MINUTES

Ramapo College Board of Trustees
Deans' Council
Deans' Council
Thursday, November 4, 2021, 9:00 am - 11:00 am
AC 202

A. **Approval of Minutes**

The minutes from the October 21 meeting were approved.

B. **Berrie Center curriculum guide**

L. Campbell joined the meeting.

L. Campbell provided context about her approach to the Berrie Center programming, and her goal to engage students, faculty, and staff with the artists by providing a framework for integrating the performances with courses. In 2019, 84% of the Berrie Center audience were external community members, not campus members. L. Campbell is aiming to continue the growth with community attendance and also promote Ramapo attendance.

L. Campbell is working on a curriculum guide which connects general education courses to the scheduled performances. The guide will be produced on a semesterly basis in alignment with the course schedule, and will serve as a resource of where faculty can link their courses to the artists and work. There will be a variety of entry points, including: attending performances, scheduling class visits with L. Campbell or the artist, or attending supplemental programming around the performances. Students receive discount tickets to Berrie Center performances. If a faculty member embeds the performance into their courses, their ticket will be comp'ed. E. Saiff noted that many courses (such as those in biology and chemistry) are offered every semester and can also be added to the guide. L. Campbell agreed that the guide will target all schools and she welcomes faculty input to the guide over time.

E. Petkus inquired if a faculty member could apply for Platinum funding to take their classes to a performance. S. Gaulden confirmed yes. The Deans agreed they would present this opportunity at Unit Council meetings. P. Campbell also suggested reaching out to FAEC and GECCo to share the guide. E. Saiff agreed.

L. Campbell hopes to publish the Spring 22 curriculum guide by November 24.

C. **Faculty computers**

R. Doster joined the meeting.

R. Doster shared that ITS is thoughtfully implementing a procedure to ensure there is one College-issued computer per person, including desktops. ITS is moving towards providing laptops wherever possible, and including docking stations with a monitor, keyboard, and mouse to double as the desktop. E. Petkus asked if the default replacement is a laptop if a computer breaks. R. Doster confirmed. He noted that there is not a formal policy in place to issue one computer per person, but it is being implemented as needs arise. All faculty are issued a computer (desktop or laptop).
L. Keller inquired if ITS has considered a leasing program to refresh the inventory. R. Doster responded yes, however, ITS generally manages to get 6-7 years of useful life out of a computer;

most leasing programs consider 3 years to be useful life and therefore they are costly. L. Keller inquired if perhaps laptop leasing could be considered strictly for faculty. R. Doster will look into it. A. Lorenz noted that faculty usage is different that staff or manager usage. He inquired if there could be distinctions in the procedure; S. Hangen also agreed. P. Campbell expressed concern over repairs versus replacements; oftentimes replacements are the quicker and easier option. R. Doster agreed.

L. Keller shared that most of the librarians' computers are from 2011 and running Windows 7. Librarians are also on campus 5 days/week, 12 months/year. She asked that there be distinctions in the procedure between librarians and teaching faculty. R. Doster made a note.

R. Doster will take the feedback and draft a policy, which will be shared with the Deans in a few months.

S. Gaulden inquired about desktop printers for faculty. R. Doster shared that ITS is not removing faculty printers and that they are aware the new hub printers are not always an option for faculty due to the distance to the unit office. There was a discussion about spending personal funds to purchase toner. L. Keller inquired if the College would consider implementing a pay-to-print model for students. R. Doster will explore this.

D. Course Delivery Modes Task Force update

S. Gaulden provided an update on the Course Delivery Mode Task Force. E. Petkus and P. Campbell will serve as the Dean representatives.
The charge and timeline were discussed.

E. Petkus noted there is a difference between scheduling an entire section versus a single class session - some modes are more appropriate for single class sessions and would not be reflected in the course schedule. S. Gaulden confirmed that all approved recommendations from the Task Force would be implemented on a pilot basis.

E. Library-Learning Commons operations update

L. Keller shared an update on the Learning Commons operations. She noted that not all tenants have moved in yet, and any questions about moves can be directed to Capital Planning. She shared that there will be an internal celebration of the Learning Commons on Founders' Day, and there will be a number of activities in and around the Learning Commons to encourage faculty, staff, and students to be in the building.

F. Needs Assessment Process - sharing ideas in development/to be proposed

The Council discussed the priority needs proposals and the ideas that are stemming from Academic Affairs. Some noted that there are existing centers of excellence at the College which should be championed and not left out of the process. S. Gaulden emphasized that only the best ideas (new or existing) should be put forward as proposals. P. Campbell inquired about the criteria that will be used to judge the proposals. More information will be shared once the criteria is determined.

G. Upcoming events

Native American Heritage Month Opening Proclamation - November 4, 1:15pm
Women in Tunisia: From Traditionalism to Modernism - November 4, 2pm, Friends Hall
Expert Panel on the Summer Reading - November 8, 1pm, York Room
Diwali Hindu Celebration - November 8, 1pm, Friends Hall
Founders' Day - November 10, 1-3pm, outside of Learning Commons

H. New Business

Admissions Update: The early decision deadline was November 1, and the early action

deadline is December 15. Applications for early decision were down but are up for early action.

Strategic Planning: The first summit of The Future Series is on Monday, November 15 from 1-2:15pm.

Summer Programs: P. Campbell inquired about protocols and planning for academic summer programs for high school students. C. Romano will look back at notes but recommended speaking with IA/Events & Conferences. E. Saiff shared that Upward Bound can serve as an example.