Provost’s Council Minutes  
October 28, 2021


Approval of Minutes:
The minutes from the September 23, 2021 Provost’s Council meeting were approved.

Report from the Provost:
S Gaulden welcomed new members Nicole Morgan Agard (EDIC) and Raj Adhikari (for Ben Levy, Roukema Center for International Education). She then provided a brief update on Fall 2021 operations and the Spring 2022 course schedule build, which went very well and efficiently with the assistance of the course mod app. She mentioned a Task Force that is currently being formed and is to include faculty, Deans, and staff will be charged with investigating course delivery modes for specific courses, programs, semesters/terms, level of course, type of course, etc. and making data-informed recommendations to the Provost for course delivery modes in future semesters/terms. Lastly, S Gaulden shared there are multiple searches being conducted for various faculty, administrator, and staff positions in the Division of Academic Affairs.

Policies/Procedures that Were Voted On/Approved

Policies/Procedures to be Revised/Clarified

- Policy/Procedure 300T Online Courses Policy // Remotely-Delivered Courses Manual

  Issue: Given the pandemic-caused remote delivery of many courses, it is important to review this policy and perhaps expand it to include “virtual courses” and “hyflex courses.” This policy references the Online Course Manual rather than a Procedure, which should be updated as well. Particular attention should be paid to the content in the Manual on recording classes, which has FERPA implications as well.
Meeting Notes: The final draft of the Manual was shared by A LePore. The document was not exclusively a policy but, rather, included and highlighted definitions, responsibilities, best practices, and more. S Gaulden directed all Provost’s Council members to carefully read the Manual and share any feedback with A LePore before the next Council meeting at which time a vote will be taken.

- Policy/Procedure 300-R Credit Hours

Issue: There is no policy that contains language which would spell out the exact expectations related to virtual contact time when, for example, the College closes for inclement weather or when faculty schedule virtual meetings with their students in lieu of administering a final exam in week 15 of the semester. There is also a need to define the required amount of asynchronous work that should be assigned in virtual courses that are delivered through a combination of synchronous class meetings and asynchronous learning experiences.

Meeting Notes: S Gaulden reminded the Provost’s Council members of a quick study that was conducted prior to the February 2020 Middle States Team Visit in which instructors of online courses were asked to use the Rice University course workload estimator (https://cte.rice.edu/workload) to approximate the amount of time it would take a “typical” student to complete assigned asynchronous learning opportunities and course work. At the time, N Varma had adapted the Rice calculator to create an Excel spreadsheet calculator, which includes additional types of learning opportunities and assigned work.

E Rainforth suggested this tool may now need to be further tweaked to include virtual synchronous and hybrid course options, and N Varma suggested adding some language about expected course workload into the ARC syllabus template. N Choudhury felt it would be not be advisable to list an exact number of minutes on her syllabus, as the workload may take more or less time for individual students and also will fluctuate from week to week. E Petkus agreed. S Gaulden said we may need to focus on better educating our students as to the workload expectation instead. N Merino shared her personal opinion that online courses are a lot more work for students than in-person courses. A Lorenz recommended that the FRC can take the lead on providing faculty – especially new faculty – guidance on how much learning opportunities and work should be assigned in each course. E Saiff stated that this information could also be shared with students in their FYS courses. G Khaneja mentioned that some surveys collect information from high school students about their perceptions of what is expected in college.

After a thorough discussion, it was the consensus of the group that no edits are needed to Policy/Procedure 300-R Credit Hours at this time.
Additional Meeting Agenda Items

- Academic Policy/Procedure Review Assignments

**Issue:** The Provost’s Council should systematically review policies/procedures as per the calendar developed by the subcommittee (see attached Calendar for Policy-Procedure Review AY 2021-2022 spreadsheet).

**Meeting Notes:** The Council members listed below volunteered to review and redline, as needed, the indicated Policies/Procedures this academic year. All proposed edits will be brought back to the Provost’s Council for discussion and approval.

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<th>Provost’s Council Members</th>
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<td>300-N College Courses for High School Students</td>
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<td>300-O Deans’ List</td>
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<td>J Connell, D Couzens &amp; J Gronbeck-Tedesco</td>
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<td>S Gaulden*</td>
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In addition, a minor edit will be made to 300-FF Transferring Academic Credit since it makes reference to graduate GLEX, which is now GPLA, and 304 Foreign Language Credit may no longer be needed, as foreign language credit was incorporated into Policy/Procedure 300-FF Transferring Academic Credit. If it is still needed, then this Policy, which is an Academic Policy, should be numbered as such.

*Meeting Notes related to Policy/Procedure 300-B Academic Integrity:* S Gaulden shared there is a wide discrepancy of sanctions assigned by instructors who report violations committed by first offenders (e.g., resubmit the essay, 10-point reduction on the test, 0 on the entire exam). E Rainforth suggested a range or maximum be established. A Lorenz felt that a first offense will inevitably allow for a lot of latitude and with this discretion comes the determination of whether a pattern of academic dishonesty exists.

N Choudhury shared concerns of how to handle two separate incidents being reported at the same time (i.e., by the same or by different instructors). Discussion revealed that not all faculty are reporting violations, while some do every time. S Frees asked if the severity of the offense should be factored into the sanction and, if so, the Academic Integrity
Violation Reporting form should ask the instructor to comment on how severe the infraction was. N Choudhury agree with this comment and noted that we should attempt to assign similar sanctions to first offenses. The Council members strongly felt the process should include determining why a student chose to be academically dishonest. N Choudhury suggested establishing a committee similar to CASP that could holistically consider each student’s case. J Connell mentioned that we could create an academic integrity flag in Connect that only specified individuals could see.

- Left over items to revisit at a future Provost’s Council meeting: Professor’s Title Change (waiting on feedback from HR); Double Master’s Degrees (waiting on recommendations from the Graduate Council); Policy/Procedure 300L College Honors Program (R Root will submit an updated redlined policy/procedure for review)

New Business /Additional Announcements

J Connell reminded everyone that Spring 2022 registration opens on 11/08/2021. Compliance with the Student COVID-19 Vaccination Policy (https://www.ramapo.edu/health/files/2021/05/Student-COVID-19-Vaccination-Policy-UPDATED-5-12-2021.pdf) is required for students to enroll in in-person or hybrid courses; students who are not vaccinated or who have not received approval for a medical or religious exemption may only enroll in online courses.

F Papalia shared that the online graduation application process went live and that questions are coming in. A few Council members asked approval process and technical questions. F Papalia asked all to inform her right away when an issue arises so she can work to correct it.

C Jebb visited the Provost’s Council meeting. She thanked everyone for the important work we do and shared information about upcoming initiatives/events. These included a summary of the vision outlined in her video on the Strategic Plan, Needs Statements, and Master Facilities Plan and a “plug” for the Future of series, which will be kicked off with a session on 11/15 with General Laura Potter, the Army’s highest ranking intelligence officer, who will present on strategic thinking.