

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, November 5, 2020, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the October 15 meeting were approved.

B. Flexible Work Arrangements

S. Gaulden shared information from M. Tripodi. A discussion ensued. S. Gaulden will speak with M. Tripodi and V. Galdieri about revising certain job descriptions that will provide flexibility in work hours, allowing staff to teach when the Deans' determine it is necessary, and maintain alignment with state ethics rules. C. Romano will share an existing example from EMSA.

C. Technology Update

J. Connell, E. Montgomery, and T. Bender to join at 9:30am.

J. Connell provided a brief overview:

1. Connect has been in use since 2013. The platform functions for case management.
2. Archway is new this year and replaces OrgSync with additional functionality.

1. Connect

T. Bender provided an in-depth refresher on Connect. Connect has been shaped by faculty-led decisions. The advisory board has a representative from each school.

The following features were reviewed:

1. Student screen
2. Email function
3. Meetings/Notes - Deans will see the history of meetings, however, will not see OSS meetings for privacy purposes.
4. Progress reports

S. Gaulden inquired if T. Bender would be willing to also go to Unit Council meetings and provide a refresher on Connect. J. Connell shared they are willing to do so, and requested the Deans reach out if interested to schedule. T. Bender also shared the Connect resource page: ramapo.edu/connect.

S. Gaulden noted that it would be helpful to see advisement notes. Occasionally there are claims of misadvisement for course substitutions, but there is no way to verify these claims. J. Connell responded that CSS advisement notes are not viewable to the Deans; that could be discussed.

E. Saiff asked about a one-sheet. T. Bender will send an email with links to resources and more information that can be shared with faculty.

2. Archway

E. Montgomery provided an in-depth overview of Archway (archway.ramapo.edu). Archway is designed to be a "one-stop shop."

The following features were demonstrated:

1. Faculty & Staff Resources - only viewable to faculty and staff.
2. Calendar
3. Feed
4. Directory
5. Groups - there are 259 groups in the system. Mass emails can be sent using the Group function. In Archway, Deans can create a designed email/newsletter with photos, links, and other design features. This is different from Connect, which appears as a regular email.

C. Romano shared that over 1,700 people have downloaded the app. J. Connell added that Archway and Connect are both reviewed during Orientation.

S. Hangen expressed interest on promoting specific courses, such as classes that explore the Black experience, African American culture and art, and social justice. She and E. Montgomery will connect.

S. Gaulden inquired if Archway has an advisory board. J. Connell responded there is not but he will speak with E. Montgomery about it.

One long-term goal is to integrate Archway into Canvas, 25Live, and Connect. Another is to enable push notifications.

D. EO 192's COVID-19 Screening Requirement

<https://nj.gov/infobank/eo/056murphy/pdf/EO-192.pdf>

S. Gaulden provided information on Executive Order 192 and the required documentation of COVID-19 self-screenings for each employee before they report to work. Managers will be responsible for developing a system for their staff and faculty. The Deans weighed the pros and cons of a number of options. C. Romano added that Archway may be an option in the future but not yet. S. Gaulden will provide more information and expectations for Academic Affairs after the meeting.

E. Faculty Matters

1. Adjunct Needs

S. Gaulden spoke with V. Galdieri about advertising specific disciplines with adjunct needs on the HR website. She requested the Deans provide her their list of disciplines that need a strong adjunct pool.

A. Lorenz inquired if the current applicants in Hiretouch can be sorted by discipline. S. Hangen agreed that would be helpful. S. Gaulden will inquire.

2. Coaching & Guidance for Faculty (Personnel Processes, Stipend & Reassign Time Positions, etc.)

S. Gaulden and the Deans discussed guidance for faculty in their reappointment years before tenure. E. Saiff and E. Petkus shared A. Lorenz shared that SSHS has a mentoring program across disciplines. ASB and CA also have school-mentorship programs. S. Hangen noted there was an all-College mentoring program. She has spoken with T. Redd and will continue the conversation.

The Deans complimented S. Gaulden on her thoughtful letters.

3. Director of Fellowships, Scholarships, and Graduate Advisement

D. Chen has been appointed to begin July 1, 2021.

F. Fall 2020 Student Status Check Survey Executive Summary

S. Gaulden shared the executive summary of the survey with the Deans.

G. Fall 2021 Information

The Council discussed the schedule process for Fall 2021. P. Campbell expressed the need to standardize the expectations for the number or percentage of synchronous/in-person meetings. S. Gaulden agreed.

S. Gaulden shared that in the future, virtual courses could be offered in the Winter term. Traditionally, most Winter courses have been online.

H. New Business

Audit Adjustments: Concerns were raised over a new process proposed by the Registrar. S. Gaulden will discuss with the Registrar and V. Galdieri.

Class observations: The Provost, HR, and AFT are working to develop an MOA for conducting class observations via recorded Webex meetings. More information will be shared once the MOA is in place.

COPLAC Conference: Eight Ramapo students are scheduled to present. Deans can register to watch the Zoom sessions.

Faculty furloughs: There were questions about the Deans' role in faculty furloughs. Typically, unit secretaries enter in sick time for faculty. S. Gaulden will discuss expectations and communications with V. Galdieri.

Holiday Silent Auction: S. Gaulden shared IA's request for auction baskets as part of the holiday silent auction, which will support student scholarships.

Shared COPLAC courses: The logistics for the shared COPLAC courses are being worked out with Financial Aid and the Registrar. Each semester, Ramapo will provide its offerings that external students can register for as visiting students. As this pilot rolls out, this should be used cautiously. Deans and faculty will need to monitor class enrollments for external students.