

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, September 3, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the August 20 meeting were approved.

B. Student Health Insurance

S. Gaulden provided an update on the student health insurance as related to graduate students. The Office of Student Accounts will receive questions of students who cannot opt out through the Aetna portal. C. O'Keefe will share a list of graduate students that have not taken any action with S. Gaulden, who will share it with the program directors. The deadline to opt out is September 18. The Registrar included this date in its deadlines.

C. Romano noted that it may take up to 72 hours for the opt-out to be reflected on a student's account.

C. Tech Requests

Student needs/requests for loaners should go through the ITS helpdesk.
Full-time & adjunct faculty requests for loaners should go through the Dean, then the ITS helpdesk.

S. Gaulden reminded the Deans about technology requests:
Faculty may work from their campus office, and fill out the Qualtrics survey to register their visit. If they need technology equipment, they should request it from the Deans, who will request it from ITS. E. Saiff inquired who enters the help desk ticket. D. Couzens clarified that the Dean or the unit secretary should submit the ticket, so ITS knows the request is supported by the Dean.

Students may request tech loaners by submitting a help desk ticket.

S. Gaulden added that Academic Affairs is in process of partnering with Laptop Upcycle. The MSW program is very supportive, and it may be a good opportunity for a faculty member to be involved.

The Remote Teaching & Learning Specialists met with S. Gaulden and noted they are being asked many technical questions. S. Gaulden emphasized these faculty members are meant to help their colleagues with pedagogical alternatives, and to connect them with resources like IDC and ITS.

The Remote Labs are up and running. ITS will distribute this information in a newsletter soon.

D. Enrollment Update

C. Romano directed the Deans to the enrollment update in the portal. He thanked the Deans for all their work and collaboration.

Undergraduate enrollment is at 97% of its enrollment target and FTE goal. The freshmen class numbers 1,018. The melt is in line with previous years.

There were some students who opted to defer to next year; this number is higher than usual. Admissions is encouraging students to start in the spring.

E. Saiff inquired if the deferments were concentrated in any particular program. C. Romano shared that Nursing had the most deferments, but cannot start in the spring. Otherwise, there is no significant impact on any one program. E. Saiff noted that Nursing deferments will affect the biology and chemistry courses in Fall 21. C. Romano noted that the College considers a student a freshman so long as they do not matriculate and earn 12 credits or less.

Graduate enrollment is at 108% of its headcount goal and 112% of its FTE goal. There are 625 students registered. Most programs exceeded their enrollment targets this Fall.

S. Gaulden inquired about the NJ Come Home Initiative. C. Romano responded that four students enrolled, all of whom were at the sophomore level or below. He added that the 3+1 PCCC @ Ramapo enrollment numbers are strong: 31 students were accepted, and 25 deposited. There is a relatively even distribution of students among programs.

S. Gaulden noted that the substantive change requests were submitted to MSCHE and CSWE for the 2+2 SWRK. If the change requests are approved, the agreement may launch in the Spring. There is substantial interest in the program.

C. Romano spoke about Admissions criteria and no longer requiring the SAT. S. Hangen shared that the HGS faculty were in full support. E. Saiff agreed. S. Gaulden added that the Honors Program is also considering the data. Athletics also agrees with the decision; the College and EOF Program are now working with the state and providing data.

This Fall, there will be no Open Houses; rather, Admissions will hold Virtual Academic Weeks. A. Dovi will reach out to the Deans.

C. Romano also praised the campus for being voted one of the 50 most beautiful campuses in America by Conde Nast, and for being ranked for #1 Residence Halls in NJ.

E. Timeline to Spring 2021

September: finalize schedule
October: Advisement Month
November: registration opens

S. Gaulden expressed that it is time to begin planning for Spring 2021 classes.

P. Campbell stated it was necessary to know the capacities, including room capacities, tech capacities, etc. first.

S. Gaulden requested the Deans review the Spring 21 class schedule and prioritize the classes that should be on campus. Another class delivery census will be conducted, however, it will be delivered to the specific faculty assigned to the priority classes. She also mentioned that a student survey will be conducted.

E. Saiff expressed that the labs will be a priority for TAS. First, information should be collected from the faculty on how the Fall delivery is working. There needs to be data for decision-making. S. Gaulden agreed and noted that this information should be collected as soon as possible.

E. Petkus agreed with these statements. He inquired if there are parameters for converting courses to fully online. S. Gaulden responded that new MSCHE substantive change guidelines may influence the ability to convert large numbers of courses to online. She added that Ramapo does not intend to become an online institution. E. Petkus followed up and asked if the course capacity for online courses can be altered from 25. S. Gaulden noted there is a discussion with the AFT.

S. Gaulden and D. Couzens will work with Facilities, Environmental Health & Safety, and ITS to determine capacities. In the meantime, Deans should start prioritizing courses.

C. Romano added that the Deans might consider other things beyond pedagogy for their prioritization: for instance, are there certain cohorts of students (ex: first years, seniors, etc.) that would benefit from taking more classes on campus? S. Gaulden suggested thinking of 1) which classes cannot be virtual and 2) which cohorts of students should more fully return to campus.

S. Hangen shared that the HGS Unit Council debriefed about summer classes. Based on the positive response, Fall appears to be in good shape. She added that many faculty seem eager to come back to campus. She advised that it will be helpful to know the maximum number of learning experiences can be offered at one time.

S. Gaulden congratulated and thanked the Deans for all the work they did to prepare the Fall.

F. Reminder: Acting Deans

When Deans are out of the office, an Acting Dean should be designated and the Office of the Provost informed.

When Deans are out of the office, they should appoint an Acting Dean and inform the Provost, S. Gaulden noted.

S. Hangen asked if a Dean colleague can be an Acting Dean. The Deans agreed they are happy to do this.

A. Lorenz inquired about managerial furloughs. S. Gaulden asked the Deans to send the dates they will furlough, and advised that not all Deans should take the same day.

P. Campbell inquired about taking more than one furlough day at a time. C. Romano advised him to speak with HR.

G. Reminder: Emeritus nominations are due October 15 to the Provost, via Employee Relations.

S. Gaulden reminded the Deans that Emeritus nominations are due October 15. She has also spoken with the President regarding promotions and sabbaticals for AY21-22. E. Saiff noted that a message from the President is usually sent regarding the number of promotions.

P. Campbell expressed concern over the promotion binders. A. Lorenz echoed the concern.

H. Reference Only: Forms for Reservations and Contact Tracing

There is some confusion about registered campus visits.

S. Gaulden explained:

1. Everyone must self-screen for symptoms before coming to campus.
2. If an employee is on a Team, there is no need to register the time on campus.

3. If an employee comes to campus on a day they are not usually assigned as part of their team, they should complete the Academic Affairs Qualtrics registration.
4. Faculty are not assigned to a Team. If they are teaching an in-person class, they do not need to register their visit as it is recorded in the schedule.
If they want to come to campus to teach virtually or pick up materials, they should complete the Academic Affairs Qualtrics registration. If an adjunct reserves an office space or computer lab, they do not need to complete the Academic Affairs Qualtrics; their visit will be captured in 25Live.
5. The Qualtrics registration can include multiple dates.
6. If a non-Ramapo employee, such as an invited speaker or artist, needs to come to campus, they should register their visit using the HR form,
7. All Offices must keep a visitor log.

P. Campbell inquired if Team schedules can be adjusted. S. Gauden confirmed they could.

1. Staff/Faculty Visit Registration:

https://ramapo.az1.qualtrics.com/jfe/form/SV_bNT74z3RH8WBdJz

2. Essential Visitor Registration Form:

<https://www.ramapo.edu/hr/ramapo-college-visitor-registration-form/>

I. New Business

Class Meeting Expectations: S. Gauden stressed that faculty should contact their students with expectations for the first class meeting - whether it is on Webex, logging into Canvas, etc.

EOF Program Update: C. Romano shared news of B. Harmon-Francis' new opportunity. By state requirements, interim directors are not possible in the long-term; J. Connell is serving in this capacity until a new director is found. A search committee has been formed for a new Director of Academic Success and EOF, which would also oversee the Center for Reading and Writing. S. Hangen expressed faculty concerns. C. Romano responded; a discussion ensued.

Event Requests: Requests for Academic Affairs in-person events must be submitted to the Provost at least two weeks in advance.

Student COVID Training: As of now, there are 31 students who are enrolled in in-person classes and did not complete the mandatory COVID training. The Provost's Office is conducting follow-up.

Student Receptions: S. Gauden shared thoughts on the undeclared student reception. The Council discussed.

Transportation: E. Saiff inquired if the Coach USA bus will run. C. Romano confirmed; the schedules for Coach and Roadrunner Express are online.

The meeting concluded with the Council offering support and praise for the Provost and their colleagues.