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 - 11:32 am
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 Gaulden
5.1. FY 2021 Financial update

5.2. FY 2022 Projections

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
6.2. 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