

MINUTES

Ramapo College Board of Trustees

Deans' Council

Deans' Council

Thursday, February 4, 2021, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the January 21 meeting were approved.

B. Thomases' Award Nominations

Please submit nominations to Clare Naporano by February 10.

A reminder was shared. E. Saiff noted he had a nomination.

C. COPLAC Awards

The description and criteria for the David Prior Award for Students may be shared with all faculty for student nominations. S. Gaulden noted that S. Hangen is currently participating in the COPLAC Leadership Circle, and that there are many other COPLAC resources that Ramapo can use, including affinity groups, discussion threads, and faculty support.

D. Summer 2021: Topics Courses

S. Gaulden recapped the purpose of the two-credit Topics courses for Summer 2021. The courses will be tailored to new first-year students. S. Gaulden requested the Deans check with the faculty if they are interested in delivering their course, and if not, to identify another faculty member and a topic. There will be a limit of six Topics courses for this purpose.

P. Campbell noted that all classes may wish to be delivered as virtual synchronous so that students are able to attend if they live far away, and to introduce them to virtual learning at Ramapo. S. Gaulden noted that the courses could run as hybrids, and use a Webex Room Kit for the virtual students. If the classes are held on campus and students can travel to participate in person, they may feel more connected to Ramapo.

1. Promotion and Communications

S. Gaulden noted that the sooner the information about the courses is gathered and included in the schedule, the sooner it may be promoted to students. This will provide more time for the courses to be promoted at Admitted Students Day and included in the Virtual Orientation.

E. GE Scheduling

S. Gaulden met with S. Frees, A. Beecher, and M. Unger regarding the scheduling of GE courses. Many GE courses in the same category are often scheduled at the same time, essentially competing with each other for enrollment. The Data Science students will be taking on this project in the summer to create a visual display of the demand and the categories, in order to inform future scheduling.

F. FY22 Capital Requests

Requests are due February 26.

B. Walkley and S. Gaulden are co-chairing SRAB. Only capital requests will be considered, and only those are extremely urgent. All requests will be reviewed by SRAB first; SRAB will make the recommendations to Cabinet, who will make the final decision about which projects to fund.

S. Hangen inquired if the full SRAB committee will review the requests, or if only the subcommittee will review. S. Gaulden noted that the subcommittee will review to direct any requests that need to go to Cabinet directly. There likely will not be a need for the larger committee to meet, but the subcommittee will send a communication.

S. Gaulden shared that SRAB reviewed all FY21 Capital requests and made a recommendation to Cabinet, but due to the pandemic, the College did not move forward any projects.

E. Saiff inquired if FY21 requests need to be resubmitted, and shared the TAS request. She recommended resubmitting the request with updated cost estimates.

P. Campbell shared the Galleries FY21 request and reiterated its urgency. S. Gaulden recommended resubmitting the request for FY22.

Requests should be submitted in Adaptive. Requests that are not approved will be notified.

G. New Business

Course assignments: S. Gaulden noted there appear to be some issues with course assignments. Managers and professional staff may only teach one course per semester, and it must take place after work hours unless a modification is made to their job description. She noted that grant-funded positions need a closer look. In addition, faculty who are receiving reassign time may not teach overload in the same semester. Finally, as a reminder, adjunct faculty may not teach Independent Studies without also being assigned to a regular course. There have been questions about the parameters for faculty teaching a fully-online (completely asynchronous) course load.

Course Registry (app): Feedback has generally been positive. There appear to be different deadlines for submitting information across the schools. In the past, there has been a consistent deadline from the Registrar.

Fall 2021 Schedule: C. Romano inquired about the schedule, and asked if a timeline can be shared (e.g., when the schedule is published, when registration opens, when first-year students register, when the housing deadlines are). P. Campbell shared that CA is working to have as many sections delivered as hybrids and in-person. S. Gaulden shared her hope to have 500-600 courses on campus as in-person or hybrids. E. Petkus expressed the need to look at the schedule strategically and offer multi-section courses in multiple modes. S. Hangen and S. Gaulden agreed that conveners should look across the programs. A discussion ensued about managerial prerogative.

Printer Contracts: P. Campbell inquired if HR could provide guidance about protecting confidentiality and using the desktop printers vs. the Konica printers.

SPOL: S. Hangen inquired about SPOL's usage. S. Gaulden and the Deans discussed.