

**University Senate**

**Professional Studies Building, 203A rm. 3**

**MINUTES OF MEETING**

**April 8, 2020 – Via Zoom**

**ATTENDANCE:**

**Presiding:** Dr. Christopher Shamburg, University Senate President

**DEPARTMENTS PRESENT:** Accounting, Michael Bell Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Educational Leadership, Christine Harrington; Educational Technology, Christopher Carnahan; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; ESL, Anne Mabry; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Fitness, Exercise and Sports, Manuela Caciula; Health Sciences, Erin O’Neill; History, Jacob Zumoff; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Mathematics, Gunhan Caglayan; Media Arts, Martin Ramocki; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Music, Dance & Theatre, Robert Prowse; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** A. Harry Moore, Harriet Phillip; African/Afro American Studies, Alumni, Jane McClellan; Computer Science, Nan Wang; Economics, Andrew Bossie; Fire Science, Walter Nugent; Marketing, Rick Lee; Modern Languages, Aixa Said-Mohand; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove; Special Education, Zandile Nkabinde.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Marilyn Ettinger, Venessa Garcia, Christopher Shamburg, Carol Shansky, Rubina Vohra, Yufeng Wei.

**SENATORS-AT-LARGE ABSENT:** Christopher Cunningham, Jeanette Ramos-Alexander.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Alison Maysilles, Debra McClary, Denise Serpico, Cynthia Vazquez.

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:** none.

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Ricky Cruz.

**STUDENT SENATORS-AT-LARGE ABSENT:**

University Senate Meeting

Wednesday 8, April 2020

2:00PM – ZOOM Online Meeting

Meeting called to order by President Shamburg at 2:07pm

 I. Test Zoom Voting

* Successfully completed the test

II. Motion to Approve Senate Meeting Agenda

* + - Motion to approve the agenda by Senate President
		- 36 votes in poll
		- Without objection, the motion passes

III. Motion to Approve Senate Meeting Minutes

* + - Motion to approve the minutes by Senate President
		- 34 voted Yes 1 voted No
* Minutes amended:

 The C&I report was not updated with learning outcomes and modes of interest for General Education courses.

IV. Announcements

 Thank you for attending this meeting. I would ask for your patience. I’d like to consider this a test, so we can have a more robust meeting on April 20th.

 A few things to keep in mind:

* Only Senators can vote.
* Please keep your audio on mute unless you are going to speak.
* If you want to speak, please “raise your hand” in the Zoom control panel, and I will call you and you can unmute.
* If you have a technical problem or other feedback, please email the senate@njcu.edu after the meeting and we will look into it.

 In other news…

 Athletics sent out healthy lifestyle news yesterday for the campus community

 Advancement has a drive for emergency money. Some faculty have responded, thank you.

 Registration for summer and fall begins April 14 for continuing students. Please remind your students.

 As the University moved classes from in-person to online instruction, the library has started making online resources and services available through the Library website (http://njcu.edu/library). They are frequently updated/added resources and services. Please check it out as a resource.

V. University Senate President’s Report

 I would like to thank our Senate Committees for continuing their work since the shutdown.

 There will be a call for nominations for Senators at Large this week, and voting will happen, as usual, online at the end of April.

 I am discussing the logistics of the May reorganization meeting with Elections Committee and the Senate Executive Committee. I’ll have an update soon.

**VI. SACC Update:**

 **Program Approvals**

 **There were agreements on these three programs:**

 **1. Simple Revisions in Minor in Latin American, Caribbean & Latin Studies**

 **2. Minor in Marketing Analytics**

 **3. Non-Accelerated Nursing Program**

 **Resolution on Senate Input on the Retention of Administrators**

 We discussed the Senate Resolution the Senate Input on the Retention of Administrators. At the meeting President Henderson said that she would bring it up to the Board of Trustees at the next meeting.

 **Resolution: Creation of a University-Wide Calendar Committee**

 The President and the Provost were going to consult this week to review the resolution in detail and would get back to me shortly.

 **COVID-19**

 We spent the majority of the meeting discussing the response and effects of the COVID- 19 Shutdown

 The Administration's first priority is the students and employees of NJCU.

 The Administration is prioritizing reaching students who have fell out of contact to see what issues they have. Student services would like to provide them with social services referrals, counseling, computer issues, and any other matter that has kept them from being able to move forward with their learning. The deans asked for input from the chairs and faculty of students who have not logged in to classes or for whom faculty have ascertained a need. That list is being compiled today and work begins tomorrow on outreach to them. Thank the faculty for following up and keeping us apprised of any issues.

 NJCU IT has distributed 240 laptops to students and 104 laptops to faculty and staff for remote work. if you know of a student without a laptop, please have them call IT.

 **Budget**

 $5.1 million in state aid was trimmed from our budget from the State – we will be getting 50% of our allocation from March, April, May and June. That equals $5.1 million

 NJCU anticipates 8.6 million from the federal government. This was calculated by the American Council of Education. The administration following up daily with our connections in DC to determine when and how the money will be distributed. If another stimulus package is approved, it has several areas that benefit higher education.

 **Effects on Faculty**

 For faculty whose publishing and presentations were interrupted, the effects of the shutdown will be taken into consideration for your reappointment and tenure. Please note the circumstances in your application. There are ways to note this in application materials (delays in publication, etc.) and those will be duly noted by reviewing bodies.

 Reappointments are going as scheduled.

 New faculty hires for 2020 will proceed as scheduled.

 There is a Blackboard site for faculty to share and discuss teaching online, Christine Harrington and Nurdan Aydin have been building it out.

 End of SACC Report

**Distribution of Draft Policy for Program Revisions (Attachment #1)**

 You were distributed this draft policy as an information item. It will be a resolution at a future meeting. Please share and discuss with your departments and constitutes. If you want a specific change, please propose an amendment. I believe this debate would be best at a live Senate meeting in Fall.

 Motion to eliminate late fees for students in Spring 2020

 Motion Passes

 Motion to eliminate late fees for students in Summer and Fall 2020

 Motion Passes

 **Questions?**

A member of the Senate stated that President Henderson, in response to the resolution regarding the evaluation of administrators, that President Henderson has told us in the past, that there was expertise that she would be potentially seeking from the Board of Trustees so this is a repeated response. In the discussion at SACC, she also mentioned that there would be potentially discussion with some of her vice presidents including Julia Basile, AVP of Human Resources. I wanted to reference that we had already spoken with Julia, at least two or three times for a total of approximately five hours, and after discussing things with Julia, we were advised that Julia had spoken to President Henderson already about this. The Senate Executive Committee has also spoken with the Provost about this, so as everyone knows this is an ongoing issue and it seems that the reaction we're getting is that the administration continues to seek more consultations among themselves and with the board, and it seems to be dragging this out. I know we should really be flexible in terms of timing under the current conditions, but the record should reflect that for many of the things that we were told, we were told previously that they were going to happen as well.

The Senate President informed everyone that there is a recording of the meetings, so that we could have a record of it.

He also responded stating that it's a balance, we are all trying to have stability, and some sense of continuity. We've also realized that we're under extraordinary circumstances as well.

Another member of the Senate wanted to add his thoughts and asked, if a little bit more could be stated about the budget because there are some people that are upset about the state, the suspension of the state allocation and whether that's going to be made up by an infusion of federal funds, and what you project might happen in the fall. He is hearing from other faculty who are not senators they're worried about that issue.

The Senate President responded stating, we spent most of our time going over budget issues at the SACC meeting, so I don't want to be overly optimistic, but we lost 5.1 million and it looks like we're getting 8.6 million. No implications for staffing for faculty for fall.

A member of the Senate stated that what was specified was that there is no impact to faculty, but what about staff?

The President of the Senate, responded that what was discussed at SACC was across the board regarding both faculty and professional staff. He believes that there are no moves currently under consideration from the SACC meeting.

He then announced that the President can join the meeting around three o'clock to discuss the budget, and that we could ask her for follow ups on that discussion once she joins the meeting.

The Senate member then reiterated, asking if the discussion included faculty, staff and librarians. The Senate President responded stating that we asked about everybody. We focus on faculty because most of the questions I received were about reappointment, but there seems to be no plans for any personnel cuts in the budget. We could ask the President more detail in a little bit.

The SGA President then stated that many students have concerns about the budget issue and have heard that they need to pay the full amount of tuition for the semester. He asked if that was discussed during SACC.

The Senate President responded that tuition was not discussed during the SACC meeting and that it was a good question and that topic is big around the country. When the President joins us, you can ask her then.

Another member of the Senate added to the discussion about tuition and stated that students are being given late fees for not having made payments during this time that we are going online, and was able to get one student her tuition waved, but was wondering if the Senate has had conversations with the bursar. Students are losing jobs, they're either losing jobs or going part time and so they shouldn't have to worry about the late fees at this point.

The Senate President thought it was a good point. He stated that it’s a topic to take action on it, and will reach out to administration, and agreed that it’s a definite problem. He then stated that we could have a motion that the Senate could request that the administration waive late fees for students during the spring 2020 school year.

* Motion made to have the administration eliminate student late fees
* Discussion – To amend the motion “to have the administration eliminate student late fees for the spring 2020 semester”.
* the motion passed

A member stated in the chat box, to add summer 2020. Another member then stated, wouldn't it also be for fall?

The Senate President replied stating, the first motion was for spring. We can do another motion for summer and fall.

The Senate President asked if there is a motion to extend this to, summer, and fall?

Motion seconded.

Another member suggested if there can be different motions made. A motion for the fall and then another motion for the summer and fall, in order to be on the safe side in case the administration says no to the whole thing where they might have said yes for the spring.

The Senate President stated that the motion for the spring already passed. He will create a poll to vote on the following motion.

* Motion: To call the administration to eliminate late fees for summer and fall for students.
* the motion passed.

A member of the Senate began to discuss layoffs of faculty and professional staff. According to the union contract, a faculty member needs 195 days notice if they're going to be laid off. All of the State College unions are united and watching these various issues because we're nervous. She then asked if we receive 5.8. million and 5.8. million is being held back, although we may receive that, and we're getting 8.6 million, were we counting on the 8.6. million anyway? Were we hoping that the 8.6 initially would be on top of the 11.6 million or, is the 8.6 a surprise in some way or we do we really still have 5.1 million withheld?

The Senate President stated that he believes 5.1 was withheld. The 5.1 was state aid and the 8.6 was part of the federal government's relief budget. I'm not sure how much they've calculated that. It seems in net we're getting a little more because I know there are unexpected costs, but it seems like a net we're getting 3.5 more than we would have anticipated from the state. So, again, I think the President would be best to answer those questions.

The Senate member then stated that she is very concerned about enrollment for the summer, and for the fall. The university gave this offer to students if they took courses in summer I and summer II and 50% off for summer III. I have students who've lost their jobs and even if they wanted to take advantage of this, I think there are a lot of students who are really not going to be able to, and I don't know how much this is going to continue into the fall. Maybe for your next Senate meeting, we need to have some discussion about how the faculty and professional staff can join in an effort to recoup the students. I find that in my own course, which is on zoom, that students who had been doing well in the course are continuing to do well, and students who I had to keep urging forward, are more distant from the course in terms of completing the work. I think there may need to be some sort of an “all hands on deck” effort to hold on to the students and to attract new students. Evidently, we attracted about 1000 new students in the fall. I am really very nervous about this. We are a tuition driven school and therefore, I'm very nervous about the numbers in terms of enrollment.

The Senate President agreed that the enrollment is of concern and was discussed at he SACC meeting.

Another member had a question about the affects on faculty in regards to publishing and presentations that were interrupted. Her presentation in March was cancelled, but she has documentation that her presentation was accepted. So she wasn’t sure what the administration means in regards to this.

The Senate President stated that in your portfolio you would put that your presentation was accepted and that the conference was cancelled. The idea is that it wouldn’t be held against you based on the pandemic that cancelled the conference.

A member from the Senate responded to the concern about enrollment. He stated that Dr. Henderson said that enrollment for the fall is actually up in comparison to last year, and she believes that may be attributed to people being unwilling to travel long distances to go to faraway colleges. As of the SACC meeting, she said enrollment projections and the data actually shows we’re up for the fall.

Another member of the Senate followed up on the discussion of enrollment and feels we still need to look at enrollment pretty critically because just because enrollments are up it doesn't necessarily translate into arrivals. The people have, for whatever reasons, made a decision that they would want to attend NJCU, but as this continues, both with professional and personal impact, those individuals may not necessarily convert to actual enrollees. I'd like to continue that discussion with the president with regard to the budget impact. As Barbara already mentioned, we're a tuition driven institution and what are the contingencies if those potential enrollments don't convert to actual enrollees?

The Senate President agreed to that point.

He stated that the President can stay for a little while to answer some questions or give an update. She can give us more if it's not enough today, to talk a little bit at the April 20th meeting,

A member of the SEC asked Barbara Hildner, the Union President, to repeat the amount of notice for lay off for a professional staff person versus a faculty member. She responded stating 195 day notice for faculty. It's less for professional staff, but the professional staff number is greater than between now and September, or now in any action and September.

President Henderson then joined the meeting.

The Senate President stated that for the last 15 minutes people been asking questions about the budget applications on faculty and staff and requested if she can give an update.

President Henderson stated that about two weeks ago the governor came back to all the institutions in the State that the tax revenues hadn't been as big as they were and that they were having a tax deadline, until the end, mid- July, which means they weren't going to be getting tax checks now. Rather than receiving the regular allocation for March, April, May and June, we're going to receive half of the money. NJCU did a quick calculation and it's about $5.1 million for us. We will be fine until the end of the year and the 5.1 that we lose, we'll probably get it back. We're getting 8.6 back in terms of the stimulus package. The American Council of Education calculated the amount of money that each institution in the country would get based on their number of Pell students and based on that, they were able to calculate that we would end up getting about 8.6 million.

Coming next week or in the next three months, we should get the 8.6 million but the question is when is that going to happen? The 5.1 is something that they call a freeze, and the fact they're calling it a freeze, means they probably would like to give it back to us. But you do have the federal money which would help plug that hole, so we'll be fine to the end of the year. When July starts, we will probably need to get some funding from the state, and I suspect that they will and that they have done this before.

In New York, it was common practice, they never could get their act together with a budget, and you had to do this continuing resolution to keep your revenue coming in. If our budget is cut, we are going to be much more realistic about it and really constrain our budget next year, which means we'll need to cut a little bit, such as student employment, unless you have federal work study because that's money in and money out. Then the adjunct budget we'll need to get it trimmed down. You've done a good job this year trimming at some but it needs to be trimmed a little bit more. We're working with Dean's and we're working with the schedule that you built for next year. I really appreciate you doing a yearlong schedule because that'll help us. Another thing that we're going to do a much better job of is calculating exactly how much revenue is going to come in, how much scholarships are given out in terms of discounting, and then figure out what that net tuition is so that we have a better sense. What we've got to look at right now is July. A memo is going to be sent out on Friday to the governor which my peer institutions are doing as well. We lost 5.1 million but Rutgers lost 100 million.

A member of the Senate then asked will the close of fiscal year be moved? The President stated that she does not think so. They may close this fiscal year and then do a complete continuing resolution.

The Senate President asked if anyone has any questions.

President Henderson stated that we can just keep tracking this. The Senate President agreed to the idea.

Another member of the Senate asked when you talk about the year do you mean next December or the end of the fiscal year ?

President Henderson stated the fiscal year for us and for the state ends June 30th.

The Senate member then asked if we’ll be okay until June 30 2021?

President Henderson responded saying, I know it's going to happen until June 30 of 2020.

I know next year will be fine, but the problem is, is fine with a little f or a big F, because we're already going to build a very small budget next fiscal year which starts July 1st, expecting that the state's going to have to decrease our allocation. I can give you an example of some things that that are coming into our revenue which is good. In order to do the roads on the west campus, you have to spend the money, and then you get the money back from the city, and before the city will give you the money, they have to come and inspect it. We were ready for them to come and expect it, and the COVID thing came up, so we pushed for three weeks and said, can’t you do this virtually, you have money sitting over there in an escrow account. So we got them to do it virtually and we'll get that money back. That happened to us one year with the science building, we had spent a lot of money and you just have to spend it and then get it back.

The Senate President asked if there are any other issues people were concerned about regarding the projections for faculty and professional staff going forward?

President Henderson responded, stating that Drew University had to do some furloughs, and some of the university presidents expressed concern. Someone then explained that the state decides on the furloughs, so it's not the administrations call. I do believe that for Governor Murphy, that's just not his style and I think that would be his last choice. I know you had to do the furloughs in 2008, and I thought they did a good job here because I think you all got it back when the economy got better.

The most important asset of this institution, are the people who work here. We're actually down in security guards and down in house cleaners, and now that the campus is closed that's okay but we need everybody, so that is a very high priority for us.

A member of the Senate stated if the enrollments going into the fall at the moment potential enrollments are robust, my question was if in fact those don't convert into actual enrollees, is there a contingency plan what areas might be adjusted to accommodate for that? Are you fairly confident that they are going to convert to enrollees?

President Henderson responded, saying what Jim wants to do working with Scott is to build a model where we're really going to pretend like we're not going to get much enrollment. Right now, the new enrollments, the number of applications we have coming in, are higher than last year's, and some of that I think is because, because people don't want to go away anymore. So that's a positive thing. The place where I think we're going to have fallout is, what I call the MIA’s, or the students we have not been able to find, because it's really important that we figure out where they are and how we can help them. For some of them, it may be helping them figure out how they're going to get the rest of their rent paid, because there's a lot of assistance out there now but to get the assistance is complicated and if you're not accustomed to that, you just give up. So we need to be there and be more of a social service agency right now which is critically important for us. I worry actually less about the new students coming in because our enrollment people, Jose Balda and his team, are doing everything online and they're getting a good response and getting people coming back. A lot of your new programs that you've created are generating a lot of good enrollment projections. A positive thing AIC, the President's Council passed on Monday in the Executive Session, the Cybersecurity program, so I'm excited about that. So, what we will do is project small and be pleasantly surprised. The part that Jim struggled with this past year was we projected x and it was x minus five. And so every time he turned around, he was always having to adjust down which is just a depressing way to live life. So we're just going to start small and then take it from there.

My biggest concern besides the students who are missing an action, is just regular retention of the students. If we could just retain 100 more students that would make such a difference in so many different parts of what we do, so that retention is really important. Not that you're not trying, but we to keep focused on our work and figure out what the what the problems are.

Another member of the Senate then stated that she is concerned about enrollment. She has never been in this situation before and has lived through financial crisis of the university but nothing that's been in this context. She is very concerned about the ability to gather up students who may not have been doing particularly well this semester and who may have lost their jobs and are having trouble keeping up with their zoom courses. Since enrollment seems to be up now, and these are for new students or returning students, so what exactly the numbers look like this semester?

President Henderson replied, what you look at this point in time is how many applications are in, how many people have been accepted, and then how many people want to come. Even though they've said they yes they want to come, you do know that they will until you close the deal and get them sitting in class the first day. What looks good right now are the number of applications that are in the profile for next fall. We have more students, and a higher band, and fewer students in the lower band, we think that is probably because the governor is now offering free community college for students. A lot of them are opting going there and quite frankly it is the most financially reasonable option for students of modest means. The profile looks better as well as the GPA of the students. I think we were at 2.9 and now we're at we averaged 3.1 and that's good.

At this point, the only good thing about all of this is that everybody in the country is under this pressure right now, not just New Jersey and it's not just Jersey City so we're all in this predicament. I think there's so many things we do so well that are going to make us very attractive to students. We have what some people call practical degrees and I would say they're practical because whether you major in English or whether you make a major in business or whether you major security studies, every one of our students who leave us really work in remarkable places, so it's just getting more to finish.

The Senate President then stated that a resolution was passed, and that we'll send it to her but a student also had two resolutions about schools still charging late fees for students who are late on tuition payments. He also asked if she would offer some type of a weekly update on the enrollment and budget.

President Henderson agreed to giving a weekly update.

She then said she was fortunate to have a very resilient faculty, and staff and has been amazed at everybody really working hard. She thanked everyone for doing a great job.

Another member wanted to ask what the outlook looks like for the national cohort.

In addition, another member stated that in a bad economy we also see a lot of unemployment students come back. However, those students cannot register until the third day of classes. When we are looking at cancelling classes, we may want to consider those students in hopes of increasing our enrollments.

 **VI**.       **GECAP (Attachment #2)**

     The Senate President requested a motion to table Two Resolutions on General Education.  He would like to discuss these at the meeting on the 20th.

* Motion: To table the two resolutions until the next Senate meeting on the 20th
* Without objection the motion passes.

 **VII.     Senate Committee Reports:**

 **a) Curriculum & Instruction Committee (Attachment #3)**

 Dr. Michael Rotenberg-Schwartz, Chairperson

 The committee has approved this report. Some courses just outright and some with minor edits.

 Women's and Gender Studies - Girls Girl culture and Girlhood Studies

 Latin American Caribbean and Latino Studies - Drugs History Production and Trade in Latin America.

 Introduction to Computation and Chemistry

 Professional Security Studies - Blood stain Pattern Analysis

 Professional Security Studies - Crime Scene Investigation.

 The ones that were approved:

 Latin American Caribbean and Latino Studies Studying Latin America

 Earth and Environmental Sciences:

 GIS for Web based

 GIS

 GIS five Remote Sensing

 GIS six Advanced Application of GIS.

 All were approved outright, and the first five, those are pending minor edits, some of which have already come in.

 ***b)*Graduate Studies Committee (Attachment #4)**

Dr. Christopher Carnahan, Co-Chair

      Dr. John Melendez, Co-Chair

 The Graduate studies committee reviewed six proposals for the March senate meeting, we recommended two new course proposals:

 Trauma and Crisis Intervention

 Clinical Practice I

 **Those with a title Change:**

 Marketing 732

 Marketing, Digital Marketing Strategies

 Marketing 733 Global and Multicultural Marketing.

 Specialization in Supply Chain and Maritime Port management.

 There was one not recommended - MBA Specialization in Health Care Management and Administration.

 ***Action Items***

 **Discussion on the approval of:**

 2 new course proposals: Trauma and Crisis Intervention and Clinical

 Practice I (Please note a change in the course. EDU XXX: Clinical Practice I **Component Workload Clinical (1.0 credits) to Component Workload:: Clinical (1 credit) in accordance with local agreement)**

 2 course title changes: MKTG-732 E-Marketing to MKTG-732 Digital Marketing Strategy and MKTG-733 Global and Multicultural Marketing to MKTG-733 Global Marketing Strategy.

 1 new program: Master of Business Administration with Specialization in Supply Chain and Maritime Port Management.

 **Vote on all:** Approval of Graduate Courses, Changes in Courses and New Program

 Without objection, all are approved - 97% Yes and 3% No

**VIII**.    **New Business**

The Senate President asked if anyone has new business. One member asked,

when our next meeting would be. Will it be at the regular time on the 20th.

The Senate President stated that it will be on April 20th through zoom.

He stated that if you have any items to put on the agenda, if you can get them in 10 days in advance, so he can review them with the executive committee.

Any other questions.

* Motion made to adjourn the meeting
* Motion seconded
* Motion passes

Meeting adjourned at 3:23pm

Respectfully submitted by,

Ms. Cynthia Vazquez

Secretary of the University Senate

**Attachment #1** Draft Policy for Program Revisions

**Attachment #2** GECAP Resolutions

**Attachment #3** C&I Committee Report

**Attachment #4** Graduate Studies Committee Report