

MINUTES

Ramapo College Board of Trustees

Deans' Council

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Thursday, October 21, 2021, 9:00 am - 11:00 am

AC 202

A. Approval of Minutes

The minutes from the September 17 and October 7 meetings were approved.

B. Spring 22 schedule debrief

S. Frees, F. Papalia, B. Foster joined the meeting.

S. Gaulden thanked the Deans for the all the work they, the conveners, and the staff did to develop the Spring 22 schedule.

She noted that this process revealed valuable information, including the next version of the course mod app; considerations of faculty workloads; course capacities; and the timeline.

P. Campbell shared that the Fall and Spring schedules used to be drafted around the same time, and this was helpful for the Deans in terms of faculty workloads. E. Petkus agreed but noted that depending on the results of the delivery modes working group, the app may need to be updated to reflect any changes. There was a discussion about the possible outcomes of the working group and the implications on future delivery modes.

A. Lorenz asked S. Frees if, when courses are rejected in the app, data that has been input could be retained for reference. S. Frees responded that an email is generated whenever any actions are taken, so when a course is rejected, someone is notified. P. Campbell asked if it is possible to have the app available in advance to see a snapshot of the schedule. S. Frees commented that this term, there were 1,800 course mods submitted to the rollover file. He inquired if this indicates it would be better to start from scratch, and if the rollover file is generating more work. B. Foster weighed in and shared the rollover is necessary for co-ops and other administratively-created courses. It is helpful to see what the last year's schedule was, according to E. Saiff and E. Petkus. S. Frees can analyze what kinds of changes are being submitted to see what the most commonly-submitted mods are to inform next steps. For confirmation, all changes for Spring 22 will continue to be submitted in the app.

The timeline for Fall 22 was discussed. The schedule should go live in March with registration opening in April. S. Gaulden will align the working group's timeline to the following proposal:

February 4 - Fall 22 schedule drafts due in app

March 7 - Advisement Month beings

April 4 - Registration opens

Fall 19 will be rolled over for Fall 22. Spring 22 will be rolled over for Spring 23.

S. Gaulden also added there is conversation about slightly adjusting the academic year calendar; this would also play into when future schedules can be built. F. Papalia is working with EMSA on possible adjustments based on student life activities. The Deans discussed winter and summer terms specifically. C. Romano noted winter term had grown in FTE for several years to a peak of

600 students but has consistently decreased since that peak in 2015-16. E. Petkus added that ideally a student does not need any winter or summer terms to graduate, so that may reflect on improvements in advisement and using U.Achieve. S. Hangen shared that January is generally the best opportunity for Global Field Experiences as nationwide, students are choosing short-term, faculty-led study abroad experiences.

C. Course fees

S. Gaulden requested that all changes to course fees be sent to the Provost's Office to ensure they are included in the BOT materials for approval. F. Papalia mentioned that new course fees are often proposed through ARC, but ARC does not weigh in on fees and that sometimes amounts are not specified. ARC assumes the Dean is approving the fee along with the curricular materials, but there is need for more clarification. S. Gaulden hopes by receiving them through the Provost's Office there will be a more defined process.

D. Principles for low-enrolled courses

S. Gaulden expressed an interest in developing parameters for low-enrolled courses and in the meantime, requested the Deans' continually watch lower-enrolled sections.

E. Minor trends

The minor trend analysis was shared with the Deans. S. Gaulden walked through the analysis and there was a general discussion about minors.

S. Hangen shared there was a change in the number of students who minored when the College moved from 3 to 4 credit courses. C. Romano noted his perspective that minors are often not the main reason why new students are attracted to Ramapo. He inquired if this analysis has been compared to other liberal arts colleges that are doing exceptionally well in minor enrollment - for instance, what is a benchmark to compare against? S. Gaulden will inquire in ACAD. Other research can be done as well.

A. Lorenz noted that while some minors are very small, that does not make them less valuable. All agreed.

S. Gaulden also directed the Deans to the AIC minutes, which is a good place to see changes (name changes, new programs, sunsetting programs) at other NJ institutions.

F. Proofreading ARC materials/grants

Starting last year, S. Gaulden's comments on ARC materials are being sent out to the proposer, ARC Chair, and ARC rep. The Deans will be included as well. S. Hangen offered that convening groups can play a more influential role in the review process. She also emphasized the need to move to a digital process.

In addition to requesting careful proofreading of ARC materials, S. Gaulden would like to be in the loop on grant requests in advance of deadlines or her review.

G. Partnership opportunities with Academic College at Tel-Aviv-Yaffo

B. Levy is involved with creating potential program partnerships with the Academic College. There are some challenges, as all courses are taught in Hebrew.

H. New Business

Admissions update: C. Romano shared exciting news about the Bergen County Colleges Admission Night. C. Romano noted that nearly 400 students are signed up for the Upcoming Open House. There was a discussion about reflecting the diverse applicant pool in the representation of faculty and staff at Admissions events. S. Hangen added that the diversity in the curriculum can be highlighted as well (e.g., Spanish for Healthcare Professionals certificate).

Lecturer positions: S. Gaulden provided an update on the desire to create an MOA with the AFT for lecturer positions.

Spring registration: C. Romano provided an update on behalf of the Vaccination Implementation Task Force regarding student vaccination and spring registration. He outlined the three categories, and will follow up with the Deans and FA regarding these categories with instructions for advisement.