

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

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Thursday, April 15, 2021, 9:00 am - 11:00 am

Webex

#### A. Approval of Minutes

The minutes from the April 1 meeting were approved.

#### B. Commencement Ceremonies

S. Scheeler joined the meeting.

S. Scheeler provided an update on the number of undergraduate (818) and graduate (204) students that have registered for the commencement ceremonies. It is possible that a ceremony will be eliminated and consolidated with the others. She provided a breakdown of the number of students per school participating as of that day.

Faculty and staff will have reserved seating on the side of the band shell. Regalia will not be ordered for faculty or staff; those without regalia should wear RCNJ attire. Deans and program directors will have regalia order for Academic Achievement and commencement ceremonies.

E. Petkus inquired about the timing of the Deans' remarks. S. Scheeler confirmed 2-3 minutes each.

#### C. May 12 Events

S. Gaulden shared an update on current registrations for the Academic Achievement Ceremony. Faculty will be invited to attend through a Qualtrics survey in an upcoming Provost's announcement. Volunteers will be needed; two staff members are requested from each school to assist.

The Nurses Pinning Ceremony will take place following Academic Achievement. C. Romano shared there may be an event for senior athletic awards in the afternoon. Rites of Passage will take place virtually in the evening.

A finalized schedule of the day will be shared soon.

#### D. Faculty Service Positions

S. Gaulden noted that many of the faculty service positions which receive stipends or reassign time are typically one-year appointments. She mentioned she is interested in building in transition periods. S. Hangen also suggested establishing term limits to allow other faculty the opportunity to serve in those positions. S. Gaulden agreed.

There was a question of which body nominates and selects individuals for the positions, and which are appointed by the Dean or Provost. A. Lorenz shared that ER tracks the positions but not how they are chosen. P. Campbell noted that the CWAAC representatives are chosen by the Unit Council; C. Romano shared that the Faculty Athletic Representative is a voluntary service position, and applications are solicited through Athletics. A. Lorenz added that most positions

should be chosen by the Provost.

D. Couzens inquired about language which references guidelines for posting - no guidelines appear to be published. S. Hangen clarified that the guideline is to make a call for applications when a position opens. S. Gaulden shared the Provost's Office is putting together a document to be more transparent about the job duties and compensation.

The Deans discussed how conveners are selected to serve. P. Campbell noted there is a convener job description, which notes it is a one-year term with the potential for renewal if selected by the convening group. S. Gaulden requested the Deans review the convener job description and propose updates.

## **E. New Business**

*Budget:* The Deans discussed the budget and purchasing.

*Enrollment Update:* C. Romano provided an update on the housing application process. E. Saiff expressed concern about two majors in TAS. C. Romano agreed but added that the 4+1 program applications have increased across the board.

*Spring 2022:* E. Petkus shared his discussions with faculty regarding Spring 2022. S. Gaulden added that the College should continue its trajectory of increasing on campus presence.

*Student Extensions:* S. Gaulden noted there have been many requests for extensions on incomplete grades and on applying for Late Administrative Withdrawals. E. Saiff concurred. A. Lorenz add that most requests seem to be students who do not understand the procedures. S. Gaulden noted that next year the Provost's Council will do a review of the most commonly confused policies to ensure faculty and staff have the understanding to advise students.

*Provost's Office:* S. Gaulden shared an update about the Provost's Office support for the summer.