

MINUTES

Ramapo College Board of Trustees

Deans' Council

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

Webex

A. Approval of Minutes

The minutes from the November 17 meeting were approved.

B. Academic Integrity Policy & Sanctions

S. Gaulden shared that many academic integrity violations are being reported. Sometimes there is confusion about the policy. Faculty should report all cases, whether adjudicated by the faculty member or requested to be adjudicated by the Vice Provost, through the form to the Office of the Provost.

In addition, there is a big variety of sanctions assigned when faculty adjudicate the case. It can range from resubmission of the assignment to 20 points off the assignment. It may be worth discussing at the convening group level, though there will not be any formalization of sanction levels. E. Saiff also suggested bringing to FAEC. A. Lorenz agreed about fostering a faculty discussion. S. Hangen agreed, and shared that the CRWT courses are of particular concern, as they are heavily adjunct-taught. Adjuncts may be less familiar with the policy and sanctions. Perhaps there can be more consistency in CRWT and FYS.

E. Petkus noted that on occasion, there is a lack of clarity and knowledge about what appropriate sanctions are. S. Gaulden added that if faculty believe a sanction will be very severe (such as suspension, failing the course) when reported and reviewed by the Academic Integrity Board, they may be less likely to report a violation. However, it's often better to see a first offense as a learning experience. Faculty can assign students to attend the "Avoiding Plagiarism" workshop at the Center for Reading and Writing. Reporting the violation allows the Vice Provost to see if there are repeat offenses, and also in the event it must be reported out to a third party (such as graduate schools, etc.)

C. Reminder: School Remote Teaching & Learning Specialists can help advise on remote final assessments.

S. Gaulden reminded the Deans that if faculty are teaching an online course, there is no day or time for the final exam.

If faculty do not want to give a final exam and prefer to give another kind of assessment, they can speak with the Remote Teaching and Learning Specialist.

E. Saiff added that students should not take more than two exams a day per the policy.

D. Syllabus Audit

S. Gaulden shared there are many questions about what content should be on the syllabus. P. Campbell noted that if the syllabus audit is used for assessment, it should include program learning outcomes and well as the grid that lines up assignments with outcomes. The Deans discussed the best individuals to conduct the audits going forward. S. Gaulden suggested that the CWAAC representatives and GE category directors could coordinate. Unit secretaries will

still collect the syllabi.

L. Keller noted that GECCo used to use a syllabus audit as a second measure of assessment, until it was not an accurate second measure. D. Couzens said that ARC is now looking to ensure program level outcomes are included in syllabi but are not doing any assessment of those outcomes.

S. Hangen suggested that skeleton syllabi could be requested in June, and a calendar could be created.

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

If Program Directors wish to cross-list courses, they can utilize the feature that allows seat limits to be set for each subject code. For examples.

F. 3+1 and 2+2 PCCC Updates

An update was provided on the status of the 3+1 and 2+2 agreements with PCCC.

S. Gaulden provided information on the Title V grant PCCC received, of which Ramapo is the subaward. At a later date, there will be a call to faculty who want to participate in a summer workshop on best practices. Faculty will be compensated to participate. It was clarified that the only full-time faculty who are assigned to courses at PCCC are those with information in their job description, or if they are hired by PCCC for the third year courses. Additionally, Ramapo adjuncts could apply to teach at PCCC as well. E. Saiff noted that may solve the issue with the Biology agreement.

C. Romano shared that overall, the College should be careful about how many 3+1 agreements are pursued. E. Saiff added the challenges in course mapping that the Biology program would experience.

C. Romano noted that the 4-year plans are the ideal maps, but not all students will follow it exactly.

G. New Business

COVID Testing: S. Gaulden noted that the College has issued an RFP for testing services. A discussion ensued. Faculty are notified if a student in their class is in self-quarantine, and when their quarantine period is complete. No additional information can be provided.

Enrollment Updates: C. Romano provided information about Spring 2021 registration. Overall, the College is about 10% (400 students) behind in course enrollments. There are two main reasons: students are required to provide immunization paperwork before they are able to register. For many first-year students, they have been learning virtually and plan to continue learning virtually, but still must submit the paperwork. Many other institutions are experiencing the same challenge. The second reason is there is an unusual number of juniors who have not registered. C. Romano asked if the Deans could email their students and encourage them to register and reach out for assistance if needed. E. Petkus added that he sent a message to all non-registered ASB students the other day; he will forward it to the other Deans for reference. C. Romano noted that transcript requests are lower than last year, though.

Nationally, admissions are down. 60% of high school seniors have not started an application to college. On average in NJ, institutions are 41% down. Ramapo is 18% down. C. Romano will send the Deans an admissions report after the next deadline, 12/15. On a positive note, early decision numbers were up for a total of 96 students across all five schools compared to 109 last year. S. Gaulden inquired if Admissions can offer winter campus tours. C. Romano shared it is

being discussed and they will pilot a handful of tours to see the response and interest.

There are over 600 applications for Residence Life. There is no decision from NJAC on winter sports; student-athletes typically drive a large percentage of housing. The College is proceeding cautiously and there is no training or conditioning scheduled at this time.

Faculty Candidate presentation rubric draft: S. Gaulden reviewed the draft created by R. Jans. Final edits will be made and shared with R. Jans. The document will become part of the Hiretouch packet. The Deans felt it should be a hard copy only and shared with the search committee only. C. Romano added that regardless, the documents are discoverable.

Faculty Furloughs: There were questions about whether faculty on sabbatical must furlough. S. Gaulden will request clarification from V. Galdieri.

HR: There was a general conversation about HR procedures.

Student Issues: There has been a general request from FAEC to the Deans regarding student issues. The protocol for student academic concerns is to first seek resolution with the faculty member. If the instructor is an adjunct, the convener may be involved. If there is no resolution, the concern is elevated to the Dean, and finally the Provost only if necessary.