MINUTES

Ramapo College Board of Trustees
Deans' Council
Deans' Council
Thursday, August 20, 2020, 11:30 am - 1:00 pm
Webex

A. **Approval of Minutes**

The minutes from the August 6 meeting were approved.

B. **Return to Campus Updates**

P. Campbell shared that CA has done walk-throughs of their classrooms. S. Gaulden and he commented that not all rooms with in-person meetings will have or need a full tech set up. S. Gaulden added that faculty will have the ability to use rooms to livestream or record their classes. In addition, ITS can loan out webcams.

S. Gaulden added that for those staff who have taken home their work computer, they should have a laptop that they can shuffle between the office and home. D. Couzens noted the ITS loaner protocol, as requested by the CIO:
Staff who need laptops, computers, or webcams should make the request to their supervisor, who should then make the request to ITS.
Faculty who need laptops, computers, or webcams should make the request to their Dean, who should then make the request to ITS.
Students who need laptops or webcams should submit a helpdesk ticket.

E. Saiff inquired if the shuttle from the Mahwah train station will be running. S. Gaulden responded that the Roadrunner Express and Coach USA buses will run.

S. Gaulden noted there is a new protocol to approve events on campus. She will share this document with the Deans.

S. Gaulden advised that office hours, advisement sessions, and meetings should continue to be virtual. This will limit in-person gatherings and the footprint for cleaning.

1. Library and Computer Labs   Keller

Students will be able to reserve study spaces, computer labs, and carrels in the Library. S. Gaulden noted that Nursing students will be restricted to the Adler Center; as they are working in hospitals, it is safer to keep them in one building for classes and studying. The College is using 25Live for the reservation system. If demand is high, rooms can be added.

L. Keller added that the second floor Library lab of 10 computers is limited to immunocompromised/at-risk patrons. There will be a dedicated elevator for these individuals to use. The Library hours are Monday through Friday, 9am-5pm. All services that are currently offered virtually and curbside pickup will continue.

S. Gaulden thanked L. Keller for her Library revisions to the Restart Plan, which will include updates for the Library, computer labs, and Athletics.

D. Couzens noted that the adjunct offices will also be available for adjunct faculty reservations.

The Honors lounge will not be added to 25Live, as it can only accommodate 2 people and is already swipe card access.

2. Attendance Taking: No-Show Reporting and Documentation for Contact Tracing

S. Gaulden spoke about the two scenarios for attendance taking.

1. No-show reporting: In order to proactively capture students who do not attend class in the first two weeks, a system will be developed to prompt faculty to report the student as a no-show. This is particularly important for students who receive financial aid.
E. Petkus added that the FN grade is used but this would be another check-and-balance.

2. Documentation for contact tracing: S. Gaulden noted that faculty teaching in-person, on-campus classes will need to take attendance for contact tracing purposes. The method is entirely up to the faculty member; they can use Canvas, Excel, assigned seats, etc. Attendance will not need to be reported. However, if contact tracing is needed, they will be asked to produce the attendance records.

This is different for faculty teaching virtually. Some faculty use attendance as part of the grade. It is suggested that participation be captured in another way. For example, Webex allows students to "raise hands" and chat. Canvas has discussion boards. The IDC will also conduct a fall workshop on Poll Everywhere.

C. Debrief on Manager Position Eliminations

The Council discussed the manager position eliminations.

D. Flexible Work Arrangements & 13-B Forms

S. Gaulden shared information about the flexible work arrangements, and how they may be utilized in emergencies. To gain a more complete understanding of possible consequences, S. Gaulden has requested the state ethics rules regarding this policy from General Counsel.

E. New Business

Budget: S. Gaulden reminded the Deans that she has requested $750 in travel funds per nontenured faculty member.

Cabinet membership update: P. O'Connor is now a member of President's Cabinet.

New Legislation: Two new bills have been introduced.
1. S2832 - would allow for a student enrolled in an institution of higher education who has completed 30 credits to serve as a substitute teacher. The current substitute teacher credential requires a student to have a minimum of 60 credits.
2. S2660 - would allow for updated procedures for applications for program expansion, additional oversight over the establishment of branch campuses and alternative locations, and a new process for monitoring the financial stability of independent institutions of higher education. Should this bill pass, there would be additional steps and oversight through OSHE for any new academic programs.

Technology: ITS is creating a What's New in Tech newsletter that will launch at the end of the month. It will include information about Remote Labs. ITS needs to approve any changes in software.

Student Assistant Program: The Provost will review and approve the Academic Affairs positions.