Provost’s Council Minutes  
March 24, 2022


Approval of Minutes:
The minutes from the February 24, 2022 Provost’s Council meeting were approved.

Report from the Provost:

S Gaulden welcomed P Miyashiro Bedaya to the Provost’s Council, as he is temporarily replacing N Moreno as the student representative.

S Gaulden provided a summary of the Course Delivery Modes Task Force final report, and two of its recommendations will be moving forward to Faculty Assembly. It was determined that hyflex will not be considered a course delivery mode but will remain an option – in limited circumstances – when the faculty member needs to accommodate remote learners. S Gaulden reminded all that Fall 2022 registration opens on April 4th, so any changes to the schedule must be submitted through the course mod app as soon as possible. She also reported that Cabinet had endorsed the revised versions of 300-NN Faculty Responsibilities to Students on Interim Suspension and 300-G Requirement to Declare a Major and that a communication related to the face covering mandate will be forthcoming today.

C Romano shared a concern that Summer 2022 enrollment was much lower than the target. Over 300 students signed up for the first Admitted Students Day, which will hopefully well position us to meet our goal of 1,000 new students for the fall. As of today, 225 students have deposited; accepted students may participate in the Roadrunner for a Day program and sit in on classes.

D Couzens reminded all that the deadline to submit a nominee for the President’s Staff Awards is April 15th. There are three categories of award: leadership, excellence in services, and team project. Nomination forms may be found on the President’s website.
Policies/Procedures that Were Voted On/Approved

- 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:** Although the redlined version of the policy/procedure was unanimously approved at the February 24, 2022 Provost’s Council meeting, public comments have altered the final version. D Nast explained the changes made to the updated final version, which was disseminated before the meeting. Of particular note is that if Public Safety is involved, the case could be referred to Student Conduct or to EDIC (i.e., if the matter is related to Title IX, bias, or discrimination). The means there may be no disciplinary action to be taken. C Romano suggested we add the formal definition of a student (e.g., excludes Friends of Ramapo, alumni) as a footnote. The Council unanimously voted to approve the updated redlined version of the policy/procedure with the addition of the footnote definition.

- Policy/Procedure 300-SS Posthumous Degree

**POSTHUMOUS DEGREE POLICY:** Ramapo College of New Jersey will award a posthumous degree under some circumstances.

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

**Meeting Notes:** The Council unanimously voted to approve the redlined version of the policy/procedure.

- Various policies/procedures that must be revised to address graduate students who wish to enroll in more than one graduate program at Ramapo College

**Issue:** The Graduate Council approved a number of edits to existing policies/procedures after deliberating whether students can enroll in two Master’s Degree programs at Ramapo. These policies/procedures include the following:

  o 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-TT 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

**Meeting Notes:** The Council unanimously approved the redlined versions of Policy/Procedure 300-FF Transferring Academic Credit; Policy/Procedure 300-KK Integrity of Degree Programs; Policy/Procedure 300-PP Graduate Residency Requirement; and Policy/Procedure 300-TT Satisfactory Academic Progress towards Degree Completion for Graduate Students.

Policy/Procedure 420 Tuition Waiver/Reduction for Employees and Special Populations must be reviewed and revised by the College’s Policy Committee, as it is not an academic policy.

- **Policy/Procedure 300-T Remotely-Delivered (Virtual & Online) 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:** The Council unanimously voted to approve the redlined version of the policy/procedure. This Policy/Procedure will be shared at Faculty Assembly on April 6th for their endorsement.
Policies/Procedures to be Revisited/Clarified:

- 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:** J Connell explained that most of the revisions in the redlined policy/procedure, which was shared before this meeting, were updates (e.g., “test optional,” SAT information). This revised policy/procedure will be voted on at the April 27, 2022 Provost’s Council meeting.

- 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:** The Provost’s Council discussed the updated redlined version of the policy/procedure. S Gaulden will share with the Honors Program Co-Directors feedback, which includes only keeping the first sentence in the How To Apply section, questioning whether the Transfer students note is necessary in the Application Requirements section, and a suggestion to convert the Application Requirements, Acceptance to the College Honors Program, and the Continued Participation sections to subsections under How To Apply.

- 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:** The Deans were asked what feedback they received from Conveners. S Hangen shared that some were okay with current caps; E Saiff said this topic was still under discussion, that Nursing faculty sent a report stating the standard cap at other institutions is 25 per course while ours is 35, and that lab course caps are all over the place, but ours reflect the number of seats available in our lab spaces. A Lorenz said that he received a pretty exhaustive and mixed response with some wanting to raise the caps and some wanting to lower the caps. L Warner wrote a data-rich report on Best Practices for Online Course Caps at Ramapo College, which S Gaulden will share with Provost’s Council members. E Petkus reminded all that the original consideration of this subcommittee was focused on equity (i.e., should caps be the same for online sections and in-person sections). S Frees noted that we now have a new
report to support caps, and L Warner mentioned this review was the basis of the document. More discussion needs to occur before the redlined version is voted on by the Council.

**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>A Lorenz &amp; F Papalia</td>
<td>300-Ó Deans’ List - review conducted; no changes are needed</td>
</tr>
<tr>
<td>J Connell &amp; S Rice</td>
<td>300-G Request Requirement to Declare a Major – final redlined version was approved at the February 2022 Provost’s Council meeting and was endorsed by Cabinet</td>
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<tr>
<td>D Nast &amp; A LePore</td>
<td>300-NN Faculty Responsibilities to Students on Interim Suspension – final redlined version was approved at the February 2022 Provost’s Council meeting and was endorsed by Cabinet</td>
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<td>D Nast &amp; N Choudhury</td>
<td>300-II Removal of Students from Class Sessions – final redlined version, which incorporated public comments, was approved at the March 2022 Provost’s Council meeting</td>
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<tr>
<td>T Laprey &amp; G Khaneja</td>
<td>300-SS Posthumous Degree final redlined version was approved at the February 2022 Provost’s Council meeting; public comments were solicited</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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<tr>
<td>J Connell &amp; F Papalia</td>
<td>300-H1 Basic Skills Placement Testing Exemption – redlined version was discussed at the March 2022 Provost’s Council meeting and will be brought to vote at the April meeting</td>
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<tr>
<td>S Hangen &amp; C Romano</td>
<td>300-N College Courses for High School Students</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>S Gaulden &amp; E Rainforth</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**

S Gaulden briefly shared her thoughts about the current Academic Integrity Policy/Procedure, which is scheduled to be revised. She explained it has been her experience that there are two types of violators who are found responsible for plagiarism: students who do *not* intend to plagiarize but
technically do plagiarize and those who know they are plagiarizing and are trying to “get away with it.” She felt is important that our policy/procedure allows for a learning experience, when warranted, rather than have a disciplinary/punitive emphasis for all students. E Petkus asked whether academic integrity could be emphasized during orientation, but J Connell felt that information delivered during orientation would likely not be retained and also shared that transfer students do not always attend orientation. (Note: This led to a question of whether transfer students have a higher number of cases per student than “native” students, which should be studied.) L Keller noted that content about proper selection and citation of sources is embedded in the First Year Seminar course. N Choudhury said it is quite different if plagiarism happens in the fourth year versus the first year and sanctions should reflect this difference. More discussion on this policy/procedure must occur. One point that should be considered is whether there is a benefit in having a group or the Academic Integrity Board review even first offense cases (i.e., rather than review just by the Vice Provost or allowing faculty to independently assign sanctions) so that the sanctions might more uniform, especially across individuals and Schools.

N Morgan Agard reminded all that the Diversity Learning Environment survey was being administered to students this semester. The last time this survey was administered was in Spring 2016. S Gaulden reminded faculty that the Faculty Survey of Student Engagement (FSSE) is also being administered this semester and encouraged faculty to participate.

J Connell announced that today is the EOF Statewide Student Day at the Capitol and encouraged those who could virtually attend to do so.