

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, June 17, 2021, 9:00 am - 11:00 am

Webex

A. Approval of Minutes

B. Academic Program Reviews

S. Galden noted that if the convening group of a completed self-study provides permission that it can be released as an example for other convening groups, it can be.

C. Tracking internships, fieldwork, clinical, etc. placements

The Deans discussed the professional liability coverage. E. Saiff inquired if Banner could assign a code to a student that is registered in one of the relevant courses. S. Galden noted yes, but the complete information needed is the student's placement and the contact person at the site.

Beyond the co-op/internship courses managed by Cahill, there are several other courses that have such placements. S. Galden shared that the most important part of this tracking is to have a file of the placements at the ready, with students, locations, and contact people at the sites. In March 2020, it took a few days to gather the information. A. Lorenz noted he will ensure that the faculty and staff coordinating the courses and placement has a file; he can create a google doc and share a template with the Deans.

D. Incoming 3+1 student advisement

The Deans reviewed the faculty advisors for the PCCC 3+1 articulations:

Humanities & Global Studies: P. Kaayalp

Psychology: S. Ishak

Social Science: S. Padhy, with support from M. Serban and E. Leskinen

Advisors are assigned in the summer to incoming students. N. Piñeiros can communicate this with the students when she meets with them.

E. Grad Program Tuition Waivers

S. Galden reminded the Deans that eligible employees and their dependents may receive waivers to Ramapo graduate programs; these waivers are charged against the program for accounting purposes. The amount of waivers has increased since Fall 2016.

C. Romano shared the history behind the language in the policy which references "economic viability." The Deans discussed; a suggestion will be made to edit the policy language.

S. Galden suggested that going forward, new graduate programs include a placeholder amount in waivers. This can be shared at a Fall Graduate Council meeting.

F. Course Schedules & Teaching Assignments

Canceling low-enrolled sections; eliminating overpayments; adjunct contract timelines

S. Gaulden noted that some Summer I courses ran with fewer than 6 students. While this can occur on occasion, it should not be a habit as it is not cost-effective.

The Deans agreed that it would be best to have new adjunct contract letters issued in June for the Fall semester.

S. Gaulden shared that teaching assignments and faculty workloads should continue to be carefully reviewed.

G. Faculty Service Positions

S. Gaulden shared that the majority of the contract letters for faculty service positions in AY21-22 have been issued. In the future, in order to promote succession planning and provide opportunities for interested faculty, a small cohort of positions will solicit applications each year.

S. Hangen emphasized the importance of establishing term limits for these positions.

H. Mandatory FERPA Training Plans

Full-time faculty and adjunct faculty teaching in Summer II and Fall 21 will complete a FERPA training module. It will be due September 30, 2021.

Additionally, F. Papalia delivers FERPA training at the new faculty orientation each year.

I. New Business

Graduate Assistant policy: There was a discussion about the proposed GA policy.

OSHE Restart Standards: The College is awaiting further guidance on the updated Standards. S. Gaulden will share more information about the tentative plans with the Deans early next week, which can be communicated to faculty.

NewTAS Grad Programs: The MS in Applied Mathematics and MS in Computer Science have been approved by the NJPC. The first cohort will enter in Fall 22.

Summer Topics courses: The Deans discussed when cancellations should be made if enrollments are low. The decision was July 1; S. Gaulden will be in touch that day.

Temporary Faculty: Deans should approve the positions in Hiretouch, for record keeping purposes per HR.