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**University Senate**

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

**MINUTES OF MEETING**

**April 10, 2017**

**ATTENDANCE:**

**Presiding:** Dr. Joseph Riotto, University Senate President

**DEPARTMENTS PRESENT**: Accounting, Jeanette Ramos-Alexander; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Bumjung Kim; Computer Science, Mort Aabdollah;

Counseling Education, Vaibhavee Agaskar; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Educational Leadership, Adele Macula; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; Earth & Environmental Science, Deborah Freile; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Patrick Boyle;

Health Sciences, Gail Gordon; History, Jason Martinek; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Mathematics, Zhixiong Chen; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott Taylor; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** A. Harry Moore; African/Afro American Studies; Alumni, Jane McClellan; Economics, Ivan Steinberg; ESL; Fitness, Exercise and Sports, Amy Rady; Marketing, Susan Williams; Media Arts; Physics, Chris Herbert;.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Lorraine Chewey, Natalia Coleman, Marilyn Ettinger, Robert Prowse, Joseph Riotto, Michelle Rosen, Cordelia Twomey, Rubina Vohra.

**SENATORS-AT-LARGE ABSENT:** Deborah Bennett, Audrey Fisch, Lee-Ann Halbert.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Katherine (Katie) Aquino, Queen Gibson, Denise Serpico, Cynthia Vazquez.

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

**STUDENT SENATORS PRESENT:** None.

**STUDENT SENATORS ABSENT:** Horzy Genao, Raymond Campbell, Sierra Williams,

Grisselle Hernandez.

**STUDENT SENATORS-AT-LARGE PRESENT:** Leman Kaifa, Collin Officer.

**STUDENT SENATORS-AT-LARGE ABSENT:**  Jennifer Hernandez, Leman Kaifa

**Draft 21 April 2017**

**University Senate Meeting Minutes**

**University Senate Meeting #7 for AY 2016-2017**

**Monday, 10 April 2017, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:07 PM

**I. Clicker System Test:** Passed

# II. Approval of Agenda

Motion made and seconded to approve agenda.

Motion made and seconded to amend the order of the agenda as follows:

* Move the Graduate Council to immediately after the Senate President’s Report (becoming agenda item VI.)
* Place discussion of the Doctoral Graduate Handbook immediately after the Graduate Council (agenda item VII.)

Amendments Approved

Amended Agenda approved. The new order is reflected in the minutes below.

# III. Approval of Minutes

Motion made and seconded to approve the minutes of the 20 March Senate Meeting.

Minutes approved

**IV.** **Announcements**

Senate President Riotto made the following announcements and referred Senators to the back of the agenda for additional announcements.

1. The 2017 NJCU Commencement is scheduled for Wednesday, 24 May 2017. The ceremony will be held at the Prudential Center in Newark, NJ.
2. Congratulations to Dr. Joyce Wright on receiving an Honorary Membership into the Tau Sigma National Honor Society. The Division of Student Affairs and the Transfer Resource Center of NJCU cordially invite you to the induction ceremony of the Tau Sigma National Honor Society on Thursday, 13 April 2017 4:00 – 7:00 p.m. in the Gothic Lounge (H202). For more information, please contact Alison Maysilles at extension 3123.

**V. University Senate President’s Report**

1. We want to emphasize, again, that Mondays, 2:00-4:00 pm, are identified as University Time on the NJCU University Calendar. That is, the University Senate, Department Meetings, and Professional Organizations have meetings scheduled. There might be a Monday in certain months that are free; however, please check the University calendar as that could be the reason why your attendance is significantly low if your meeting conflicts with established and approved dates
2. Also, as a reminder, please note that the Senate-Administration Coordinating Committee (SACC), which meets as needed between Senate meetings, is to serve as the mechanism through which substantive items approved by the Senate are discussed with the administration prior to their consideration and promulgation as University policy by the Board of Trustees. When an agreement can NOT be reached at SACC, the Senate Executive Committee can request the Board of Trustees to consider the matter. With that said, please note that individuals are still able to request time with the Board of Trustees.
3. **Selective Updates:**
   1. **Sanctuary Campus topic:** I spoke to President Henderson on Friday, 7 April and an “executive summary communication” document will be forthcoming and should be coming in a few hours.

The Senate Executive Committee (SEC) received the summary via email during the Senate meeting.

* 1. **Report of the University Senate's Ad Hoc Committee on Administrative Evaluation Plan:** The Senate Executive Committee did receive a communication from the Provost at our last meeting on 28 March and an e-mail on 30 March and will review the latter with the Ad Hoc Committee.
  2. **Department Personnel Committee item:** Still outstanding. Please see last month’s Senate report.
  3. **Master Course List:** We communicated our concern to Administration (for example the Vice President of Enrollment Management, on Thursday, 6 April) regarding the lack of the Master Course List being implemented; therefore, we have positioned this item for the next SACC meeting set for Thursday, 13 April. We are respectively requesting that it be implemented by Thursday, 20 April so that it facilitates Spring 2017 student enrollment and faculty advisement.
  4. **Expectation for Tenure:** It was noted at the last Senate meeting that there are excellent forms of scholarship outside of peer-reviewed and refereed publications (for example: "where peer review is not the norm"). Also, I would be remiss if I did not relay a number of communications received that it was very gratifying to see tenured faculty in support of the untenured faculty. The Senate passed a motion indicating that it supports the existing tenure policy (pp 78-79 of the Faculty Handbook) and that it follows the normal procedure and be presented to SACC. Also, it was acknowledged and very appreciative that Administration will not change the policy on tenure and maintain its past practices and interpretations and will not change anything; however, given that the motion passed the Senate, it needs to be presented to SACC at the 13 April meeting.
  5. **Planning, Development and Budget Committee**: In speaking to the co-chairs, they have not received requested financial data as the Finance Department is unable to do so. As a result, we positioned the PD&B’s request at SACC as the PD&B committee is unable to fulfill their charge of 9 November 2016 and clarified shortly thereafter. The request will be presented to SACC at the 13 April 2017 meeting with targeted communication to the PD&B of information by Thursday, 20 April.
  6. **Other selected outstanding items:**
     1. Completion of the Student Travel Policy
     2. Mini-grants and Development funds status as we are continually being requested the status.
     3. Undergraduate and Graduate Catalogues on the website will be updated and are targeted to be completed by the Fall 2017. This will facilitate student and NJCU community information and communication.

1. **The Search Committee for the Assistant Provost** has met and has received its information from Human Resources and its charge from the Provost and is moving forward.

The search committee did have an individual step down producing a vacancy. The search committee was unanimously agreeable and indicated it was appropriate to have another individual elected by the Senate at this meeting. All colleges and the School of Business are represented; therefore, there is no restriction on this member. With that said, can we have a volunteer to serve on this search committee?

Dr. Rosilyn Overton volunteered.

Dr. Overton was elected to serve on the committee.

**VI. Graduate Council** – Dr. Laura Zieger, Ed. Technology, Chairperson

The presentation was a response to a request from Senate President Riotto in response to an email from Dr. Zieger describing her attempts to have the Graduate Council reconvened (see attachment #1).

First some background was presented to provide reference for the topic.

Origin of the Graduate Council: When the doctoral program in Security Studies was first launched, there was a realization that NJCU needed policies for doctoral programs. An Ad Hoc committee was convened by the Senate to put together a Doctoral Policy Handbook (DPH). During their work, the committee realized that they did not want to continue to be policy makers and decided that a graduate Council representing all of the graduate programs would be the best body to discuss issues important to graduate programs at NJCU. Guidelines for the Graduate Council were included in the DPH. On 26 July 2012, Dean Bajor convened the first Graduate Council. The council did meet and discuss issues. Recommendations were sent to the Graduate Studies Committee who, in turn, reported out to the Senate body. The Graduate Council was not a senate committee per see, nor a policy making body, but did have a good working relationship with the senate.

Due to personnel changes, the Graduate Council stopped meeting. Attempts were made to have it reconvened, but these were unsuccessful. After the addition of a third doctoral program and discussions with the outside consultant, the need to revisit and review the DPH was apparent. Dr. Melendez brought this need to the Senate and Dr. Zieger volunteered to work to reconvene the Graduate Council.

Dr. Zieger went through the Graduate council’s records and collected a list of graduate department chairpersons, then she sent an email to those chairs requesting that they elect or send a person to the first meeting of the Graduate Council. At this first meeting, a chairperson would be elected, meeting dates established, and agenda (on which the DPH would be an important item) would be established (see Attachment #1).

There was discussion about the role of the Graduate Council as well as the distinction between the Graduate Council and the Graduate Studies Committee (GSC). The Graduate Council is a user’s group not a standing committee like the GSC. It was stressed that the Graduate Council was a dialoging body representing a cross-section of the graduate programs that discussed issues and could make recommendation to the GSC to consider for policy. It was NOT a policy making body. Policy-making is the purview of the Senate, its committees, and SACC. Advantages of the Graduate council over an Ad Hoc Taskforce listed included that the Graduate Council was sustainable and representative of all stakeholders. It was noted that membership of the Graduate Council was fluid as members regularly moved in and out of the council. Important changes need to be made to graduate policies (examples: consultation of affiliate faculty and standardization policies) and there was concern that these changes should not be made by body with such fluid membership.

Question: Can non-Graduate Council faculty make recommendations directly to the GSC?

Answer: Yes

Question: Where do the graduate coordinators fall in all this?

Answer: They don’t meet anymore.

A joint statement from Drs. Carnahan, Cosgrove, Rennie, Shamburg, and Zieger was read (see attachment #2) and the following Motion was made and seconded:

Whereas the role and function of the Graduate Council has already been developed and approved by the University Senate;

Whereas the ongoing work of such a Council is a benefit to doctoral, graduate, and the overall educational environment of NJCU;

Be it Resolved that the Senate formally supports the re-convening and regular meeting of the Graduate Council beginning in the Spring 2017 semester.

Discussion: It was argued whether the Graduate Council was the appropriate body to review the DPH. It was noted that the Graduate council would be too large (with 22-38 members) and unwieldy to accomplish the task of reviewing the DPH. Counterpoints noted that a subgroup of the Graduate Council could look at the DPH. It was noted that there are important graduate policy issues that need to be looked at that members of the entire NJCU faculty have a stake in not just the graduate faculty. Individuals expressed concern about the timing if the motion as the Spring semester is almost over and likely the Graduate Council will not be able to convene until the Fall semester. Individuals also expressed concern about the Senate getting involved with a body that does not report to the Senate.

The motion was ruled unnecessary by the Parliamentarian. The Graduate Council was never disbanded. It still exists and does not need the Senate’s approval to reconvene. The remaining member of the Graduate council can meet anytime they choose and decide on its membership and how to proceed.

**VII. 2017 Doctoral Policy Taskforce to Review and Draft an Updated Doctoral Handbook** –

Dr. Joseph Moskowitz

The Graduate Council should be reconstituted, but it should not be charged with reviewing the DPH. The DPH came about because the need for policies for doctoral programs at NJCU was recognized and the Senate created an Ad Hoc Taskforce which create the DPH and recommended it to the GSC. The GSC, in turn, reviewed the DPH and reported out to the Senate body. On the Senate floor, the DPH was debated until it was in a form that the administration could agree to. The DPH then passed through SACC and went to the Board of Trustees to become policy**.**

A new Ad Hoc Taskforce should be convened because the process was used before and it worked. The taskforce did its work, produced the DPH, and went out of effect.

Based on the above, the following Motion was made and seconded:

Resolve, that the University Senate Executive Committee (SEC) create the 2017 Doctoral Policy Task Force to review and draft an updated doctoral handbook. The Task Force is charged with reviewing the current Doctoral Handbook, conferring with faculty who are teaching and overseeing NJCU’s existing and recently approved doctoral programs, conferring with appropriate administrators, and presenting a draft of an updated/revised Doctoral Handbook to the Graduate Studies Committee of the University Senate for its consideration. The Graduate Studies Committee shall review, amend, and if appropriate, recommend the revised Doctoral Handbook for submission to the full University Senate.

The Senate suggests that the SEC consider the following membership for the Task Force:

1. two faculty members of the 2009 Doctoral Policy Task Force, plus
2. one faculty member from the Graduate Studies Committee, selected by the Graduate Studies Committee, plus
3. three faculty members, one from each of the departments offering doctoral programs (e.g., Professional Security Studies (CPS), Educational Technology (COE), and Educational Leadership (COE), selected by the respective departments, plus
4. one faculty member from the College of Education other than from a department already represented, i.e., Educational Technology and Educational Leadership, plus
5. one faculty member from the School of Business, plus
6. one faculty member from the College of Professional Studies, other than from the department already represented, i.e., Professional Security Studies, plus
7. one faculty member from the College of Arts & Sciences, plus
8. one currently enrolled graduate student selected by the Student Government Organization (SGO) [1 member], plus
9. one librarian, selected by the full-time faculty/professional staff of the library, and
10. one administrator (with faculty rank) appointed by the University President

[Total Membership 13]

Motion to Call the Question

Question Called

The Motion Passed (25/19). The SEC shall create the 2017 Doctoral Policy Task Force

**VIII. University Senate Standing Committee Reports**

1. **Curriculum and Instruction Committee** – Dr. Wanda Rutledge, presenting

The committee reviewed and approved four new courses. The committee endorsed the proposal for the **BFA in Dance** for approval (see attachment #3 for details).

The BFA in Dance Passed

1. **Election Committee** – Dr. Chris Carnahan and Dr. Mingshan Zhang, Co-Chair

Senator-at-Large elections are coming 24 and 25 April. See attachment #4 for instructions. The elections committee is standing by in case of any problems.

1. **Faculty and Professional Staff Affairs Committee** – Dr. Natalia Coleman, Chairperson

The committee presented the revised policy for granting emeritus status and the Distinguished service award (Please see attachment #5 for details).

A question was asked about whether librarians were considered? The policy requires full professorship how does this affect librarians? Other issues were raised in the discussion such as alternative benefits, or whether to include associate or assistant professors. It was noted that the union contract considers librarians as faculty. It was also noted that librarians have been given emeritus status in the past at NJCU.

The Provost suggested that this is not the best way to look at changes to a policy. It would be better to give a list of issues to the committee have them look at it and present back to the body.

Motion and seconded to include librarians as faculty for the purpose of the policy, “faculty” includes librarians

Motion passed (22/18). Librarians included as faculty in the policy.

Vote on the Revised Policy

Motion did not Pass (11/26) the policy is remanded back to the committee.

1. **GECAP – General Education Committee for Assessment and Policy** –

Dr. Barbara Hildner, Chairperson – GECAP

Dr, Joshua Fausty, Director – General Education

GECAP has been working to address the complexity of the current assessment program. The report (see attachment #6) argues that the current assessment program requires such attention that it distracts from planning closing the loop activities. The size, diversity, and scope of Gen Ed makes it difficult for jurors and to provide information in way that is meaningful for faculty. The recommendation of the report is that assessment be simplified so that faculty teaching Gen Ed courses assess their own Signature Assignments using simple electronic versions of the Gen Ed rubrics. The change will lead to a better understanding for individual faculty of the relationship between their courses and the goals of the program, Signature Assignments are more likely to be focused on the rubrics, all faculty will be involved in a reasonable way, and the groundwork for improving the program will be established.

Discussion: Concern was expressed that the report does not appear to take into account the disadvantages of the changes. The disadvantages may outweigh the benefits. It was commented that the real problems that needed to be addressed were the signature assignments not aligning with the rubrics and the complexity of the rubrics. It was also noted that the problem is not the Tk20 platform, but what we are expecting from the platform. It was emphasized that the proposed changes are about closing the loop. The proposal is shifting from outside readers to faculty readers with the intent to bring faculty together to increase ownership and improve the program. Assessment committee and/or departmental spot checking of assessments could be looked into.

Motion to approve the recommendations (see below) of GECAP

1. Students will no longer submit signature assignments to Tk20 and the Gen Ed assessment team will no longer score those assignments; signature assignments will be submitted to instructors only.
2. Instructors will complete anonymous web-based rubrics on their own students’ end-of-semester signature assignments. Simple online forms will include tier and mode of inquiry information to provide data comparable to that provided by the modal teams without undermining faculty and student anonymity.

Motion passed (26/4). Recommendations accepted

1. **Graduate Studies Committee –** Dr. Chris Shamburg, Chairperson

The committee reviewed and endorsed for approval 10 courses. See attachment #7 for details.

All 10 courses Passed.

1. **Student Affairs Committee** – Dr. Joyce Wright, Chairperson

Committee was charged with looking at sister institutions to look at how we can improve or streamline our current policy. Please see attachment #8 for details. Anything in italics is a modification, addition, or change. Students must document properly at each level. Recommended 10 university calendar days of the next regular semester. Most sister institutions do not entertain grievances over the summer. This gives the student a limitation. Most sister institutions do not have a Step 2. It is the committee’s intention to remove Step 2. An expedited timeline was recommended by another university: if the grievance affects a GPA graduation with honors or graduation, we use an expedited timeline.

A student brought up concerns of a geographical disconnect/cultural expectations. This is an important concern that will need to be addressed, but not as part of the current discussion.

Question: Does within 10 days of the start of the semester include the 10 days before?

Answer: No. it means within 10 days after the semester begins. The committee will reword for clarification.

Question: Is there a policy for students who jump the chain of command?

Answer: They should be bumped back.

Vote on the revised policy (minus Step 2).

Policy Passed

Quorum Called

Quorum Lost

Meeting Adjourned by President Riotto at 4:15 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 Emails about Graduate Council

#2 Joint Statement Regard the Graduate Council

#3 Senate C&I Committee Report to The University Senate – April 10, 2017

#4 Elections Committee: 2017 Instructions for Senator-at-Large Elections

#5 Policy for Granting Emeritus Status and the Distinguished Service Award

#6 Recommendations for Revisions to the Assessment Implementation Plan

#7 April Senate Report from the Graduate Studies Committee

#8 Academic Grievance/Appeal Procedures Undergraduate/Graduate