

**Graduate Council Meeting**  
February 11th, 2021 @ 11:30 am  
Via WebEx  
**MINUTES**

**Meeting link:**

<https://ramapo.webex.com/ramapo/j.php?MTID=m36a390f6187e8c282b9ccf542812fd84>

**Meeting number:** 178 425 0673

**Password:** S72hP9pvHw8

1. Call to Order - Time - 11:32am
2. Approval of December 10th Meeting Minutes
  - 2.1. Motion - K Ray
  - 2.2. Seconded - E Saiff
  - 2.3. All in Favor - YAY
  - 2.4. Any adjustments - NONE
3. Graduate Spring 2021 Enrollment / File Freeze Report - Chris Romano
  - 3.1. CR - Thank you to all programs, graduate admissions - incredibly hard work
  - 3.2. CR - Spring 21 - freezing at 100 FTE over graduate enrollment targets
  - 3.3. CR - when we add to UG - UG and GR - 100% enrollment target
  - 3.4. CR - FTE calculation explanation
4. Tuition/Cost Modeling Sub-Group Report - Chris Romano
  - 4.1. Draft Proposal accompanying agenda
    - CR - SF shared doc on webex
    - CR - memo will move Ramapo to fixed cost program
    - CR - does not include lab fees and other fees
    - CR - focus to promote interdisciplinarity across programs
    - CR - model would stay in place for 3 years
    - CR - moving to fix rate model would eliminate Winter vs Spring vs Fall differentials
    - CR - model assists planning across financial aid, budgeting, etc.
    - CR - flat rate FULLY online vs flat rate mixed clarification
    - CR - declaring 100% online - need to evaluate cost structure vs flat rate
    - Questions
    - 4.1.■.1. EP - courses across disciplines - will require management of setas with program directors
    - 4.1.■.2. SG - middle states perspective - if we offer anything fully or more than 50% online, we must go through a review
    - 4.1.■.3. BC - clarification on asynchronous vs synchronous online
    - 4.1.■.4. CR - aggregating capital improvement fees or other institutional fees applied across the flat rate per credit
    - 4.1.■.5. BW - marketing benefit, but analyze costs and if costs rise across the 3 year period
    - 4.1.■.6. DS - \$1000 across year, split over credits

- 4.1.■.7. SG - looking at financial impact, analysis of capital improvement fee if split across tuition
- 4.1.■.8. KMB - behavior towards graduate students
- 4.2. **Voting Item: Fixed Tuition Model**
  - Motion - Recommendation to Analyze Data and fees and capital improvement fee built-in to tuition
  - Seconded -
  - All in Favor -
- 4.3. Follow up discussion on instructional cost modelling and program evaluation
- 5. Graduate program financial update - Susan Gauden
  - 5.1. FY 2021 Financial update
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  - 5.2. FY 2022 Projections
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  - 5.3. Adaptive budget Dashboard demonstration - Alexia Mavros
    - SG - all directors have a dashboard in adaptive
    - SG - Alexia attended to display how to run these reports
    - SG - guidance on updating expenses and budget in dashboard
    - SG - Alexia illustrated some screens in adaptive and mapped out how to manage program budgets - revenues vs expenses and contacting budget office with updates throughout the year
    - AM - Budget guidance - looking for warnings and how to use charts to guide planning
    - SG - letting Provost's office and Budget office aware of changes and updates
    - BW - 1 on 1 training available with Alexia at anytime
    - SG - Budget will come back to grad council to show us some other tools
- 6. Revision to IP Grade Policy - Peter Campbell, Ben Neill
  - 6.1. <https://www.ramapo.edu/provost/policy/grading-system/>
  - 6.2. Proposal to remove the EDTC 710/711 restriction
    - BN - ARC reviewed syllabi - asked questions about students who do not complete the thesis
    - BN - Fernanda advised BN on current policy
    - BN - Recommendation to expand policy to allow policy for other courses
    - SG - Grading policy update through Provost council - so now is time to update
    - SG to ask Fernanda to come to agreement
    - **Motion to Endorse - P Cambell**
    - **Seconded - S Rice**
    - **ALL IN FAVOR - YAY**
- 7. **ALL ITEMS BELOW - TABLED for NEXT MEETING or UPDATES WILL BE PROVIDED VIA EMAIL because of 1pm President's**
- 8. Handbook and orientation for graduate students - Chris Romano, Joe Connell, Megan Gregory

- 8.1. [Existing Handbook and Policy Information](#)
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- 8.2. ARC input - Stephen Rice
- 8.3. Video modules
- 8.4. GPLA changes
- 8.5. Graduate Assistantship opportunities
- 8.6. Publishing cross-listing opportunities
9. Upcoming revisions to MS program websites - Anthony Dovi, Carolyn Ucci
  - 9.1. Brand and Content Review of all pages - draft copy to Directors by end of February
  - 9.2. Ask to record 3-5 minute video on program - followup email to be sent with talking points - work with date and location to record with Carolyn Herring
10. Spring 2021 Agenda Items
  - 10.1. By-Laws for Graduate Council
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  - 10.2. Graduate Thesis requirements - whether specifics should be outlined in program-specific handbooks or in thesis-specific syllabi - Diane Couzens
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  - 10.3. Simultaneous graduate degree completion - current policy and potential future considerations
11. Adjournment - 1pm
  - 11.1. S Frees