Provost’s Council Minutes  
February 24, 2022


Guest Attendees: A Beecher, J Cabrera, and C Ucci

Approval of Minutes:

The minutes from the January 27, 2022 Provost’s Council meeting were approved.

Report from the Provost:

S Gaulden welcomed L Warner to the Provost’s Council. She is replacing A Vasishth as the SSHS representative.

S Gaulden provided an update on the Fall 2022 course schedule build and reminded all of the start of advisement month on March 7th and opening of early registration for fall on April 4th. There are still a few issues with the Fall 2022 schedule, including too many courses in specific time blocks, that must be resolved. She also shared that Professor Christian Reich received an NIH grant, which requires a research misconduct assurance policy/procedure that was being drafted by A Lorenz and C Reich with input from others and would have to quickly move through the Provost’s Council.

C Romano shared that the deadline for applications to Ramapo was extended to March 1st. To date, 4.5% more applications have been received than last year, and good growth was noticed in some majors. Admitted Student Days are scheduled in April 2022 and a number of events (e.g., invitations to sit in on class sessions) are planned to strategically focus on supporting/increasing individual program yields. The heightened competitiveness of college recruitment and admissions was discussed.

C Romano also presented an update on the Vaccine Implementation Teams’ efforts to encourage students to get vaccinated and boosted against COVID. As of February 28th, approximately 2,000 Ramapo students have not yet submitted their evidence of vaccines/boosters to Health Services.

Comments from Provost’s Council members included the following:
o E Petkus stated his observation that early registration was not as popular during COVID as before the pandemic.

o N Choudhury shared that a large number of students seem to forget to submit their evidence of vaccination/boosters and explained how she set aside class time to have them send their cards to Health Services.

o C Romano explained how COVID-related policies (e.g., vaccine & booster requirements, mask mandates) are influencing college choice. He emphasized that Ramapo was the only NJ college that began on-campus Spring 2022 classes as scheduled (94% are in-person or hybrid) and that we have no evidence of any in-class transmission of the virus since it began in March 2020.

**Policies/Procedures that Were Voted On/Approved**

**Policies/Procedures to be Revised/Clarified**

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

  **Issue:** The policy and procedure need to be updated, as they were last revised in 2013. The “Office of Judicial Affairs” should be updated to the “Office of Student Conduct.”

  **Meeting Notes:** One additional edit was suggested to the latest redlined version of the procedure (i.e., “If the student refuses to leave or if the student exhibits behavior that is dangerous or threatening, the course instructor **may** should call the Department of Public Safety.”). The final version of the revised policy/procedure was unanimously approved. Public comments will now be solicited and, unless anything substantive is received, this policy/procedure is approved by Provost’s Council.

- 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:** The final version of the revised policy/procedure was unanimously approved. Public comments will now be solicited and, unless anything substantive is received, this policy/procedure is approved by Provost’s Council.
• Policy/Procedure 300-G Declaring a Major Requirement to Declare a Major

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

**Meeting Notes:** A question was posed about which Unit (i.e., the Office of the Registrar or the Center for Student Success) was responsible for putting a registration hold on a student who has earned at least 48 credit but has not yet declared a major. This will be clarified through a small discussion. The final version of the revised policy/procedure was unanimously approved. Public comments will now be solicited and, unless anything substantive is received, this policy/procedure is approved by Provost’s Council.

### Policies/Procedures to be Revisited/Clarified:

- **Policy/Procedure 300-T Online Courses**

  **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. Much feedback that was received has been incorporated into the latest version of the manual, which requires further discussion and final decision.

  **Meeting Notes:** It was decided that the Provost’s Council-approved version should be brought to Faculty Assembly in April 2022. Only one further edit/comment was made at this meeting. Specifically, S Gaulden mentioned that the “typical hybrid pattern would include one in-person meeting per week” was only accurate when describing a course that is scheduled to meet twice per week. E Rainforth felt the language was okay, as it only describe a typical pattern. Any further suggested edits should be sent to A LePore.

- **Policy/Procedure 300-L College Honors Program**

  **Issue:** The policy and procedure need to be updated, as it was last revised in 2011.

  **Meeting Notes:** S Gaulden shared the feedback that emerged from the November 2021 Provost’s Council meeting with Co-Directors Rebecca Root and Joost Monen. No revised redlined version has been received yet to bring to Provost’s Council, so this item was tabled.
• 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:** E Rainforth asked whether the Deans were directed to solicit input on appropriate minimum and maximum course enrollments from Conveners. S Gaulden stated she believed this was accurate, as per the January 2022 Provost’s Council meeting. Robust discussion included the following highlights:

- It was suggested that the course capacity policies/procedures of other NJASCU or peer colleges be reviewed.
- S Frees stated it seems we are not consistently abiding by the established minima in practice. Revising this procedure is more about a consistency issue. E Petkus felt that there is no evidence that the maximum capacity for online courses should not be the same as maximum capacities established for courses delivered in other formats.
- L Warner responded that there are many studies/sources, which provide guidance and evidence as to what the capacities should be in online and other courses. She emphasized that we should take an evidence-based approach to suggest any edits and that having a policy/procedure provides a certain degree of preservation of what numbers are appropriate.
- E Rainforth asserted that the logic behind the established course minimum and maximum capacities should be based on pedagogy, which may differ from type of course, delivery mode, discipline, etc.
- N Choudhury shared that there were pedagogical reasons for the existing course capacities in the policy/procedure, which were determined many years ago. People looked at best practices to set the appropriate numbers.
- P Campbell suggested we might want to cleave minimum and maximum capacities from the course delivery mode.
- S Gaulden emphasized that it will likely take a while to collect the input from Conveners and faculty, which means this policy/procedure will take a while to edit. This is okay, as we should make sure it is done properly after full and inclusive deliberation.

• A variety of academic policies/procedures that must be revised to address graduate students who wish to enroll in more than one graduate program at Ramapo College – The Graduate Council subcommittee members who worked on these revisions (Amanda Beecher, Juan Cabrera, Diane Couzens, and Carolyn Ucci), which were approved by the Graduate Council.
earlier this year, made a presentation at the Provost’s Council meeting. These revisions will be voted on at the March 2022 Provost’s Council meeting. The academic policies/procedures include the following:

- **Policy/Procedure 300-FF Transferring Academic Credit** – the transferring graduate credit section was revised to differentiate between the external transfer credit procedure (i.e., from a non-Ramapo institution to Ramapo) and the internal transfer credit procedure (i.e., from one Ramapo graduate program to another); a total transfer credit component was added, as well
- **Policy/Procedure 300-KK Integrity of Degree Programs** – the graduate degree programs section was revised to include a sentence stating that students cannot enroll concurrently in two Master’s degrees at Ramapo and to include the maximum amount of credits that can counted towards the requirements of two different Ramapo graduate programs
- **Policy/Procedure 300-PP Graduate Residency Requirement** – some generic language related to transferring previously-earned graduate credits was removed
- **Policy/Procedure 300-TS Satisfactory Academic Progress towards Degree Completion for Graduate Students** – the title was changed to remove language that is confused with the financial aid-defined phrase “Satisfactory Academic Progress” and a few minor edits were made
- **Policy/Procedure 420 Tuition Waiver/Reduction for Employees and Special Populations** – minor edits were suggested, but this is not an academic policy

- **Policy/Procedure 300-SS Posthumous Degree**

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

**Meeting Notes:** T Laprey explained that she and G Khaneja look at the seven instances in which the posthumous degree was awarded between 2000 and 2020 to inform the revisions. Approximately 20% of the families of deceased students requested posthumous degrees. Provost’s Council members felt that awarding these degrees expressed the value of the member of our community who passed away. D Couzens shared that when the College becomes aware of a student’s death, the Registrar runs a degree audit to determine whether the student is eligible for a posthumous degree regardless of whether such is externally requested. One member asked whether we need to include a time limit, but C Romano said if we go back to the intent of the policy, it seems that we would not. L Warner and A Lorenz both felt we should just use discretion. A final version of the revised policy/procedure will be voted on at the March 2022 Provost’s Council meeting.

- **Policy/Procedure 300-H1 Basic Skills Placement Testing Exemption**
**Issue:** The policy and procedure need to be updated, as they were last revised in 2017.

**Meeting Notes:** This item was tabled since the Council members assigned to lead the revision (F Papalia & J Connell) were not present.

**Continuation Items**

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

<table>
<thead>
<tr>
<th>Provost’s Council Members</th>
<th>Policy/Procedure to Review/Redline</th>
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<tbody>
<tr>
<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 - <em>review conducted; no changes are needed</em></td>
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<tr>
<td>S Frees &amp; E Petkus</td>
<td>300-Z Minimum &amp; Maximum Course Enrollment – discussion of edits <em>began</em> at the January 2022 Provost’s Council meeting; more work is needed to create the final draft</td>
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<tr>
<td>D Nast &amp; N Choudhury</td>
<td>300-II Removal of Students from Class Sessions – <em>final redlined version was approved at the February 2022 Provost’s Council meeting</em>; Public comments will be solicited</td>
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<td>300-G Request to Declare a Major – <em>final redlined version was approved at the February 2022 Provost’s Council meeting</em>; Public comments will be solicited</td>
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<tr>
<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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<tr>
<td>T Laprey &amp; G Khaneja</td>
<td>300-SS Posthumous Degree – <em>redlined version discussed at the February 2022 Provost’s Council meeting</em>; vote will be taken at March 2022 meeting</td>
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<td>S Gaulden</td>
<td>300-B Academic Integrity</td>
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- Professor’s Title Change – waiting on feedback from Human Resources

**New Business /Additional Announcements**

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