

## **MINUTES**

### **Ramapo College Board of Trustees**

#### **Deans' Council**

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**Thursday, June 4, 2020, 11:00 am - 12:30 pm**

**Webex**

#### **A. Approval of Minutes**

The minutes from the May 21 meeting were approved.

#### **B. COVID-19 Update**

##### 1. Review of Softwares

D. Couzens provided an update on list of softwares, and noted that ITS will need to provide more information on whether the softwares can be accessed remotely, the minimum requirements, etc. ITS is also exploring a robust remote option. If the College has softwares available, students should not be asked to pay for duplicative softwares.

S. Hangen shared that the language faculty have decided to change to a textbook-based software that will support the learning outcomes. This will reduce the language lab software cost.

##### 2. P/F Grading Option Summary

S. Gauden provided a brief summary of the P/F grading option: 1,122 students opted into P/F grading for at least one of their Spring 2020 classes. This included 21 graduate students and 1,101 undergraduate students. A total of 2,068 grades were changed.

All letter grades will remain in Banner and the Registrar can provide this information if needed in the future (for example, if a student applies to a graduate school that requires letter grades for Spring 2020). All transcripts will be stamped with a note about the P/F grading option.

Several students have requested exceptions to the policy to reverse their decisions. The Deans discussed: there will be no exceptions to the policy given the amount and frequency of communications about the policy, and in fairness to all students.

#### **C. COPLAC Journal Submissions**

P. Campbell shared that 11 applications for the COPLAC journal were received. The journal is not peer-reviewed; the process is campus-review. As many as six proposal could be sent.

E. Saiff expressed concern that in a few applications that involved surveys, there was no mention of the IRB process in the proposals. P. Campbell agreed; these proposals were eliminated.

The Deans discussed the proposals and decided to send three applications to COPLAC. A fourth may be sent as well; S. Hangen will reach out to the student to discuss revisions.

#### **D. Summer II**

## 1. 2-credit courses

S. Gaulden requested that any outstanding course descriptions be sent as soon as possible.

C. Romano noted virtual orientation begins today. S. Gaulden is crafting an email to all newly accepted students about the courses. C. Romano is working with the Registrar as well, and requested the identification of the "packaged" GE courses.

S. Hangen shared her course will include guest lectures from HGS faculty members. P. Campbell added he is formatting his course to include CA faculty guest lectures as well.

E. Petkus inquired about P/F grading. S. Gaulden offered that the faculty teaching the courses can make the decision about the grading system. C. Romano expressed this may cause competition among the offerings, if certain courses are P/F and others are letter grades.

P. Campbell inquired if the courses will be listed as online or hybrid. S. Gaulden noted that even if the course is listed as online, synchronous class meetings should be noted in the schedule and should be included in the course modification form. She encouraged the Deans to include a synchronous session in hopes of increasing student engagement. P. Campbell asked if synchronous times are chosen, will a flexible work agreement need to be submitted? S. Gaulden will ask HR to double-check. A. Lorenz added he planned to hold synchronous sessions with smaller groups, depending on what the enrollment looks like. E. Petkus noted he has done the same and made synchronous sessions optional to attend. S. Gaulden reiterated that if synchronous sessions are to be held, it should be in the syllabus and on the course schedule. S. Hangen added that synchronous sessions could be recorded and shared with students who could not or opted not to attend.

## 2. Low-enrolled classes

Can grad course sections be merged?

S. Gaulden reminded the Deans to review the list of low-enrolled Summer II sections. Any sections, particularly graduate sections, that are not meeting synchronously, could be combined to save on instructional costs. A. Lorenz noted a few MSET sections would be combined.

S. Gaulden inquired if any issues have arisen so far in Summer I. The Deans responded there have not been any issues or complaints so far to their knowledge.

## E. New Business

*Academic Affairs Subcommittee:* S. Gaulden commended the Subcommittee for their work and submitted scenarios.

*Accounts Payable:* S. Gaulden confirmed that checks are cut once a week. If there is a great need for more frequency or an urgent need, S. Gaulden can make a request.

*Budget:* The Council discussed various cost-saving measures.

*Enrollment Update:* 1,070 new student deposits have been received.

*OSHE Update:* Dr. Zakiya Smith Ellis has been appointed to a new role and will no longer serve as the Secretary of Higher Education as of July 6.