

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, October 1, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the September 18 meeting were approved.

B. Class of 2020 Commencement Ceremonies

S. Scheeler joined the meeting.

S. Scheeler provided information about the five commencement ceremonies. Graduates will be able to attend with two guests. The Deans can be provided with a list of their graduates for each ceremony. The ceremonies are subject to outdoor gathering guidelines; the ceremonies can accommodate two representative from each school (Dean and one faculty member, or two faculty members). The Deans were asked to provide this information to S. Scheeler after the meeting. Regalia or Ramapo gear can be worn.

S. Scheeler added that the ceremonies will be livestreamed.

C. Spring 21 Planning

1. Student Status Check Survey

S. Gaulden shared the preliminary results of the student status check survey. C. Romano inquired why there were so few results from first year and transfer students. D. Couzens will look back at the lists and reach out to ITS.

The Deans discussed the preliminary results. E. Petkus inquired about using results to inform the Spring schedule. S. Gaulden noted that she will share breakdowns by student cohort. E. Saiff added that many students hope to have in-person labs next semester.

C. Romano noted that CARES applications are due on October 15. All qualifying students have received an email notification.

2. Faculty Course Delivery Survey

The Deans discussed the faculty course delivery survey, including the deadline, how to prioritize on-campus classes based on the information received, and the workflow. S. Gaulden reminded the Deans that faculty who receive reassign time in the Spring cannot teach overload.

3. Room Grid

E. Petkus inquired about the Webex room kits. S. Gaulden confirmed that once all the classes are scheduled, the room kits will be allocated to the classrooms that need them. ITS is creating an instructional video for the room kits.

S. Gaulden clarified that the top priority is to determine the delivery method for each course. P. Campbell expressed that rooming classes is also very important. D. Couzens confirmed

that room information has been cleared from Banner to enter the delivery modes, and the Registrar can provide the most recent schedule report before rooms were cleared. E. Saiff shared a concern about workflow.

S. Gaulden noted that the survey results are being shared, and the Deans will make managerial decisions about the courses. All courses that are unassigned will remain as TBA, unless it absolutely must be taught in-person.

P. Campbell inquired if course modifications can still be submitted after October 12. S. Gaulden confirmed yes.

S. Gaulden noted that the room grid shows how many sections occur during each time block. There are certain time blocks that are more heavily scheduled. P. Campbell added that is a result of student demand and faculty schedules. S. Gaulden agreed but noticed that many general education courses run at the same time, essentially internally competing with one another for enrollment. She also reminded the Deans that the room grid is informational for now.

S. Hangen inquired about new faculty and the course delivery mode survey. D. Couzens noted that new faculty would receive it and reminders will be sent.

4. Classroom Spaces

Ex: Language Lab, other unique spaces to survey

S. Gaulden noted that she is in regular contact and will be meeting with Environmental Health & Safety, Facilities, and ITS soon. If there are any additional classroom spaces that need to be surveyed for socially-distanced capacities, please let her know. P. Campbell commented and requested a space.

D. General Education Course Substitutions

S. Gaulden reminded the Deans that the Vice Provost approves course substitutions for general education categories. Deans may recommend a course for a general education substitution but are asked to refer it to the Vice Provost. S. Gaulden typically requests review from the GECCo chair and M. Unger. Writing Intensive course exceptions also normally go through the WAC chair. Faculty should not inform students that courses are approved prematurely.

P. Campbell inquired if those requests should go to the advisors. S. Gaulden noted that sometimes the requests come the Registrar, and sometimes from CSS; that does not make much difference.

E. Webex Room Kits for Virtual Delivery

S. Gaulden updated the deans on the room kits. D. Couzens explained how faculty teaching fully virtual courses will be able to book them once details are finalized. In-person classes receive priority usage.

F. Social Issues Courses

S. Gaulden summarized her meeting with the SGA President regarding courses that cover social issues. The Deans discussed an approach to publicizing the many social issues courses that are already offered on a regular basis. S. Hangen and A. Lorenz contributed thoughts to this student concern.

S. Hangen will take the lead with the other Deans to compile a list of courses offered, and define social issues more broadly for students. S. Gaulden suggested that social media can help

promote it.

P. Campbell provided an update on the BLM colloquium attendance.

G. Reminder: COPLAC NEURSA Submissions

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.

Up to ten students may participate in the COPLAC NEURSA conference.

H. New Business

Bischoff Award: Two faculty members will share the award this year. A small in-person event will be held on campus on October 28 at 3pm; it will be livestreamed using a Webex room kit. More information will be shared in an upcoming Provost's announcement.

Course evaluations: A concern was brought up that the questions on the survey do not match the current learning environment. Online and virtual courses may do online evaluations. Classes that have in-person meetings can opt into paper evaluations.

Faculty lines: E. Saiff inquired about the status for new faculty lines. S. Gaulden confirmed two searches are taking place this year.

Faculty Stipend Positions: S. Gaulden shared the positions that are accepting applications. Faculty will be invited to apply in the next Provost's announcement.

Final Exams: Faculty teaching in-person or hybrid classes this semester will need to provide information about their final exam if they wish to administer it in-person so Facilities and Environmental Health & Safety can set up the room.

Graduation Applications: The Deans expressed concern about the graduation applications workflow. S. Gaulden will bring it to the Registrar's attention.

New Program Proposals: The Deans recapped which new program proposals are in the pipeline. S. Gaulden reminded the Deans of bill S2660, which would modify the new program review process.

Online Programs: MSCHE requires a substantive change request for any programs that require students to take 50% or more of the program online. Change requests are due November 11. S. Gaulden will write a template that can be used for the handful of programs that need to submit.

Student No Shows: 108 students were reported as no shows in 143 course sections. Ultimately, only 43 students were withdrawn after not responding to follow-up.