

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, November 19, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the November 5 meeting were approved.

B. HR Matters

1. Search Procedures

N. Morgan Agard and R. Jans joined the meeting.

N. Morgan Agard recapped previous conversations regarding faculty candidate teaching demonstrations. R. Jans shared that he conducted research on faculty search processes and proposed that a checklist/rubric is developed. He offered to draft a version that can be edited by the Deans; the Deans agreed and noted that such a form can be included in the search committee evidence. R. Jans will circulate a draft soon.

S. Gaulden inquired if candidate demonstrations can be recorded and then shared with faculty want to watch it and complete the rubric. S. Hangen noted that during the HGS search last year, on-campus presentations were recorded because search committee members could not make it, but were not widely shared. N. Morgan Agard confirmed that recording is permitted with the candidate's permission.

A. Lorenz inquired if Deans should attend faculty candidates' demonstrations. It seems to vary across units. P. Campbell responded that as long as Dean attendance is consistent within the unit (either attend all the demonstrations, or none), that will maintain equity within the unit.

N. Morgan Agard added that faculty have suggested using affirmative action/implicit bias training in internal faculty procedures such as promotion and tenure, and not limiting this training to searches. S. Gaulden agreed it should be incorporated in a way that accommodates the changing membership of unit personnel committees. N. Morgan Agard confirmed it is possible to develop an implicit bias online training, and that this change would need to be incorporated into a revised faculty handbook. E. Saiff recommended such training become part of all faculty personnel processes, including FDF and sabbatical.

EDIC is also working to establish a list of faculty and staff willing to serve on search committees.

2. Flexible Work Arrangements

Following a conversation with Counsel, S. Gaulden confirmed that certain job descriptions can be updated to build in flexible hours to allow for teaching during non-work hours. The Provost must review all updates to ensure consistency across schools. The Deans should inform the Provost of any individuals who may need this update. Each semester, HR must be informed of the work hours. P. Campbell commented there should not be very many people

who require the update.

C. Romano inquired if an individual outside of Academic Affairs requests a flexible work arrangement to teach during the day, should the VP assume that the class day and time cannot be changed? S. Gaulden responded that class days and times can be changed, and noted that staff who teach can request this to their off-work hours.

3. **AFT Furlough Day - November 27**

S. Gaulden reminded the Deans that November 27 is a furlough day for AFT. A question arose: who will enter the furlough time into the faculty members' timesheets? S. Gaulden will connect with HR and revert back.

C. On-Campus Staffing Schedules: November 30 through January 4

The Deans discussed the on-campus services from November 30 through January 4. On-campus academic services will be reduced but not eliminated. Deans and Managers reduce their on-campus staffing.

E. Petkus shared his staffing plan with the Deans for reference. S. Gaulden confirmed the Arch/Roadrunner schedule may still be followed as needed, but can also be suspended on an office-by-office basis based on operational need.

S. Hangen asked if staff will return to the schedule on January 4, or if the reduced on-campus services can be extended until the week before classes. S. Gaulden responded that January 4 is the scheduled return date; if conditions warrant, the plan will be revisited.

D. Faculty teaching classes from November 30 through December 22

S. Gaulden confirmed that all classes scheduled to meet in-person from November 30 through December 22 must transition to remote delivery. Faculty must inform their students of the change and make plans for their finals.

E. Syllabus Audit

TABLED

F. Cross-listing courses: managing enrollment from both programs

TABLED

G. Online Courses

1. **Class capacities**

Spring 2021 classes that are being delivered online have class capacities of 25 unless they meet other guidelines outlined in policy 300-Z.

The online course policy limits enrollment to 25 students, unless there are other limiting reasons such as Writing Intensive, capstone, etc. The Provost's Council is reviewing the policy.

There are a handful of Spring 21 courses that did not reduce their capacities to 25 when the modality changed; the Deans will submit course mods to the Registrar to adjust them in Banner.

There are also some classes that have capacities under 25 without any other limiting reasons.

2. **Faculty with fully-online workloads**

There are a few faculty who are teaching fully-online workloads. The AFT has confirmed that there is nothing in the contract that prohibits this. S. Gaulden hopes to continue the discussion with the Deans and the union.

H. Final Grades

Grades are due on December 28 at 9am.

I. New Business

Academic Records: The Deans had expressed concern that unit secretaries were being asked to work with academic records. S. Gaulden brought the concern to HR, who is working on it.

Administration & Finance: E. Petkus suggested inviting K. Loewigkeit to Deans Council as many topics related to the Administration & Finance division.

Contracts: The process for adjunct contracts was discussed. There were ideas for more efficiency with these contracts and many other documents. S. Gaulden and C. Romano will bring the topic of efficiency to Cabinet.

Fall 21: ITS and the Registrar are working to make the schedule process more efficient and less manual. P. Campbell noted the schedule information should go through the convening group level and Dean. S. Gaulden agreed, and added it is important that everyone uses the same terminology when speaking about modes. The schedule will be viewable by mid-March. Registration will open on April 19.

ITS Support: The Deans shared concerns over ITS support. D. Couzens will bring to S. Gaulden's attention again.

Performance Evaluations: Manager scorecards are due 11/30. A discussion ensued about performance evaluations. S. Gaulden will share thoughts with the Cabinet.

Race Relations/Diversity & Inclusion courses: S. Hangen provided an update on the race relations, diversity & inclusion, and social justice courses marketing.

Self-Screening Documentation: D. Couzens clarified that if staff/faculty have one-off visits, they can continue to use the Fall 2020 Campus Visit Registry that includes the self-screening documentation required by EO192. Responses to the daily reminder and the Campus Visit Registry are not shared with anyone and would only be produced if required.

Summer 21: The schedule will be viewable by February 1. Registration will open on March 1.