

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, January 7, 2021, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

The minutes from the December 17 meeting were approved.

B. State OER - PERC Teaneck Letter

S. Gaulden reminded the Council of the internal deadline. Questions, including those of documentation, can be directed to HR.

C. Spring 21 Room Capacities & Webex Room Kit Locations

An update was provided about Spring classrooms. S. Gaulden advised that faculty teaching on-campus should be prepared to pivot to remote learning, in case there are any directives from the State.

Faculty will likely need to establish a rotating schedule of attendance for those rooms that cannot accommodate the full class. More information specific to on-campus classes will be included in an upcoming Provost's announcement that is specifically for those faculty.

The Deans discussed enrollments for in-person classes.

D. Fulbright FLTAs for Spring 21

Three FLTAs will arrive on January 11. S. Hangen shared information on the class enrollments, and expressed that there are seats available. More students will provide a richer experience for the FLTAs and the students in the class. She will share the promotional materials for their language classes with the Deans, which can be shared with students, advisory boards, etc. Students can use these courses to fulfill the Global Awareness category, the HGS school core, and the language requirement for the International Business major.

E. New Faculty Check-Ins

S. Gaulden has been meeting, informally over Webex, with the new tenure-track faculty. Overall, the new faculty orientation and teaching circle has proved very valuable. In addition, there is interest in getting involved in College-wide opportunities.

F. Dual Enrollment Program Class Observations and Course Evaluations

The list of dual enrollment options was shared. Deans may reach out, with J. Niclas cc'd, to schedule class observations.

A discussion ensued regarding course evaluations and contract language.

G. General Education Program – Courses in Categories and Course Equivalencies

S. Gaulden shared that GECCo is receiving a large number of requests to add courses into the GE.

S. Carberry is drafting a policy that will create a procedure to remove courses from the GE. In addition, M. Unger and CWAAC will discuss the syllabi review for learning outcomes and assessment.

S. Gaulden also noted there have been a large number of GE substitution requests. E. Saiff added there is confusion over the catalog year and how it reflects on the degree audit. P. Campbell mentioned that there may be less confusion when there are no students in the old GE. The larger issue is the number of courses. S. Gaulden agreed; class scheduling also appears to be an issue. She will be speaking with A. Beecher and S. Frees to see if GE scheduling could be a data science project.

H. COPLAC Shared Courses

Review other institutional offerings & discuss Ramapo cohorts that can serve as pilots. Roll-out must be managed carefully.

<http://coplac.org/shared-online-courses/>

Visiting, incoming students from other COPLAC institutions will be added, using the form submitted to Ramapo's Registrar. The Registrar will confirm the student has the appropriate prerequisites, and submits a consortium agreement so that the home institution receives financial aid, if applicable. The student will receive a Ramapo email, ID, and access to Library resources. The visiting student is not charged tuition or fees. Faculty will see COPLAC students as a visiting student on their class rosters.

Outgoing, Ramapo students will follow the off-campus study procedures for approval. If a student is approved, Financial Aid and the Registrar must be notified, as there is a specific form that must be completed and submitted from the Registrar. Ramapo will receive financial aid, if applicable, with the completed consortium agreement.

Thus far, one student from another institution has expressed interest in a Philosophy course. S. Gaulden noted that outgoing students must be managed carefully. She encouraged the Deans to review the COPLAC list of online courses, and think of possible cohorts of students that may be interested. E. Saiff noted that any COPLAC courses that meet a degree requirement would be best.

I. New Business

Emeritus Faculty: Two retired faculty, Professors Murray Sabrin and Warner Wada, will be nominated for Emeritus status at the January Board meeting.

Enrollment Update: C. Romano shared that while registration is still 7% behind in continuing students, there has been no increase in transfer-out requests. There are still a number of freshmen with immunization holds. Spring 21 graduate enrollment has exceeded the goal. Fall 21 applications are approximately 17% behind; this aligns with national and state trends.

Library Update: L. Keller shared that the Library is physically open Monday-Friday, 10am-4pm, until the Spring semester begins. Curbside pickup is available, and faculty members may also walk in. A. Lorenz noted the chat function has been very helpful.

Made in Jersey: P. Campbell shared that the Berrie Center's newest series, Made in Jersey, will continue in February.

Ramapo Reads Together: S. Hangen provided information on Ramapo Reads Together, an all-College reading project designed by students. The initiative will include a series of events around

the chosen book. It will be launched in Spring 21.

Textbooks: L. Keller reminded the Council that library resources can be used for course materials, and librarians can add books onto electronic reserves.