

## MINUTES

### Ramapo College Board of Trustees

### Deans' Council

### Deans' Council

Thursday, January 20, 2022, 9:00 am - 11:00 am

AC 202

#### A. Approval of Minutes

The minutes from the January 6 meeting were approved.

#### B. Follett Discover Demo

K. Odgers and R. Mentore joined the meeting.

S. Gaulden shared that the Bookstore does not always get timely adoptions, and that there is a tool called Follett Discover that can help faculty quickly adopt their materials.

R. Mentore led a demo of Follett Discover. He shared that students need to have information about the course materials before registering for courses, and that students are able to see the materials in the course schedule through a link.

Follett Discover is integrated in Canvas, though faculty do not need to use Canvas for their courses in order to access it. Faculty can see all their courses and choose select to adopt materials, including OER materials, or that no materials are needed. Even if a faculty member has not used Follett Discover before, all of their course adoptions will be there in "My Library" for them to quickly re-adopt them. Adoptions can be section-specific. K. Odgers added that once a faculty member adopts materials, the Bookstore will receive a notification. She also added that if a newer edition has been released, faculty would need to find and select the newer edition.

R. Mentore demonstrated how to search and adopt materials. If a faculty member adopt materials on behalf of other faculty members (such as courses where there are a large number of sections taught by adjuncts), they can have a different role called "conciierge" assigned to them.

There are demonstration videos as well.

E. Saiff inquired if this tool is covered in new faculty orientation. K. Odgers shared there is an overview but it is brief. S. Gaulden suggested presentations at Unit Council presentations and Faculty Development Day.

Summer adoptions are due by March 30. Fall adoptions are due by April 30.

#### C. Convener Job Description

[https://docs.google.com/document/d/1x3Opo\\_HGryqAmvj4oB0y4Dvex1mllrgCVspEkpFoAc/edit](https://docs.google.com/document/d/1x3Opo_HGryqAmvj4oB0y4Dvex1mllrgCVspEkpFoAc/edit)

TABLED.

#### D. COVID-19 Report Form (automated contact tracing & positive test reporting)

S. Gaulden shared an update on a new process to automate the reporting and notification of positive cases. She and C. Romano emphasized that the form will streamline the process but will

not eliminate the personal phone call from the contact tracer.

## E. Protocols for *temporary* delivery mode changes

The Deans discussed the various COVID-related scenarios that may require faculty to convert to temporary remote delivery. There was a discussion about communications.

## F. Enrollment Update

C. Romano provide an update:

- Spring 22 undergraduate enrollment is at 97% of goal. Nonmatriculated and dual enrollment should increase the number

S. Hangen inquired if dual enrollment courses appear on the schedule. C. Romano will look into it. Dual enrollment registration is extended until February 15 at the request of some high school partners due to the timing of their own academic calendars and other circumstances.

- Spring 22 graduate enrollment is at 102% of goal. He requested that Deans begin considering enrollment projections for AY22-23. S. Gaulden will send out a Spring 2022 budget check-in by the end of the month.

- The first-year semester-to-semester retention rate is 90%; it is typically 95%. A significant number of students had D, W, F, in foundational courses. S. Gaulden requested a data set from ITS to help understand the gaps. C. Romano expressed concern of the decentralization of academic support.

- Applications are tracking 2% ahead of last year. The deadline in February 1.

There was a general discussion about applications and acceptances. C. Romano noted A. Dovi will join an upcoming Deans Council to discuss yield season. C. Romano closed the update by noting the freshman class is the first class that had over a year of virtual learning in high school.

## G. Faculty Awards

D. Couzens shared a reminder for nominations to the various faculty awards.

### 1. Bischoff Award

Deadline for nominations: February 1 (four nominations have been received)

Award: \$5,400

Award ceremony: March 30

### 2. Thomases' Award

Deadline for nominations: February 9

Award: \$700

Award ceremony: March 9

### 3. Faculty Service Award

Deadline for nominations: February 9

Award: \$1,800

Presentation of recipient at April 27 FA meeting

### 4. Jack Richardson Award

Deadline for nominations: February 28

Award: \$900

Presentation of recipient at April 27 FA meeting

<https://www.ramapo.edu/foundation/jack-richardson-award/>

## H. New Business

*The Future Series*: C. Romano shared information about a precursor event with K-12 leaders that President Jebb is planning. C. Romano will reach out to B. Chinni. S. Hangen shared

information about a possible storytelling project that could be connected to this event and also exist more broadly. P. Campbell inquired how previous speakers will keep their connection to the College and referenced previous visitors. S. Gauden noted that if there are specific asks to connect previous speakers to specific initiative, a brief proposal should be submitted.