

MINUTES

Ramapo College Board of Trustees
Deans' Council
Deans' Council
Thursday, May 7, 2020, 11:00 am - 12:30 pm
Webex

A. Approval of Minutes

The minutes from the April 20 meeting were approved.

B. COVID-19 Update

Gaulden

1. Budget: cost-saving measures

Gaulden

S. Gaulden noted that, if necessary, Deans' can revise their budgets for next year. Overall, there is a significant difference between the FY20 and FY21 budgets, partially due to change requests. C. Romano noted that all EMSA budget change requests were withdrawn.

S. Gaulden added that each unit should review their lab fees. If fees are being collected to offset softwares and materials, courses should use those softwares and materials. E. Saiff noted that if adjustments are made for this Fall, it will have an impact on FY21 extraordinary funds.

2. Summer 20 & Fall 20 Course Fees

Gaulden

S. Gaulden added that each unit should review their lab fees and send adjustments to D. Couzens and her. If fees are being collected to offset softwares and materials, courses should use those softwares and materials.

E. Petkus inquired if students are being charged the remote learning fee for Summer 20. S. Gaulden confirmed they are. C. Romano added that the Office of Student Accounts has launched a new Affordability site, which has new 4-, 5-, 6-installment, and deferred payment plans.

S. Gaulden also requested the Deans review the summer schedule again. P. Campbell inquired about alternative methods of delivering course materials to students; there needs to be a way to get materials that are covered by the course fees to students. D. Couzens suggested reaching out to the Bookstore and shifting materials previously covered by the course fee to the Bookstore.

3. Faculty Status Check Survey results

Gaulden

The Council discussed the results from the faculty status check survey. There were many interesting perspectives and positive experiences. S. Gaulden reminded the Council that for the students, the biggest issues were the increase in workload and the many different platforms.

4. Convening Groups Debriefings

Gaulden

The Fabulous Faculty Creating Active and Effective Remote Teaching and Learning Experiences faculty conference will be held on May 18 and 19. All faculty are encouraged to

attend but it is not required.

S. Gaulden shared that support for adjuncts to attend FRC and IDC workshops is being reviewed. More information will be sent to the Deans and then the adjuncts.

All convening groups should be encouraged to touch base about lessons learned, positive experiences, ways to improve, etc. after the semester concludes. S. Gaulden shared that several great ideas were circulating among the Biology convening group already.

5. Review of Stipends/Reassigned Time for Fall 2020

Gaulden

A. Lorenz mentioned the majority of stipends and reassign time is awarded through the Provost's Office; few are paid from the Unit budgets.

S. Gaulden noted she will be speaking with M. Ecker on this topic. She asked the Deans clarify if any stipends/reassign time are required for accreditation. E. Petkus responded there was no requirement for AACSB. A. Lorenz added there is no reassign time for Teacher Education because there is an Assistant Dean.

6. NJ Students Come Home initiative

Romano

<https://docs.google.com/document/d/1aq56rYB05aN8MehKO8k6V27DK9bqBbECTRFIOBndbr4/edit?usp=sharing>

C. Romano shared information on the NJ Come Home initiative. It is an enrollment initiative built on the pride of NJ. This is the first major effort in years to bring students back to NJ. It has been receiving excellent press, and has been picked up by NBC and the Chronicle among others. The goal is to make the transfer process as easy as possible, without compromising Ramapo's degree integrity. E. Petkus shared his thoughts: it's a great initiative and he asked ASB faculty to be ambassadors for it.

S. Gaulden added that there are academic considerations, and policies need to be refined to accomplish the NJ Presidents' vision. There will be an attribute code in Banner that will allow the College to track the students through their careers at Ramapo.

C. Romano shared that the initiative is coordinated through each institution's Marketing & Communications Office. M. Horvath is Ramapo's representative.

P. Campbell suggested playing up the service aspect, and include opportunities like Leaders in Service and the new CIVL minor. C. Romano inquired if certain Jersey-centric courses can be promoted to the students.

E. Saiff shared a concern: the initiative may not work for certain programs like Nursing. S. Gaulden agreed: Nursing and joint programs are not eligible. There is no guaranteed accepted into particular programs; the only guarantee is the transfer of credits.

C. Enrollment/Admissions Update

Romano

C. Romano thanked the Deans for their participation and help in all the virtual admissions events. Considering the circumstances, Admissions is doing very well: 917 student deposits have been received, and the goal is 1,050. Approximately

June 1 is the date for final decisions. Admissions has developed tiered strategies of intentional outreach, and is evaluating yield in specific programs. Admissions and the Deans have identified majors in each school that will receive extra energy and attention. C. Romano and the Deans briefly reviewed the identified majors; conversations will continue one-on-one.

Admissions has reviewed its summer message sequence; there will be email and social media communications, as well as virtual check-in's. Orientation will be conducted virtually.

C. Romano also shared that the scholarship model has changed, and there are 20 more Presidential and Deans' Scholars over this time last year. Despite the uncertainties of on-campus living, Residence Life has strong numbers.

S. Gaulden reminded the Deans of the summer enrollment message that was sent to students. Many sections are near capacity or full; additional sections may need to be opened.

D. PCCC Update

Romano
Gaulden

<https://apply.ramapo.edu/register/pccc3+1>

<https://newweb.pccc.edu/ramapo-at-pccc/>

Virtual Info Session: May 12 at 7pm

S. Gaulden share that there are students interested in all of the PCCC articulated programs. The #1 interest was in Social Work. C. Romano added that there is a virtual event on May 12 for interested students. There is a dedicated website and application. It has been finalized that students will come to Ramapo in their fourth year. Ramapo will not see a direct impact of the program until Summer 2021.

S. Gaulden added that PCCC is applying for a grant to support their OER initiative. Ramapo faculty involved in the 3+1 agreements could also get involved in this initiative.

E. SBDC Internships

SBDC can provide volunteer internships for 10-15 students in any major. Interns would be given direct client-interfacing jobs that deal with remotely supporting SBDC Consultants and providing Covid-19 Business Action Assistance.

Internships will have a timeline that would fall within Summer Session II, and will satisfy the number of hours required to receive 2 credits.

Students who wish to earn academic credit will need to register for the Cooperative Education course and pay tuition plus the \$50 co-op fee.

S. Gaulden reiterated that SBDC has about a dozen available internships this summer. The internships are unpaid but students can earn 2 credits. They will be performing client-based work. E. Petkus noted the internships are posted on Handshake.

F. New Business

Academic Achievement Ceremony: There will be no virtual ceremony. A. Stangl is preparing the letters, certificates, and awards for the students and will be mailing them.

Affordability: C. Romano shared that the payment deadline for Summer has been extended to the end of the first day of classes.

CARES Act: A message to students and faculty will be sent about the CARES Act. Much of the criteria is driven by the federal government. The FAQs are helpful to read through.

Email Incident: The Council discussed the incident that involved the inappropriate use of a College email listserv with unauthorized access.

Evaluations: There are no course evaluations this semester. Individual faculty may conduct evaluations on their own but they will not be included in personnel processes.

Personnel Actions: S. Gauden has spoken with ER, who is working with AFT to determine changes, if any, to the personnel schedules. S. Gauden added that binders are hard copy binders.

Unit Council Meetings: S. Gauden is happy to attend any Unit Council meetings. The Deans should send the date and meeting details if they'd like her to attend.