversible. S. Gaulden agreed and noted there would be very strong language encouraging students to take their time to make the decision.

If students request incompletes, they will still need to opt into P/F grading should they wish to receive P/F.

Grades are due on May 18 at 9am. The Registrar will assist the Deans to ensure faculty enter grades by the deadline.

S. Gaulden addressed final exams: any class that was having an in-person exam should convert the exam to an alternative assessment such as a paper, project, oral presentation, or take home test. The Respondus exam proctoring software is being piloted with the Nursing program for their exams. In order to use that particular version of Respondus, students must have a webcam. S. Gaulden will provide the Deans will clarifying language about exams. S. Gaulden requested D. Couzens to work with ITS to ensure that dual enrollment students do not receive the P/F grading option email.

2. Reminder: Remote Coursework Delivery Documentation

S. Gaulden requested the Deans to remind faculty to submit their remote coursework delivery plans through the survey for documentation. If they have already sent it in, she extends her thanks.

C. New Business

There was no new business.