

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, August 6, 2020, 8:30 am - 10:00 am

Webex

A. Approval of Minutes

The minutes from the July 16 meeting were approved.

B. Student Return to Campus

1. Student COVID Training

S. Gaulden shared that students will be required to complete three modules of training; all students must complete the training even if they do not have any on-campus classes. Each module has a quiz. The student deadline is August 24.

E. Saiff inquired how the training will be distributed. S. Gaulden confirmed students will receive links through Qualtrics.

2. International Students

S. Gaulden shared there are approximately 22 new international students that have deposited. In accordance with the updated guidelines from ICE, new international student must have in-person classes. S. Gaulden has been working with the Roukema Center. The majority of the embassies in these international students' home countries are closed, and the students are not able to secure visas. E. Saiff noted that the College could speak with officials who can influence the opening of embassies. S. Gaulden added that the embassy closures are hopefully temporary.

E. Petkus inquired if students can enroll and take online classes from their home countries. S. Gaulden confirmed yes, they can. E. Petkus asked if there was anything the Deans could do to help welcome and encourage these students given the unique circumstances. S. Gaulden shared that Roukema is confident the students will stay enrolled but will offer the additional support to B. Levy and R. Adhikari.

S. Gaulden informed the Deans of the OSHE international students survey.

C. Staff Return to Campus: Arch/Roadrunner Model

S. Gaulden informed the Deans that they will receive more information about the Arch/Roadrunner model for staff. This model is not a one-size-fits-all approach. Some units may not use this model, and Deans and other managers will determine what will provide the necessary student services and begin to bring staff back to campus in a reduced density.

P. Campbell commented on the model. He added that some staff took home computers and other office items; how will they shuffle these back and forth? S. Gaulden noted that ITS can assist with a solution.

There will be a process for requesting accommodations. More information will be shared from HR.

E. Saiff asked how this model should be used for units that have classes on campus five days a week. S. Gaulden clarified that Deans can provide a schedule that will give adequate coverage. During the initial weeks, each office should monitor their in-person traffic to make adjustments.

Using data collected during the class delivery census, ITS has confirmed that there are approximately 900 unique students who are taking at least one class that has in-person classes. This may inform the kind of traffic on campus.

L. Keller is creating a plan for the Library reopening. This will take into account those students with virtual classes that are back-to-back with in-person classes; students will have study room space and Library space they can utilize if there is not enough to commute home between these classes.

E. Saiff commented that most students would be able to receive remote services from School offices. S. Gaulden acknowledged this and noted that the model is designed to slowly increase the on-campus presence. Offices will need to keep visitor logs. P. Campbell revisited the earlier topic that classes will run five days a week. If schools will need to have an on-campus presence five days a week, it will create a disparity of access. S. Gaulden suggested that schools can also create an appointment/reservation system, to better judge and manage traffic. E. Petkus add that not all units operate the same, and everyone should remain flexible.

S. Gaulden shared information about the dining halls for staff. More details are being worked out.

1. Employee COVID Training

P. Campbell inquired if faculty will be required to complete the training. S. Gaulden confirmed. Everyone will need to take the training even if they are only visiting campus very briefly (such as a curbside pickup). It was suggested that S. Gaulden speak with the FA President.

2. Visitors Log

A College-wide system for capturing campus visitors is in development. This will be necessary for contact tracing, and will include visitors that are even on campus very briefly.

D. Promotion Binders

S. Gaulden provided an update on the faculty binders for promotion. Candidates will be given the option to scan their materials themselves, or have a unit secretary scan the materials. S. Gaulden will inquire with ER if a memo can be sent today and include the chair of the Promotions Committee.

A. Lorenz noted the tenure and reappointment binders should already be digital.

E. New Business

Course Fees: S. Gaulden reminded the Deans to review the Fall course fees.

Guidelines: S. Hangen requested the Deans review the guidelines for Stage 2 virtual and face-to-face teaching document. T. Redd and M. Bitz will also review it, in the hopes this can be included in an upcoming Provost's announcement. One common question that is answered in the document is about classroom capacities. Classes that have in-person meetings will be in rooms that have 25% room capacity. D. Couzens will provide room capacities. Faculty that are teaching a virtual class may not have any in-person meetings.

Melt mitigation: Two student town halls are scheduled for August 10 and 11.

Provost's Council: S. Gaulden reminded the Deans that the Provost's Council Qualtrics for the June voting items is still missing some responses.

Research: Research may take place on campus but cannot include non-Ramapo human subjects. Ramapo employees and students can participate. For shared lab spaces, faculty using the spaces should create a schedule that is shared with the Dean and the Provost.

Student health insurance: The Council discussed the Aetna student health insurance. Several suggestions were made; S. Gaulden will circle back with M. Tripodi.

SAT Optional: S. Gaulden noted that the data on SAT optional has been presented to FAEC and will be shared with FA in September. Deans may wish to share preliminary information at their Unit Council meetings. E. Saiff noted that admissions criteria is outside of Academic Affairs. S. Gaulden agreed that Admissions will make the decision, but the faculty input is valuable.