

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Monday, April 20, 2020, 10:30 am - 12:00 pm

Webex

A. Approval of Minutes

The minutes from the March 19 and April 1 meetings were approved.

B. COVID-19 Update: Next Steps for Academic Affairs

S. Gaulden shared that upon request from the Board, Cabinet is running multiple scenarios to discuss personnel and financial implications.

1. Review of Stipends/Reassigned Time for Fall 2020

S. Gaulden shared an update on AY20-21 faculty stipends and reassign time. These areas have grown over the last several years, however, there are assignments that will not recur next year (such as those distributed for MSCHE-related work). Four new faculty will receive the first semester 4-credit reassign time.

The Deans will review documents shared by S. Gaulden.

2. Spring 2020 Hourly Workers List Review

HR supplied information on hourly employees to all units. S. Gaulden noted that if an employee is funded by an external grant, Deans should share that information. A Dean shared they received direction from HR that a part-time hourly employee should continue to be paid though they may not be able to perform work remotely. S. Gaulden confirmed that is correct at this time.

S. Gaulden also shared that contingency plans are being developed for the three Fulbright Language Teaching Assistants. The contracts will conclude at the end of the semester.

3. FY 2020 Q5 - \$ Your Unit Needs from the Provost's Office Budgets

Per the Budget Office: every unit should budget for the full 12 months of FY21 as usual, with the understanding that as much as possible needs to be reduced. Once the full 12-month FY21 budget is known, units should indicate which expenses will occur during FY21 Q1 (now FY20 Q5). Budgets will be loaded for FY20 Q5 only at first; the next three quarters will be loaded for October 1 access.

E. Petkus inquired if the Deans should build two scenarios for Q5: one with remote instruction and one with on-campus instruction. S. Gaulden confirmed this should be done, to see the full range of possible expenses. E. Petkus followed up and asked if budget change requests are still being considered. S. Gaulden noted that those requests may be very different depending on the circumstances, and have not been considered to her knowledge. SPIF funding has not yet been determined. The State is required to provide a financial report of the budget for FY20 and FY21 on May 22.

E. Saiff suggested that the Budget Office review the budgets submitted recently, and subtract

the Q5 budget once produced.

S. Gaulden noted that she is working through multiple scenarios for the budget, considering different levels of Residence Life capacity. Depending on the capacity, this will affect Academic Affairs (students who live far away, etc.) E. Saiff shared that whatever social distancing guidelines are in place would need to be followed both in the residence halls and the classrooms.

The annual budget hearing will be postponed.

4. Spring 2020 Final Exam Period

S. Gaulden clarified questions about the Respondus exam proctoring service. There are two levels: one which locks down a student's web browser, and one which provides virtual proctoring. The virtual proctoring option is being piloted with the NURS students and requires every student to have a webcam. The College cannot provide webcams or laptops to students outside of NURS at this time; faculty should either confirm that their students all have webcams, or consider alternative assessments for finals. S. Gaulden also shared that everyone is reviewing the software the College uses, to see if the current contracts are still being fully utilized or if they can be modified.

Questions arose about the finals schedule. The Registrar has published the schedule, and will send a message about using the same times if faculty are conducting timed, remote exams.

5. Debriefing after Spring 2020 to Improve Remote Coursework Delivery for the Summer (& Beyond?)

S. Gaulden shared information about the student status check survey. One consistent concern was the number of platforms students needed to use/check in order to work on their classes. For instance, Nursing students have six different platforms just for their NURS courses. No faculty names were shared in the executive summary.

S. Gaulden added that many faculty did an amazing job moving their courses to a remote format. However, there should be a debriefing on what went well and what can be improved. The Deans should initiate conversations with each convening group to discuss lessons learned, share expertise, and acknowledge the positive experiences that happened.

P. Campbell shared some classes that rely on certain materials cannot be taught in a remote fashion. He is discussing with the faculty about alternatives. S. Gaulden agreed, and added that the faculty should evaluate how the remote courses in Spring were taught. For instance, did Zoom Pro work for the music faculty? Should that continue, and if so, what is the expense? If not, what is the alternative? Course substitutions may be possible for some degree audits.

E. Petkus noted that the sooner we can inform students what the Fall's format will be, the better. S. Gaulden agreed. One of the most common questions during virtual Admitted Students Day was about deferrals. By May 15, a decision about summer (summer camps, travel restrictions, etc.) will be communicated to staff.

P. Campbell inquired about lab fees: will lab fees be charged if courses are remote in Fall 20, and if so, will 50% of the fees go back to the Schools? If the fees will not be charged, the Budget Office should be aware for the both the School and College budget. S. Gaulden added the Board will consider a remote coursework fee, in place of the student center and student activity fee. In addition, if courses are remote, the College may need to consider the

minimum technology requirement (if any) for students; this may vary by discipline.

S. Gaulden concluded that many students are appreciative of what their faculty are doing. However, many assert that faculty have increased the workload. She is hopeful the faculty read through the executive summary of the student survey and evaluate their own courses. The coursework calculator can be helpful. She reiterated that Deans should assist convening groups in debriefing and thinking through the courses, internships, clinical placements, etc. It would be helpful to prepare a framework now for the Fall.

6. Fall 2020 Schedule

E. Petkus shared the interesting course model of Colorado College (block plan). S. Gaulden noted we could investigate it for the future, but as Fall registration is already open, it could not be implemented in the Fall. It is a unique model that could be used in graduate courses.

E. Petkus shared that students need assurance that the College is working to deliver a model that works for them in the Fall if the courses are remote.

C. P/F Grading Option Update

D. Couzens shared that 5% of students had completed the P/F grading opt-in survey as of April 17.

S. Gaulden added that faculty must submit grades on time.

D. Summer 2020 Classes

S. Gaulden requested the Deans review Summer 2020 classes and ensure that remote delivery is appropriate for each courses. 150 courses are already scheduled to be online. About 100 additional courses are lecture, lab, studio, hybrid, or independent studies.

1. Course minimums

S. Gaulden encouraged the Deans to run Summer courses at the maximum enrollment; running at a minimum is problematic. The suggested number of five students seems low. If there are two sections that can be combined, combine them. If low-enrolled courses can be converted to independent studies, that will help as well. Deans should use their best judgement.

At this time, summer enrollment was up 12% but that may change as the term approaches.

2. Fees

A \$25 remote learning fee has been proposed to the Board. If a full semester of remote delivery is necessary, the remote learning fee would replace the Student Center and Student Activity fee. The remote fee would cover the cost of administrative support, technology infrastructure, and hardware and software required to delivery remote courses. The fee is less expensive than the Student Center and Student Activity fee when combined.

E. New Business

Communications meetings: A meeting for each unit will be held. Sessions may be recorded.

Course evaluations: E. Petkus inquired if course evaluations will be held this year. S. Gaulden responded it was locally negotiated that no evaluations will be held. The FA President has expressed faculty can administer their own evaluations; these will not be used in personnel processes.

Deferrals: The Deans inquired if accepted students can defer to Spring 21. S. Gaulden will ask

C. Romano and share the response.

Personnel processes: E. Saiff inquired about 4th, 5th, 6th year reappointments and tenure considerations. S. Gaulden noted that a formal announcement about promotion consideration has been sent. Additional communication about other personnel processes will be shared once negotiated.

Purchasing: If adjuncts request reimbursement for items needed for remote coursework, they will be approved. If staff need to mail or print things, they may be added to the approved employee list so items can be dropped off or printed from the office.