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**University Senate**

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

**MINUTES OF MEETING**

**May 7, 2018**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Michael Bell; Biology, Ethan Prosen; Computer Science, Mort Aabdollah; Counseling Education, Dennis Lin; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Educational Leadership, John Melendez; ; Educational Technology, Laura Zieger; Dept. of Earth & Environmental Science, Hun Bok Jung; English, Joshua Fausty; Finance, Zhimin Wang; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Rick Lee; Mathematics, Freda Robbins; Media Arts, Joel Katz; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Jermaine McCalpin; Alumni, Jane McClellan; Art, Brian Gustafson; Chemistry, Bumjung; Elementary/Secondary, Vanashri Nargund; ESL, Adela Martinez; Fire Science, Patrick Boyle; Fitness, Exercise and Sports; Psychology, Frank Nascimento;

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Lorraine Chewey, Karen DeSoto, Marilyn Ettinger, Vanessa Garcia, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra

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

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:** Mince John

**STUDENT SENATORS PRESENT:** None**.**

**STUDENT SENATORS ABSENT:** Sheyla Feliciano, Lydia Pagan, Sierra Williams, Claudia Gomez.

**STUDENT SENATORS-AT-LARGE PRESENT:** Keion Jackson.

**STUDENT SENATORS-AT-LARGE ABSENT:** Kajae Close, Carolina Espin, Collin Officer

**Meeting #9**

**Approved**

**University Senate Meeting**

**Monday, 7 May 2018**

**2:00 PM – Gothic Lounge (H202)**

**Minutes**

Meeting called to order by President Shamburg at 2:19 p.m.

**I.       Audience Response Voting System Test**

Successfully completed.

**II. University Senate Meeting Agenda**

Please note that the Ad Hoc Committee’s Report is not listed as an action item. It was discussed at the SEC, and we believe that faculty and professional staff would need time to read it and discuss before a discussion and vote at the Senate. It will be an action item at a subsequent meeting.

Motion (made and seconded) to approve: passed.

**III.     University Senate Meeting Minutes of the April 16,** **2018**

Motion (made and seconded) to approve: passed.

**IV.     Announcements**

Please see all the announcements on the back of the agenda.

1. Thank You

a. Thank you to IT and especially Mohammad Sheikh, Ti-Sheng Lu, and Milind Shah for conducting the senator-at-large elections.

b. I would like to thank the all senators and especially all those who serve on Senate committees. You do a lot of work for NJCU.

c. I would also like to thank Donna Piscopo, for all of her work.

1. Middle States

There is an open meeting about Middle States (MSCHE) Accreditation. Please join Dr. Hilda Colón Plumey, MSCHE Vice President for a discussion about the re-accreditation process on Wednesday, May 9, 2:45 p.m. – 3:30 p.m. in the Gothic Lounge.

1. ZOOM Training

Training for Senate committees on the Zoom conferencing software will be held on Wednesday, May 16th from 11:00 A.M. - Noon.  The location is to be announced.  If you are interested in attending, please register by emailing to senate@njcu.edu by May 11th.

1. General Education Retreat

Please RSVP about the General Education Retreat that will take place on May 21st from 10:00 A.M. to 2:00 P.M. You should have received an invitation by email.

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

1. Senators-at-Large Election

Congratulations to the all those elected as senators-at-large:

Faculty Senators:

Cindy Arrigo, Biology – CAS

Barbara Blozen, Nursing - CPS

Marilyn Ettinger, Finance - SOB

Professional Staff Senators:

Mince John, Director of Developmental Mathematics

Debra McClary, Assistant to the Dean - SOB

Denise Serpico, Assistant to the Dean – CPS

2. Committee Manuals

I’ve been looking into what other university senates do, and one idea that I believe would be helpful would be committee manuals. I’ve discussed this with a few committees. The manuals would be developed by committees, approved by the Senate, and they would describe the policies and practices of the committee. SUNY Fredonia has some good examples. Stay tuned untilSeptember.

3. Administrative Search Committees

The administration asked the Senate to form a search committee for an associate provost. The SEC reviewed the search committee procedures and noticed the procedures could use some revisions. Therefore, we would like to form two committees that would work simultaneously: a) search committee for selecting an associate provost, and b) committee to review and revise search committee procedures for administrators. We will use the existing guidelines for the search.

a. Associate Provost Search Committee

An announcement was sent out on Wednesday, May 2, 2018 requesting eight (8) full-time, tenured faculty and two (2) full-time professional staff members to serve on the associate provost search committee. Those interested in serving should please provide the following to the Senate office (senate@njcu.edu), no later than Friday, 11 May 2018 – 12 Noon:

a) your statement of interest, a stated willingness to serve, commitment to attend all scheduled meetings, and a commitment to hold committee deliberations confidential,

b) your full name with contact information (i.e., phone extension and e-mail), and

c) your college/school affiliation.

The search committee will also consist of:

d) one (1) student;

e) up to three (3) appointments by the provost or designee; and

f) the Senate president.

Since this is the last Senate meeting scheduled for this academic year, and the first steps for a search committee are posting the job announcement and receiving applications from prospective candidates, to avoid waiting until the fall semester to finalize the search committee, I ask for the following motion:

Motion (made and seconded): to select an associate dean search committee from the volunteers; and if there are more than eight faculty volunteers or more than two professional staff volunteers, the Senate Executive Committee will select the members to serve.

Discussion: This is a procedural change since the currently approved process requires that the full Senate elects members to administrator search committees. This motion is applicable exclusively for this single time.

Motion: passed.

b. Committee to Revise Administrative Search Procedures

I ask for a motion to form an ad hoc committee to revise the administrative search procedures.

This will be a committee of four (4) people with one from each college/school, to review and revise the search committee guidelines for deans and provosts/vice presidents. If there are more than 4 nominees, the SEC will choose the members from among the volunteers. Those interested in serving on this committee, please provide your names to the Senate office (senate@njcu.edu) no later than Friday, 11 May 2018 at 12 noon.

Motion (made and seconded): to approve the creation of the Ad Hoc Committee to revise the administrative search committee process and for it to draft an updated proposal for the Senate’s consideration.

Motion: passed.

**VI.  Applied Learning**

Several faculty members have described curricular changes in applied learning, and asked the Senate to review. This is an appropriate topic for the Senate to discuss.

Discussion: The applied learning model changes cooperative education from an individualized instruction/supervision model to a cohort model as described in a document from the Dean of Arts & Sciences. Most of that document is about creating efficiencies and class size not about student learning.

Motion (made and seconded):

Whereas University policy, as noted in the preamble of the Constitution of our Senate, indicates that NJCU is a shared governance institution, and

Whereas Article III, Section 3, Subsection C, Paragraph 4b specifies that “The Senate Curriculum and Instruction Committee shall evaluate undergraduate courses that have had substantial changes in their content, objectives, and/or expected outcomes,” and

Whereas the NJCU administration has initiated and has been implementing an Applied Learning Cohort Model for Co-Operative Education that is a substantial curricular/course change, and

Whereas the implementation of the Applied Learning Cohort Model has circumvented the University’s well establish course/curricular proposal process in various ways and in multiple departments/programs, for example, failing to submit a course or program proposal on the required forms (approved by the Senate and the University Administration), and furthermore, by implementing the model while bypassing the curriculum committees of departments, colleges and the Senate, and

Whereas the Senate believes that each academic department/program of the University has its own unique curricula and that the departmental/programmatic faculty should make its own decisions about which experiential learning format(s) is best for its students, and

Whereas the manner in which the Applied Learning Model is being introduced is contrary to the shared governance ideals of NJCU and is detrimental to the confidence that both the administration and the faculty/professional staff should have in each other, therefore

Be it resolved that the University Senate calls upon the University administration to cease the imposition of the Applied Learning Cohort Model in every department/program unless: a) a departmental vote approving an Applied Learning Cohort Model course has taken place, and b) an approved departmental/programmatic course proposal has successfully completed the University’s permanent course approval process.

**Discussion:** In the applied learning model, why does a faculty member receive only three credits on his/her faculty assignment sheet (FAS) for overseeing a cohort of more than six students when currently co-op supervision is compensated at a rate of ½ per student?

Departments should decide for themselves but providing necessary resources for department is required. Departmental/programmatic supervision of co-op should be expanded not diminished as in the applied learning model. The administration’s model really seems to be about just saving money. Site visits to co-op locations are very time consuming. The SOB has embraced the applied learning model. Faculty should be certain to conduct all their site visits, but some may have not. Co-op are important for job possibilities. A representative of the student government said: students want the one-on-one relationship of co-ops not the group approach and not combining students from different disciplines in one group. The procedural aspects of the motion are crucial. Substantial curricular change has not been brought to the Senate. Criminal Justice (CJ) co-op students are now being supervised by non-CJ faculty because the applied learning model was forced on the department. The deans of CAS said at a town hall meeting said that applied learning faculty need not conduct all their site visits to students’ places of employment. Employers are receiving letters saying faculty will visit their students at the work sites. The applied learning is being justified as being “stacked courses” and the administration is talking about stacked courses in areas in addition to co-ops. Departments/programs should be able to decide which approach is best for their students’ learning and not have the administration undermine shared governance which raises accreditation issues. The administration’s applied learning model is about creating cohorts and raising enrollments in classes, not truly about student learning.

Motion to call the question (made and seconded): passed.

Vote on main motion: passed (yes - 37, no - 8).

**VII. State of NJCU Athletics** (See Attachment #1)

Dr. Rutledge, the newly appoint faculty NCAA representative for NJCU, described the status of NJCU Athletics. She mentioned explained that NJCU is in Division III and in the New Jersey Athletic Conference, the demographic of our student-athletes, our women’s and men’s teams, retention rates and increasing grade point average of the athletes , their majors, the Student-Athlete Advisory Council, service events, and the Faculty Knights.

**VIII. SURI** (See Attachment #2)

Dr. Coleman reported on the activities of the Scientific Undergraduate Research Institute (SURI). She mentioned its creation in 2015, members of its executive board, its mission and philosophy and goals, a brochure that describes the Institute, research on STEM pedagogy, the SURI showcase of student and faculty research projects, Department of Education funding, and participation of over 1000 students and faculty in SURI activities.

**IX. Reorganization - Elections Committee**

Dr. Mingshan Zhang & Dr. Christopher Carnahan, co-chairs

Using clickers, the elections were conducted.

(Note: \* indicates elected to position; numbers indicate years served on committee that have term limits)

**1. Senate Executive Committee**: Each college/school must have a representative

**Outgoing Members:** Gloria Boseman, Nursing - CPS

Bill Calathes, Criminal Justice - CPS

Cynthia Vazquez, PS - CTPP - COE

Kajae Close, Student Rep.

**Remaining Members:**  Christopher Shamburg, President – Educational Technology - COE

Rubina Vohra, Vice President – Economics – SOB

Joseph Moskowitz, Secretary – Political Science - CAS

**Senate to Elec**t:        3 full time faculty/professional staff members for a term of 1 year with the privilege of re-election. (CPS needs to be represented)

              1 student

**Nominees:** Cindy Arrigo, Biology - CAS

\*Gloria Boseman, Nursing - CPS

\*Bill Calathes, Criminal Justice - CPS

\*Cynthia Vazquez, PS - CTPP

**2. Academic Standards Committee**

**Outgoing Members:** Vanashri Nargund, Elementary Ed. - COE (2)

Ian Jimenez, Student Rep.

**Remaining Members:** Barbara Blozen, Nursing - CPS (1)

Hanae Haouari, Chemistry - CAS (1)

Zhimin Wang, Finance - SOB (1)

**Senate to Elect:**    1 full time faculty/full time professional staff members for a term of 2 years

1 student

**Nominees:** \*Yi-Yu Chen, Management (SOB)

**3. Academic Support and Services Committee**

**Outgoing Members:** Karen DeSoto, Accounting - SOB (2)

Shanda Johnson, Nursing - CPS (2)

Amit Mokashi, Management - SOB (2)

Kenneth Lopez, Student Rep.

**Remaining Members:** Andrew McCabe, Special Edu. - COE (1)

**Senate to Elect:**      3 full time faculty/full time professional staff member for a term of 2 years

                                       1 student

**Nominees:** \*Shanda Johnson, Nursing - CPS

\*Amit Mokashi, Management - SOB

Vacancy

**4. The Committee on Instructional Technology**

**Outgoing Members:** Robert Aslanian, Chemistry - CAS (2)

Max Herman, Sociology - CAS (4)

Odalis Romero, Student Rep.

**Remaining Members:** Debananda Chakraborty, Mathematics - CAS (3)

EunSu Lee, Management - SOB (1)

**Senate to Elect:**        2 full time faculty/full time professional staff members for a term of 2 years

                                     1 student

**Nominees:** \*Yufeng Wei, Chemistry - CAS

Vacancy

**5. Curriculum and Instruction Committee:**Each college/school must have a representative

**Outgoing Members:**   Cindy Arrigo, Biology - CAS (2)

Adrian Martin, Elem/Secondary Ed. - COE (2)

Kimberly Aguilar, Student Rep.

**Remaining Members:** Elizabeth Ann Galetz, Nursing - CPS (1)

Michelle Rosen, Literacy Ed. - COE (3)

Wanda Rutledge, Management - SOB (3)

**Senate to Elect:**         2 full time faculty/full time professional staff members for a term of 2 years. (CAS needs to be represented)

                                       1 student

**Nominees:** \*Peggy Griffin, Accounting - SOB

\*Michael Rotenberg-Schwartz - CAS

**6. Elections Committee**

**Outgoing Members:**     Christopher Carnahan, Educational Tech. - COE (4)

Andrea Giraldo, Student Rep.

**Remaining Members:** Basanti Chakraborty, Early Childhood Ed. (1)

Mary Fortier, Nursing - CPS (1)

Mingshan Zhang - Accounting (3)

**Senate to Elect:**         1full time faculty/ full time professional staff members for a term of 2 years

                                        1 student

**Nominees:**  \*Meriem Bendaoud, Biology – CAS

**7. Faculty and Professional Staff Affairs Committee**: Each college/school must have representative

Outgoing Members: Debra McClary, PS - SOB filled vacancy until May 7th reorganization

         Ira Thor, Athletic Communications - PS (4)

Carolina Espin, Student Rep.

**Remaining Members:** Donna Farina, Dept. of Multicultural Ed. - COE (1)

Joseph Moskowitz, Political Science - CAS (1)

Denise Nash, Nursing - CPS (1)

Jeannette Ramos-Alexander, Accounting - SOB (1)

**Senate to Elect:**             1 full time faculty/full time professional staff members for a term of 2 years

                                       1 student

**Nominees:** Debra McClary, PS - SOB

\*Jason Martinek, History - CAS

8. **Graduate Studies Committee:** Each college/school must have a representative

**Outgoing Members:** Aaron Ho, Criminal Justice - CPA (2)

Jayadhurganandh Jayaraman, Finance, SOB (2)

Freda Robbins, Mathematics - CAS (2)

Tatiana Reyes, Student Rep.

**Remaining Members:** Lorraine Chewey, Health Sciences - CPS (1)

Carrie Robinson, Ed. Leadership - COE (3)

Christopher Shamburg, Ed. Technology - COE (3)

**Senate to Elect:**            3 full time faculty/full time professional staff members for a term of 2 years. (CAS and SOB needs to be represented)

                                        1 student

**Nominees:** \*Helen Friedland, Special Education - COE

\*Freda Robbins, Mathematics - CAS

\*J.D. Jayaraman, Finance - SOB

**9. Planning, Development & Budget Committee**: 8 members, each college/school must have a representative

**Outgoing Members:** Pat Boyle, Fire Science – CPS (2)

Mince John, Mathematics - CAS filled vacancy until May 7th reorg. Ivan Steinberg, Economics - SOB (2)

Keion Jackson, Student Rep.

**Remaining Members:** Marilyn Ettinger, Finance - SOB (3)

Joyce Wright – Nursing - CPS (1)

Laura Wadenpfuhl, English - CAS (1)

John Melendez, Ed. Leadership – COE (1)

Wilton Thomas-Hooke, ex-officio

**Senate to Elect**:          3 full time faculty/full time professional staff members for a term of 2 years

1 student

**Nominees: \***Pat Boyle, Fire Science - CPS

\*Ira Thor, Athletic Communications - PS

\*Max Herman, Sociology - CAS

**10. Student Affairs Committee**: Each college/school must have a representative

**Outgoing Members:** Robert Prowse, MDT - CAS (2)

**(years served)** Cynthia Vazquez, CTPP (4)

Ester Collins, Student Rep.

**Remaining Members:**   John Donnellan, Management - SOB (1)

Denise Serpico, PS - Asst. to the Dean - CPS (1)

Rubina Vohra, Economics - SOB (1)

**Senate to Elect:**         3 full time faculty/full time professional staff members for a term of 2 years (CAS and COE need to be represented)

1 student

**Nominees:** \*Jeanne Ruggiero, Nursing - CPS

Vacancy – COE

Vacancy – CAS

**11. General Education Committee on Assessment and Policy (GECAP)**

**Outgoing Members:** Debananda Chakraborty, Mathematics - CAS – served 1 term eligible for re-election

Jacqueline Ellis, Women’s & Gender Studies - CAS – served 1 term eligible for re-election

Michael Rotenberg-Schwartz, English - CAS –served 1 term eligible for re-election

Marilyn Ettinger, Finance - SOB – served 1 term eligible for re-election

**Remaining Members:** Venessa Garcia, Criminal Justice - CPS – served 1 year, 1 year remaining

Jason Martinek, History - CAS served 1 year, 1 year remaining

Michelle Rosen, Literacy Education - COE – served 1 year, 1 year remaining

**Senate to Elect:** 4 faculty members 3 from CAS and 1 from SOB

1 student

**Nominees:**  \*Debananda Chakraborty, Mathematics - CAS

\*Sonia Donaldson, English – CAS

\*Marilyn Ettinger, Finance – SOB

**12. General Education Curriculum Committee (GECC)**

**Outgoing Members:** Morteza Aabdollah, Computer Science - CAS – term ended – eligible for re-election

Patricia Yacobacci, Special Education - COE – term ended – eligible for re-election

**Remaining Members:** Hanae Haouari, Chemistry - CAS 1 year remaining

Ethan Prosen, Biology - CAS 1 year remaining

Sabine Roehr, Philosophy/Religion - CAS 1 year remaining

Joyce Wright, Nursing - CPS 1 year remaining

Michael Bell, Accounting - SOB 1 year remaining

**Senate to Elect:** 2 faculty members 1 from CAS and 1 from COE

1 student

**Nominees:**  \*Ann Mabry, ESL - CAS

\*Pat Yacobacci, Special Education - COE

President Shamburg announced he was extending the meeting until 4:30 P.M.

**X.     University Senate Standing Committee Reports:**

**1. Academic Support & Services Committee (SASSC)** – Professor Karen DeSoto, Dr. Amit Mokashi, Co-chairs

University Senate Academic Support & Services Committee

April 26, 2018 Report

                        Karen DeSoto, Co-Chair

                        Amit Mokashi, Co-Chair

                        Shanda Johnson

                        Andrew McCabe

                        Kenneth Lopez, Student Rep.

Implementation of Infosilem scheduling software at the New Jersey City University

Infosilem is a scheduling solution that claims to have the following benefits for the user (source https://infosilem.com/solutions/student-scheduling/):

For Students:

1. Ensure that students have seats in the courses sections they need
2. Maximize exposure to electives and alternate course selections
3. Accommodate honors programs, athletic commitments, recitations and tutorials

For Registration:

1. Identify and react to seat supply/demand issues earlier in the process
2. Present students with viable individual schedules
3. Quickly evaluate multiple scheduling scenarios

For Administration:

1. Control the distribution of course section assignments to increase seat utilization
2. Report on seat surplus/deficit and make adjustments

For Enrollment:

1. Comply with enrollment targets while meeting student academic requirements
2. Rank and assign valid course alternates
3. Accommodate student preferences and priorities increasing retention rates

The SASSC was tasked with evaluating the performance and the end-user satisfaction of this software solution amongst the Department Chairs. The committee identified the following as the key questions that needed to be answered to develop this understanding:

1. What, if any, issues did you encounter with utilizing Infosilem?

2. What concerns do you have with Infosilem?

3. How do you believe Infosilem can be improved in the future?

4. Do you believe that additional training in using Infosilem is needed?

5. What, if any, feedback did you receive from students or faculty regarding Infosilem?

6. Do you believe that you received proper information on how to operate and utilize

Infosilem?

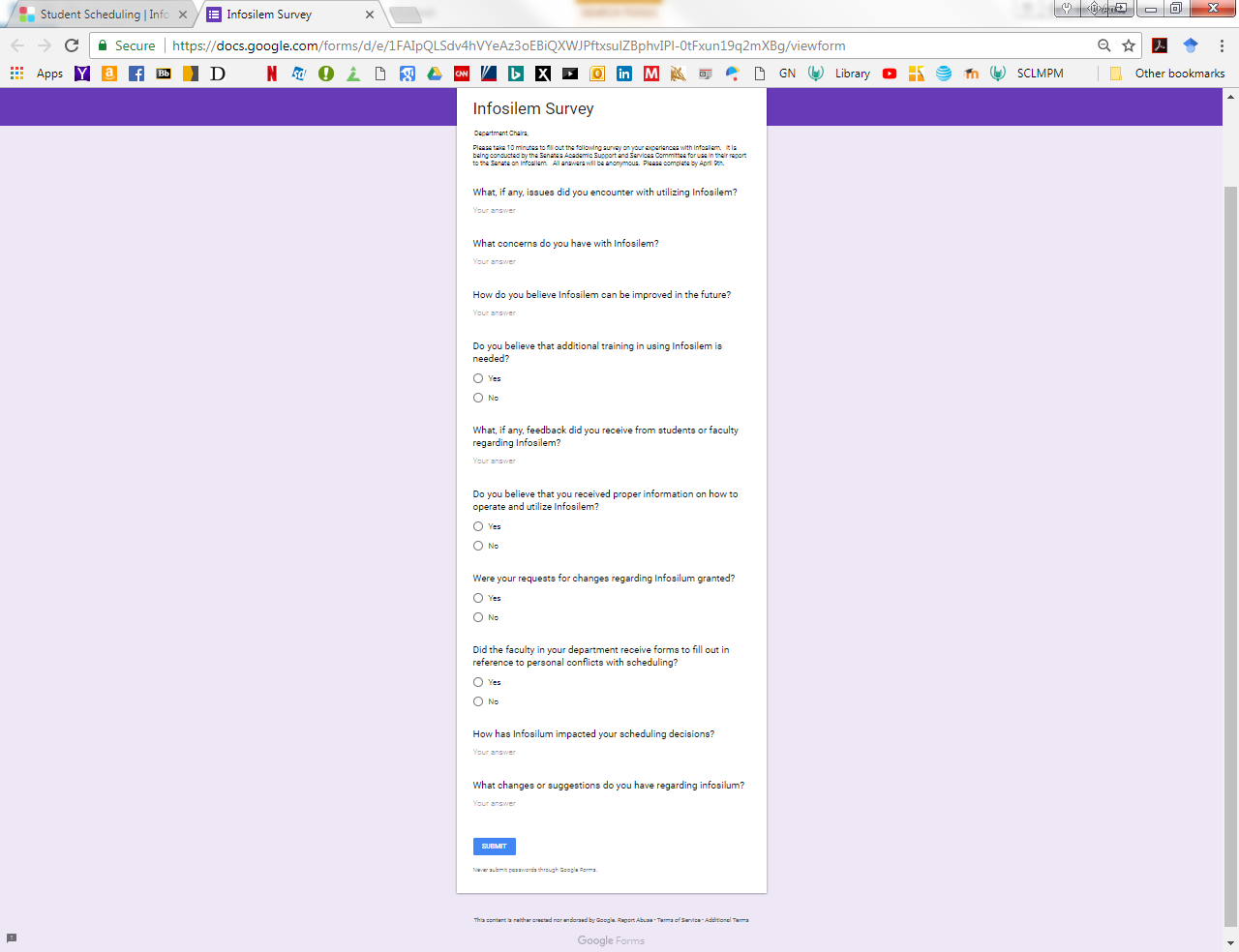
7. Were your requests for changes regarding Infosilem granted?

8. Did the faculty in your department receive forms to fill out in reference to personal conflicts with scheduling?

9. How has Infosilem impacted your scheduling decisions?

10. What changes or suggestions do you have regarding Infosilem?

These questions were forwarded to all the Department Chairs by the University Senate Office on behalf of the SASSC. Please see the screen grab of the survey instrument below:



Of the 44 departments (and their Chairs) 10 responded. The responses were generally critical of both the software as well as its implementation. The feedback and suggestions received are summarized below:

Feedback

1. Inaccurate and improver data entry resulting in improper sequencing/scheduling.
2. Awkward/difficult user interphase.
3. Parallel use necessitated of the old email system.
4. Inadequate support and assistance to resolve issues.
5. Doesn’t consider student requests.
6. Lack of flexibility.
7. Too time consuming for faculty.
8. Creates dissatisfaction, conflicts resulting in overall lower moral.

Suggestions for improvement

1. Improved user training.
2. Improved communication between Department Chair, Administration, Faculty and support staff.
3. Access to all faculty of scheduling conflict forms.
4. Overriding option for Chairs.
5. Faster response to change requests.
6. Easier data entry mechanism.

The SASSC recommends consideration of the Chair’s feedback and incorporation of their suggestions.

Motion (made and seconded): to call upon the University administration to incorporate the suggestions for improvement (noted in the SASSC report) into the utilization of the Infosilem system at NJCU.

Motion: passed.

**2. Curriculum & Instruction Committee** (C&I) -Dr. Cindy Arrigo, Professor Elizabeth

Galetz, Co-Chairs

Quorum Call: Quorum present (26 present of 47 who attended today)

Curriculum & Instruction Committee

April 27, 2018 Report

Dr. Cindy Arrigo, Co-Chair

Professor Elizabeth Ann Galetz, Co-Chair

Dr. Adrian Martin

Dr. Michelle Rosen

Dr. Wanda Rutledge

Ms. Kimberly Aguilar, Student Rep.

C& I approved four proposed programs:

a) Bachelor of Science in Business Analytics and Data Science;

b) Bachelor of Science in Entrepreneurship;

c) Bachelor of Science in Hospitality Management;

d) Bachelor of Science in Sports Management

Quorum Call: Quorum not present (23 present of 47 who attended today) - prior to motion/vote on proposed new programs.

**XI. Meeting adjourned at 4:14 P.M.**

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachment #1: State of NJCU Athletics

Attachment #2: SURI