Provost’s Council Minutes
January 27, 2022


Approval of Minutes:

The minutes from the November 30, 2021 Provost’s Council meeting were approved.

Report from the Provost:

S Gaulden provided an update on the Spring 2022 semester and on the timeline for the Fall 2022 course schedule build, advisement month, and opening of early registration for fall (i.e., build is ongoing, advisement month begins March 7th, Fall 2022 registration opens April 4th). She advised all Council members to perused the College’s Spring 2022 Operations Plan, which may be found online at https://www.ramapo.edu/health/covid-19-operations/.

C Romano delivered an enrollment report and an update on student vaccine compliance efforts. He reported that we are currently at 97% of our undergraduate enrollment target and 101% of our graduate target for Spring 2022 and up 2% in applications for Fall 2022-start candidates. Further, we have over 1,600 students in the residence halls plus another 100 who may still move in soon. C Romano noted that deregistration for Spring 2022 occurred yesterday, and there are still about 100 students who are not compliant with COVID-19 vaccine requirements, some of whom are taking fully online course loads.

S Gaulden reminded all Council members that the reporting procedure for students, faculty, and staff to report a positive COVID-19 test or close contact has changed. It now involved filling out a form, which is available on our intranet, that will be followed by a call from a contract tracer. She explained how this improved process will be more efficient and allows for automated notifications to be sent, which will prevent cases and notifications from “slipping through the cracks.”
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:** This Policy/Procedure/Manual was discussed briefly, as the subcommittee is still finalizing their proposed version. E Rainforth mentioned they intend to include “typical pattern language” in the definition of hybrid course delivery mode, and N Choudhury suggested including parameters rather than exceptions. S Gaulden said she would speak with the Office of the Registrar as the “50% on campus” guideline was more of a suggestion than an absolute rule for hybrid courses. That is, when fewer than 50% on-campus classes makes sense pedagogically, this would occur.

- Policy/Procedure 300-L College Honors Program

  **Issue:** R Root and J Monen, Co-Directors of the Honors Program, requested that the Provost’s Council review their proposed changes to the Policy/Procedure. They felt the Policy/Procedure needed to be updated, as it was last revised in 2011.

  **Meeting Notes:** S Gaulden shared feedback that emerged at the November 2021 Provost’s Council meeting with Honors Program Co-Directors R Root and J Monen. They have not yet submitted an updated version for the Council’s consideration. C Romano emphasized the less we say about the criteria for admissions/acceptance into the program, the better from a liability and flexibility standpoint.

- Policy/Procedure 300-II Removal of Students from Class

  **Issue:** The Policy and Procedure need to be updated, as they were last revised in 2013. The “Office of Judicial Affairs” must be updated to its new title, the “Office of Student Conduct.”
**Meeting Notes**: A few additional edits were suggested for the redlined version created by D Nast and N Choudhury, in consultation with K Hallisey, that was shared with Council members prior to the November 2021 meeting. S Gaulden will incorporate these edits into an updated redlined version, which can be voted on at the February 2022 Provost’s Council meeting. Comments and suggestions included the following:

- “Removal of students from class” should be distinguished from “deregistration from a course” so these phrases are not confused.
- It is important to emphasize that “class” encompasses any space where course content is delivered (e.g., video conferencing platform, off-campus site, classroom, lab space, field trip site).
- One outcome of the mediation conference must be whether a student can submit work that was missed after being removed from class. A Lorenz and E Petkus noted that this is currently at the discretion of the faculty member. D Maher-Gurniak opined students should not have the right to submit work if they were removed from class. C Romano reminded all that egregious behavior should be reported to the Office of Student Conduct.

- **Policy/Procedure 300-NN Faculty Responsibilities to Students on Interim Suspension**

  **Issue**: The policy and procedure need to be updated, as they were last revised in 2015.

  **Meeting Notes**: A few additional edits were suggested for the redlined version created by D Nast and A LePore that was shared with Council members prior to the November 2021 meeting. S Gaulden will incorporate these edits into an updated redlined version, which can be voted on at the February 2022 Provost’s Council meeting. Comments and suggestions included the following:

  - E Saiff noted there are a number of reasons that warrant interim suspension.
  - C Romano reminded all that interim suspension involves the immediate removal of a student from campus based on three criteria and a subsequent hearing, which must occur within five days. This means a student might miss one or two class meetings while on interim suspension.
  - E Rainforth felt that the phrase “permitted to return to campus” would not necessarily cover fieldwork. Discussion ensued about what exactly are considered on- or off-campus College locations.
  - J Connell remarked that CSS advisors are often asked whether students may submit coursework while they are on interim suspension. He questioned whether it was equitable to leave this up to individual faculty members and felt that a subsequent decision could create friction between the student and faculty member.
• Policy/Procedure 300-Z Minimum & Maximum Course Enrollment

**Issue:** The policy and procedure need to be updated, as they were last revised in 2012.

**Meeting Notes:** A redlined version created by S Frees and E Petkus was shared with Council members prior to this meeting. N Choudhury stated that changes to class sizes must be discussed with faculty, as they represent huge changes to current practice. S Gaulden emphasized this is only the beginning of the discussion of course caps, and she expects that input from faculty will be solicited on multiple occasions before any edits to this policy/procedure are finalized.

E Petkus shared his opinion that online course sections should not have different capacities than in-person or hybrid course sections. S Frees noted that all courses have the potential for having different capacities for curricular and pedagogical reasons and asked about exceptions being made. S Gaulden noted that, at present, different sections of the same courses have different capacities in Banner, a number of undergraduate course sections are capped at 15 students, and a number of graduate course sections are capped at 20 students.

E Rainforth advocated for in-practice caps of 20 students (e.g., for TAS lab courses). N Choudhury suggested capacities might best be determined through conversations at the Convener-Dean level. S Frees noted they only really incorporated online-not online changes in this redlined version. S Gaulden directed the Deans to review the existing course caps in Banner with the Conveners. S Frees asked whether course capacities should be a component of the ARC review process. E Rainforth asked whether course capacities could be permanently set in Banner, so they would not be reset during each semester course schedule build. S Gaulden reminded all that we are nowhere near a vote on this policy/procedure and the first step toward making reasonable and fair adjustments to course sizes is the Dean-Convener discussion.

• Policy/Procedure 300-G Declaring a Major

**Issue:** The policy and procedure need to be updated, as they were last revised in 2013.

**Meeting Notes:** A redlined version created by J Connell and S Rice was shared with Council members prior to this meeting. S Gaulden asked whether we have a process in place to put a registration hold on a student’s account if they do not declare a major before they register for 64 credits. J Connell said we have a Banner script that J Yao runs (i.e., similar to the MATH
and CRWT course requirements). E Saiff asked if students will know it may take longer than four years to complete an undergraduate degree if a major has still not been declared by 64 credits. A suggestion was made to change the title of this policy to Requirement to Declare a Major, which better expresses its purpose.

**Continuation Items**

- Academic Policy/Procedure Review Assignments – **REVISED** table is given below

<table>
<thead>
<tr>
<th>Provost’s Council Members</th>
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<td>S Hangen &amp; C Romano</td>
<td>300-N College Courses for High School Students</td>
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<tr>
<td>A Lorenz &amp; F Papalia</td>
<td>300-O Deans’ List - review conducted; no changes are needed</td>
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<tr>
<td>S Frees &amp; E Petkus</td>
<td>300-Z Minimum &amp; Maximum Course Enrollment – discussion of edits began at the January 2022 Provost’s Council meeting; more work is needed to create the final draft</td>
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<td>J Connell, D Couzens &amp; J Gronbeck-Tedesco</td>
<td>300-QQ Withdrawal or Leave of Absence from the College</td>
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<td>T Laprey &amp; G Khaneja</td>
<td>300-SS Posthumous Degree</td>
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<td>300-H1 Basic Skills Placement Testing Exemption</td>
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<tr>
<td>S Gaulden</td>
<td>300-B Academic Integrity</td>
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**Additional Notes**: 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.

- Professor’s Title Change – waiting on feedback from Human Resources

- Double Master’s Degrees – waiting on recommendations from the Graduate Council, which is currently discussing this topic
New Business /Additional Announcements

No new business was shared. No additional announcements were made.