

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

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Thursday, March 18, 2021, 9:00 am - 11:00 am

### Webex

#### A. Approval of the Minutes

The minutes from the March 4 meeting were approved.

#### B. Adjunct Faculty Recruitment & Records

R. Jans to join at 9am.

S. Gaulden introduced the topic of including specific disciplines in the adjunct postings on the HR Jobs website.

R. Jans shared that J. Ehlermann has reached out regarding schools' needs and specific postings that are needed. The generic school postings will be refreshed with the Deans' input. J. The Deans should provide information about what is needed; for instance, provide a brief description of the discipline or of the specific classes, and J. Ehlermann will use the information for the posting and to pre-screen Hiretouch candidates, as well as search on LinkedIn for a more proactive approach.

A. Lorenz inquired if the SSHS posting can be updated to include every major, and that applicants are sorted in Hiretouch by discipline. R. Jans responded yes, that information should be sent to J. Ehlermann. E. Petkus asked if a school may have multiple postings. R. Jans responded yes. D. Couzens inquired if the existing applicants in Hiretouch can be sorted by discipline. R. Jans noted it is possible through the basic search function; there is an option for advanced search. Deans cannot mark preferred applicants at this time in Hiretouch, however. S. Hangen asked if postings could be worded in a way to let applicants know that they may not be needed in the upcoming semester, but in a future semester. R. Jans responded yes. P. Campbell added it would be helpful to have an auto-reply to applicants.

R. Jans noted that J. Ehlermann will reach out to the Deans each semester.

#### C. Graduation Applications

F. Papalia to join at 9:30am.

F. Papalia shared the overall goal is to streamline the graduation application process. In the end, students will have access to the application in Web Self-Service once they have earned a certain number of credits. All information will feed automatically into Banner and will allow the Registrar to pull a report that contains all applications. It is important that degree audits are cleaned as students progress.

In the interim, the Registrar has set up an application form on their website which automatically sends notifications to the Graduation Office, the student, and the School. This is a temporary solution.

E. Saiff asked if students could receive an auto-reply that directs them to their advisor if the audit

is not approved. F. Papalia noted that the audit will not show if it is approved, just if items are satisfied. E. Petkus inquired if there is a way for students' audits to be reviewed before an application is submitted. F. Papalia responded that advisement needs to be accurate and audits should be cleaned throughout students' careers. Other institutions do not require Dean approval. Ideally, if all requirements are met, there is no need for additional review. However, there are some issues with double-counting requirements in U.Achieve.

A. Lorenz noted that if faculty advisors are not going to be required to review audits anymore, there needs to be a conversation.

F. Papalia shared the next graduation deadline is September 30, and the Web Self-Service application should be in place by then.

#### **D. Fall 21 Schedule & Delivery Modes**

S. Gaulden commended S. Frees for his development of the course mod app. The second version will contain several improvements. There were some issues getting information into Banner, but ITS is working to resolve them.

Some mods were submitted with conflicting or missing information. S. Gaulden requested future mods be reviewed even more carefully before approval. F. Papalia added that it is very important to know which courses have face-to-face meetings; this impacts the coding which informs future reports (such as the report generated which contains the list of students taking on campus classes).

S. Gaulden noted that the schedule was published and some courses are changing delivery mode. A discussion ensued. P. Campbell request a deadline for changes. Registration opens April 12. Ideally most changes will be in place by then, but thereafter, edits could be made by the end of June.

#### **E. Grant Applications**

S. Gaulden expressed concern about the review process for grants; sometimes the Provost sees the applications after they have been submitted. She requested the Deans ensure there is a careful review of all application materials and that sustainability of the proposed initiatives are considered, past the grant lifecycle. S. Hangen added that most grantors request a plan for funding the initiative once the grant has concluded.

#### **F. Academic Achievement Awards**

Please see nominations to A. Stangl ([astangl@ramapo.edu](mailto:astangl@ramapo.edu)) by 3/26.

S. Gaulden shared information about the three Arching Day events - Academic Achievement Ceremony, Nurses Pinning Ceremony, and Rites of Passage - that will be held on campus on May 12 (rain date: May 14).

#### **G. New Business**

*Cash Awards:* S. Gaulden referenced documents in Boardpaq, which are not yet finalized. Cash awards to students are taxable as "other income", which they should personally report on their taxes. Cash awards can be awarded as Ramapo flex dollars.

*Commencement:* The Deans discussed the Commencement plans.

*Furloughs:* Faculty taking sabbaticals during AY20-21 need clarification on furloughs. Per HR, faculty on visas and faculty on medical leave should not take furlough. S. Hangen inquired about other leaves of absence.

*Printers:* S. Gaulden communicated the request from ITS to utilize the office Konica printers whenever possible, as the monthly subscription cost includes toner.

*Summer Topics courses:* Deans should send course descriptions to the Provost and ensure their sections are in the schedule. A promotion will be run to encourage registration: if students sign up for a four-credit GE course or developmental CRWT/MATH course, they will receive the Topics course for free. F. Papalia will be creating codes so billing is accurate. - make sure they are in the schedule.

*Used Name Policy:* The policy has been approved by Cabinet.