

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, January 21, 2021, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the January 7 meeting were approved.

B. Academic Program Email Addresses

John Yao joined the meeting.

The Academic Advisement Council (AAC) brainstormed an idea to create a unique email address for every major, and possibly minor, at the College. The email address would route to the convener for students interested in changing or adding that major, for specific questions about the program, and other student inquiries. S. Gaulden and C. Romano agreed it made sense. J. Yao noted that it is easy to forward the emails to the appropriate person, if a convener is on sabbatical or changes. P. Campbell agreed with the idea but noted that Admissions should be the first stop for prospective new students.

S. Gaulden will add this item to the Spring Conveners' meeting.

C. CASP Intervention Strategies

Fernanda Papalia joined the meeting.

The Deans Council discussed the current intervention strategies for students whose academic standing appeals are approved.

J. Yao shared that after a student's third semester, a student receives a success plan in Connect but it is less structured. Students in their third semester and beyond must meet with their advisor twice a semester.

The Council weighed the pros and cons of the former CASP process, which was revised and is limited to the Deans' review. All agreed that the former process could be adopted again with revisions, most notably by dividing the appeals by school and including representatives from other units. S. Gaulden and F. Papalia will discuss members and representatives. The Deans expressed interest in being more involved in a mentorship role for students.

S. Hangen inquired about procedures for students who do not appeal their standing, after CSS completes their outreach. S. Gaulden agreed that a process should be developed and incorporated into the procedures.

D. Spring 2021 Operations

S. Gaulden shared that the Spring 2021 Operations Plan will be posted to the Return to Campus website. It was submitted to OSHE. While OSHE does not approve the plan, they can comment or request clarification.

1. Staff Schedules

S. Gaulden provided clarity regarding the on-campus staff schedule, based on the guidance

received from the State OER. Academic Affairs will provide HR with a list of "essential" employees that will need to be on campus with specificity about their responsibilities on campus. D. Couzens will update the division's document based on the feedback and provide to S. Gaulden for review. C. Romano shared, for reference, EMSA's approach and considerations.

E. Budget Check-in

P. Campbell suggested that he and E. Saiff discuss offline but the larger conversation with the Council be tabled.

F. Test/Syllabi Printing

C. Romano discussed the "print on demand" program coordinated through the Office of Marketing & Communications. Data shows that between 50-60% of print jobs through print on demand were for printing tests or syllabi for faculty. The upcharged service is billed back to the unit. C. Romano suggested the most effective option for the schools is to use their unit copier in the school office to print such materials. Marketing & Communications will direct faculty to their school offices going forward.

S. Gaulden added that faculty should not request the promotion of individual courses. Rather, Academic Affairs should continue to promote clusters of similar courses, such as the most recent promotion for social justice courses.

G. New Business

Academic Integrity: S. Gaulden shared there has been a high number of academic integrity violations recently. She expressed the importance of a faculty-driven conversation on sanctions. She also noted that the current RF policy prohibits students from using an RF for a course in which an academic integrity violation occurred.

Adjunct Faculty: P. Campbell inquired if adjunct faculty can be listed on the schools' faculty profiles. It would promote the adjuncts and show the full breadth of faculty teaching in programs. A discussion ensued. S. Gaulden will speak with N. Choudhury.

Course Mod App: S. Gaulden noted the new course mod app is almost ready for roll out and that S. Frees has done an amazing job.

On Campus Classes & Student COVID Training: All students are required to complete COVID training before they may attend on campus classes. Students are receiving follow up from the Offices of the Dean of Students and the Provost. Faculty are being notified of the students in their classes who need to complete the training.

Summer 2021 Courses: S. Gaulden clarified that Summer 2021 may have in-person or hybrid courses. Courses will use the same four delivery modes as the Spring 2021 semester.

U.Achieve: S. Hangen expressed concern about the grad app processing and U.Achieve. There appear to be several issues with the programming, particularly for double-counting courses that meet requirements. S. Gaulden will invite F. Papalia to a future Deans' Council meeting.