

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, October 15, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the October 1 meeting were approved.

B. Spring 21 Schedule

S. Gaulden thanked everyone for their help in preparing and publishing the Spring 21 schedule. All changes to the schedule should be sent to the Registrar via course mod forms.

P. Campbell requested that the narrative language is standardized. There seems to be a large range of expectations for a virtual course - some may meet only a handful of times synchronously, others may meet every class time. S. Hangen shared the concern that students may not understand that there will be additional asynchronous work assigned beyond the synchronous dates listed in the schedule. A. Lorenz added that the Class Schedule looks different from Web Self-Service, as there is no Notes field, and that may cause confusion.

S. Gaulden acknowledged there is room for improvement. The responses to the Spring semester census were better and more defined. S. Gaulden reminded the Deans about the visual instructions posted on the Registrar's website.

P. Campbell expressed hope that the designations will be standardized and volunteered to be part of that process. S. Hangen added the Provost's Council subcommittee is also looking at this.

1. Course Fee Adjustments

S. Gaulden shared that Spring 21 course fees will be reviewed soon, now that most classes have a confirmed delivery mode. D. Couzens will send a document for the Deans' review; feedback from the Fall process is welcomed. S. Gaulden also added that she has spoken to the CIO regarding VPN issues that seem to be happening for CA students.

C. Romano noted that information about Spring will be presented in the two Communications meetings on October 28 and in a student Town Hall on November 5.

2. Rooming Classes in General Classrooms

The Registrar will begin rooming classes in general classrooms soon. E. Petkus inquired which rooms will receive a Webex Room Kit. S. Gaulden confirmed that classes will be roomed so that all faculty who will use a Webex Room Kit will have access.

C. Faculty Participation in Assessment

S. Carberry to join at 9:30am.

S. Carberry shared that during last year's fall assessment of the General Education (GE) program, it appeared that several categories had challenges collecting data and assessments from courses. In addition, there was noncompliance with GE assessment requests. For these

reasons, assessment was postponed to the Spring 20 semester and further postponed to the Fall.

The Deans and S. Carberry discussed strategies to encourage faculty participation in GE assessment. When faculty submit courses to be included in the GE, they sign an agreement that they will participate in GE assessment. The Deans noted they should be cc'd if no response is received. S. Hangen shared her perspective if faculty do not participate in GE assessment.

S. Hangen suggested reinstating the faculty-to-faculty syllabus and assignment review. S. Carberry noted that GECCo will host an assignment workshop. GECCo used to conduct syllabus audits as indirect assessment; that was changed. Additionally, S. Carberry noted there is no established mechanism to removing courses from the GE.

D. Course Syllabus Audit/Review

S. Gaulden confirmed that syllabus review can be used as an indirect assessment measure. The audit will examine assignments and learning outcomes. E. Petkus shared that ASB courses use a matrix. S. Carberry added the matrix should be in all syllabi. S. Hangen noted that the syllabus audit ensures that the course can be assessed.

S. Gaulden proposed: the first step should be conducting syllabus audits and then encouraging faculty participation. Syllabi can be collected from the unit secretaries. S. Carberry will write an email to include the procedure and protocol for assignments that will meet the outcome and objectives.

E. Faculty Positions

1. NYU Faculty Resource Network

D. Yuster is the new faculty liaison.

Faculty will be encouraged to take advantage of the FRN's offerings - there are many great resources that can be accessed.

2. Director of Fellowships, Scholarships, and Graduate Advisement applications

S. Gaulden provided an update on the applications for the Director of Fellowships, Scholarships, and Graduate Advisement position. The individual would begin the work in Summer 2021.

F. MSCHE Substantive Change Requests

S. Gaulden has spoken with the College's MSCHE liaison. If programs are already designed to offer 50% or more of its courses online, there is no need to submit a substantive change request. However, if a program is currently offered in-person and decides to offer 50% or more online, then a substantive change request would need to be submitted.

E. Petkus request clarification: if a program can be taken 50% or more online but there are in-person options for those online courses, no change request is needed. S. Gaulden confirmed.

G. Provost's Office Workflow

S. Gaulden reviewed the Provost's Office workflow as there had been some confusion.

E. Saiff inquired about special payment forms. P. Campbell responded that for all faculty special payments, ER must write a letter for the Provost to sign.

S. Gaulden will be speaking to the Registrar about the graduation application process.

The Deans discussed issues with the electronic signatures.

H. Unconscious Bias Exercise

The Council participated in an unconscious bias exercise. They shared their thoughts about the exercise.

I. New Business

CASP: There have been inquiries about reinstating the CASP process. The Deans weighed in.

Cherry Award: S. Gaulden forwarded an email for the Cherry Award program at Baylor University. The award is open for 2022 applicants.

Conversations on Race: A. Lorenz reminded the Council that the next installation of Conversations on Race will take place on October 22.

Post-Thanksgiving break classes: The Restart plan noted that classes after Thanksgiving break could transition to remote learning if conditions warranted. D. Couzens will run a report on in-person classes after Thanksgiving break; S. Gaulden will send the Deans language about post-Thanksgiving break classes.

Self-Isolation: The Deans reviewed the protocol for students' self-isolation. It was suggested that a reminder is sent to faculty if one of their students is self-isolating.

SGA: S. Gaulden shared a recap of her meeting with SGA leadership.

Virtual classes: G. Mayer-Costa has confirmed that faculty who are using a room with a Webex Room Kit to conduct a fully virtual class do not need to wear a mask while teaching, as they are the only person in the space.