

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, September 17, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the September 3 meeting were approved.

B. Spring 2021 Planning

1. Student Survey

S. Gaulden shared that a student survey will be sent soon. This survey will have questions about the Fall semester, and about student preferences for the Spring semester.

2. Room Capacities

S. Gaulden shared that Facilities & Environmental Health & Safety have surveyed additional rooms for classroom capacities. D. Couzens added most of the spaces are in ASB and G wing. There are over 50 teaching spaces that have been surveyed. S. Gaulden added that teaching in-person classes in Spring 21 will look different from the traditional class: faculty will likely need to livestream their class, split the class into groups and rotate the groups among the meeting times, etc. There will also be cleaning in between classes. E. Petkus noted that on-campus classes and athletics are two ways to encourage students to live on campus.

E. Saiff said that TAS has the largest number of students taking in-person classes this semester. They are understanding of why the labs are operating, but they prefer the usual lab experience.

S. Gaulden added that for Spring 21, room capacities will play a major role. To fully utilize the larger rooms, the Deans may need to consider scheduling classes during off-peak times. She encouraged the Deans to consider if there are certain cohorts or programs that should have more in-person classes scheduled. She estimated that 200-250 classes will be on campus in Spring. Students can have the option to participate virtually or in-person.

3. Priority Courses

E. Petkus inquired if the Deans could receive an allocation of the number of sections that each school can have on campus. P. Campbell agreed. S. Gaulden will create a worksheet to allocate rooms and time slots to each schools; labs and studios will not be factored in since they have designated classrooms. A. Lorenz agreed with the approach. S. Hangen added that many students have shared they learn better and prefer in-person classes.

4. Staff Teaching Assignments

The Deans discussed the policy and feedback about staff teaching assignments.

5. Accessible Course Materials

S. Gaulden noted that several international students had issues obtaining their course materials. The Roukema Center arranged to purchase ebooks on a Pcard. There will be

more information in the next Provost's announcement.

L. Keller added that chapters and articles can be added to the Library course reserves. D. Couzens mentioned that OER and Open Access materials can be options as well. A. Lorenz suggested also scanning PDFs of materials to students.

C. Unmet international degree requirements for seniors

For students in the Class of 2021 who are completing degrees in programs that require an international experience, it could be useful to develop a guidance document for them on the various ways they can satisfy this requirement. Since there will be less opportunities for their participation in a mobility experience, the Roukema Center can with Conveners to help identify opportunities that meet the criteria students have to satisfy this degree requirement.

Some majors require an international experience. If students are on track to graduate this year and have not completed that requirement, they may need alternatives. S. Gaulden noted that the March Global Field Experience courses have not been cancelled. In Spring 20, two Global Field Experiences were converted to virtual experiences. Faculty could also approve course substitutions for these students.

Study abroad has been an option but never mandated as the only way to fill the international experience requirement, S. Hangen added. There are other options, such as internationally themed internships, etc.

D. COPLAC NEURSCA

All nominated students should complete the form and send it to astangl@ramapo.edu by October 9. A. Stangl will submit all applications for students.

The COPLAC NEURSCA submissions should be sent to A. Stangl. Each student who is nominated should have a faculty mentor; up to 10 students may be nominated. The presentations are prerecorded but there will be live components as well.

S. Gaulden shared that three students were nominated to attend Senator Menedez's debrief.

E. New Business

Asynchronous Delivery: If there is not any synchronous content in a virtual course, it should be changed to an online course in the Spring 21 schedule. If a student must complete 50% or more of their degree online, a MSCHE substantive change request will need to be submitted for each program. The Deans suggested reviewing the Online Courses policy and speaking with AFT regarding online courses.

Director of EOF and Student Success search: A faculty liaison position has been developed for the Center for Reading & Writing and will work with this position.

Dual Enrollment: J. Niclas will provide a list of current high school partners. As a reminder, the dual enrollment contracts note that Ramapo faculty will conduct site visits.

Fulbright Language Teaching Assistants: The FLTAs have delayed their arrival until January and will teach in the Spring semester only.

Legal Review Process: The process for reviewing contracts is changing slightly. S. Hanna will facilitate the review; an email message will be sent with more details.

No Show Reporting: Faculty will receive a Qualtrics surveys for each CRN to report no show students. This likely will not be a permanent solution, but it will make sure that no-show students

are dropped from classes and financial aid adjusted.

Student Health Insurance: S. Gauden shared the health insurance enrollment numbers. P. Campbell suggested that Deans and faculty can help remind students about the deadline. S. Hangen brought up a concern regarding international students.

Webex Challenges: There are known issues with the Webex integration in Canvas; ITS is troubleshooting. In addition, S. Gauden shared there will be additional guidance in the next Provost's announcement regarding FERPA and likeness issues.

Webex Room Kits: A training video will be created. Print instructions will be shared with faculty teaching in-person classes.

The Deans concluded the meeting with an extensive discussion about diversity and equity.