

**University Senate**

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

**MINUTES OF MEETING**

**April 5, 2021 – Via Zoom**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A. Harry Moore, Harriet Phillip; Accounting, Lukas Helikum; Art, Hugo Bastidas; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Computer Science, Nan Wang; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Educational Leadership, Christine Harrington; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Fire Science, Walter Nugent; 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; Marketing, Serdar Yayla; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Dept. of World Languages & Cultures, Redouane Khamar Music, Dance & Theatre, Robert Prowse; Nursing, Donna Ho-Shing; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Peri Yuksel; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Alumni, Jane McClellan; Economics; ESL, Anne Mabry; Physics, Chris Herbert;

**SENATORS-AT-LARGE PRESENT:** Meriem Bendaoud, Deborah Bennett, Gloria Boseman, Marilyn Ettinger, Venessa Garcia, Hanae Haouari, Fran Moran, Christopher Shamburg, Carol Shansky,

Rubina Vohra, Yufeng Wei.

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

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

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

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Ricky Cruz, Thyquel Halley,

Safa Mostafa.

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



**University Senate**

**Professional Studies Building, Room 203A Rm. 3; Extension 3459**

**Minutes of Meeting #7**

**University Senate Meeting**

**Monday, 5 April 2021**

**2:00 – 4:00 p.m.**

**All attachments are inked below and are here:**

[**https://livenjcu-my.sharepoint.com/:f:/g/personal/cshamburg\_njcu\_edu/EqPtDBGphgxMmPM08YDwt3cB3u1wKzJK7\_oMevI78iVfow?e=2tYt7Q**](https://livenjcu-my.sharepoint.com/%3Af%3A/g/personal/cshamburg_njcu_edu/EqPtDBGphgxMmPM08YDwt3cB3u1wKzJK7_oMevI78iVfow?e=2tYt7Q)

**Moment of Silence** **and Tribute:**

Before we start, you can see that we have the BAAFSSO resolutions on here. We worked on it with Venida Rodman, President of BAAFSSO, who wanted to speak on it today. Venida’s sister –Virgiana Lynn Jeanty passed away yesterday. I would like to take a moment of silence for Venida Rodman, her family and her sister. I never met your sister but knowing you—I’m sure her life was richer having you in her life. Our thoughts, energy, and empathy are with you.

1. **Test Zoom Voting—First Test Do You think we’ll have more snow?**

The test was successful.

1. **Motion to Approve the University Senate Agenda**: Motion made by the Senate President to approve the Agenda. There was a Resolution regarding the RPK added to the agenda. Motion passed by unanimous consent to approve the agenda as amended.
2. **Motion to Approve the University Senate Meeting Minutes** of the March 15, 2021 Senate There was a revision to the Minutes regarding the RPK group Meeting: Motion made by the Senate President to approve the Minutes. Motion passed by unanimous consent. ***(attached/action item)***
3. **Announcements (by the Senate President)**

I do have a few announcements…

* I would like to thank Faith Jackson and Ira Thor for the turbo charge they are giving to the marketing and news—I was inundated with great news—I can’t share it all here, but I’ll share some links in the chat as we go on.

 **I’ve got 5 announcements**.

* **There was a university-wide covid announcement, and I would like to share an excerpt from it:**
* “In an extraordinary effort to increase immediate access to the vaccines, the University is proud to announce that it has partnered with [North Hudson Community Action Corporation](https://t.e2ma.net/click/sydfmf/8ae48t/k8rqh6b) and Hudson County Community College to facilitate direct and priority access to vaccines to our campus community commencing the week of April 5, 2021. The University’s remarkable nursing program will be assisting with the exponential expansion of vaccinations especially within our underserved communities. Additional information as to vaccination locations and registration will follow.”
* The full email here: [**https://t.e2ma.net/message/sydfmf/8ae48t**](https://t.e2ma.net/message/sydfmf/8ae48t)
* **School of Business Students Selected for Clinton Global Initiative**
* Two NJCU School of Business undergraduate students, **Alexandra Mack** and **Theo Bourghelle** in B.S. Global Business, are selected for the **2021 Clinton Global Initiative University (CGI-U)**. The program accepted only 600 students around the world this year. Dr. John Donnellan and Dr. EunSu Lee are the University mentors, the students will be also mentored by the CGIU Professors.
* The CGIU program accepts students across the world who are motivated to make a positive change and committed to take action in their community to address a pressing challenge. Students accepted into the program will participate in a year-round program that includes access to: high-touch mentorship, a social impact curriculum, funding streams, and student engagement events.
* **Gothic Times wins 3 Awards**
* Including On March 20, The Gothic Times claimed first place in the [**College Newspaper**](https://collegemediaconvention.org/?page_id=932), four-year university (published less than weekly) category at the [**Spring National College Media Convention**](https://collegemediaconvention.org/) in the "Best in Show"
* <https://www.njcu.edu/about/news/2021/03/gothic-times-wins-three-awards>
* **Here’s to our Health Department**
* The National Leadership Academy for the Public’s Health ([**NLAPH**](https://healthleadership.org/programs/nlaph)) has announced that two[**New Jersey City University**](http://www.njcu.edu/) (NJCU) professors have been named 2021 Fellows. [**Dr. Erin O’Neill**](https://www.njcu.edu/directories/faculty-staff-directory/erin-oneill)**,** professor in the [**Health Sciences Department**](https://www.njcu.edu/academics/schools-colleges/college-professional-studies/departments/health-sciences), and Health Sciences Adjunct Professor**Stacey Flanagan**— the Director of the [**Jersey City Department of Health and Human Services**](https://jerseycitynj.gov/cityhall/health) were each selected as 2021 Fellows.
* <https://www.njcu.edu/about/news/njcu-faculty-and-staff-notables>
* **WSFARE** (*White Staff, Faculty, and Administrators for Racial Equity)*,
* I would like to announce the work of WSFARE- A reading, discussion, and study group for members of the University community, conceived as a place for safe conversations about tolerance, identity, and difficult moments in history, as well as the present. Contact Joel Katz for more information.
1. **University Senate President’s Report**
* **Brief Update on IRB—Meriem Bendaoud**
* She is now the interim director of the IRB. She's going to give us a little overview of the IRB process.
* IRB, institutional review board, is actually it's part of the institution. And it's, here to assure that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research. Anyone who wants to have a survey with students, with faculty, you want to send a survey asking questions, an IRB approval might be needed. According to the regulation the IRB has the knowledge and understanding to decide whether it needs to be reviewed by the board or not. But only the IRB can make that decision.
* The NJCU IRB consists of 12 volunteer faculty, including Meriem (IRB Chair) who must review all the applications received internally and externally. In the event the study does not need an IRB review, the IRB will make the determination and grant an exemption. There are 3 different possible results for an application. First, the application could be exempt, meaning there is no need for a review or, if it is for educational purposes and not reported to the public, used for research or publicized. Second, if your research project is for publication or presentation, only has minimal risks to the human subjects, it will go through an expedited review, be reviewed by 2 board members with a fast turn-around-time. Third if your subjects include vulnerable populations (e.g. Children, prisoners, the mentally or physically challenged, pregnant women), or there are higher than normal risks there will be a full review, meaning all the members of the IRB including an external reviewer (for HHS compliance) will meet to try to streamline the process. The feedback will be given to the applicant on the same day of the meeting, however please allow at least 10 days to receive feedback for a full review.
* Questions can be referred to Kelly Reich and Meriem Bendaoud.
* Please follow the IRB application process, if there is any breach, the university is at risk for shutting down all research projects. Please comply with the process.
* IRB is for human subjects, not animals, the University is trying to get an Institutional **Animal** Care and Use Committee (IACUC) for animal research.
* Anyone doing an informal poll in the classroom, and it's not meant to be publicized, or it is being done for educational purposes to improve your teaching you don't need an IRB application, however, please ask first to be sure.
* Anyone masters student completing a thesis, by definition, the thesis is public knowledge. So that needs to be sent for IRB approval.
* **Search Committees**
* The Associate Provost Search and the Dean for the College of Education Search have been proceeding. We had Senate elections for both searches pre-COVID.
* **RPK Consulting Group**
* As you know we had a committee to gather information regarding RPK Consulting group. The Senate executive committee is meeting this week with the administration at a SACC meeting, and it will be discussed. I have chatted with the Provost and the University President about the committee and the role of the senate as a channel of communication regarding RPK.. We’ll send out the call for volunteers for the committee soon.

**Are there any questions on the Senate President’s report?**

* There was a question posed from a Senator in regards to the administration and the creation of that Institute, possibly called international relations affair having to do with a large donation to the university.

President: Yeah, I'll definitely get more information on that. Thank you.

1. **BAAFSSO Resolutions**
* The Senate Executive Committee (SEC) proposes the following in helping move the BAAFSSO agenda forward. A second is not needed as they are coming from the SEC:

1. The Senate requests that the administration immediately identify all committees that will work to ensure a safe campus reopening and, given the fact that the pandemic has disproportionately impacted people of color, appoint a BAAFSSO representative as a member of each said committee.

**Q:** BAAFSSO will choose the representative? **R**: Yes.

The motion was passed by unanimous consent.

2. The Senate requests that during the Spring 2021 Semester, the administration invite representatives of New Jersey Anti-Racist Alliance anti-racist for training for all University administrators, managers, faculty, staff, and supervisors.

**The words were out of order and changed to:**

1. The Senate requests that during the Spring 2021 Semester, the administration invite

 representatives of New Jersey Anti-Racist Alliance for anti-racist training for all University administrators, managers, faculty, staff, and supervisors.

The motion was passed by unanimous consent.

3. The Senate requests that the administration hire BAAFSSO-recommended outside consultants to study and develop a concentrated and strategic plan for admitting and retaining students of color and provide that commitment to the University community by April 15, 2021.

**Discussion:** There were discussions regarding whether the consultant was the same as the Chief Diversity Officer; the hiring process; and clarification that April 15 was the date for the administration to commit to that plan.

The motion passed by unanimous consent

4. The Senate requests that the administration hire BAAFSSO-recommended outside consultants to study and develop a concentrated strategy for admitting, recruiting, and retaining faculty, staff, and administrators of color and include that in the University Strategic Plan. We would request this commitment by April 15, 2021.

**Discussion:** A Senator requested clarification on whether the Consultant and the Chief Diversity Officer were the same or two different individuals. The Cost of hiring two individuals, and the need for a BAAFSSO member to be on the search committee and a part of the selection process.

An amended motion was proposed and seconded:

4. The Senate requests that the administration hire only a BAAFSSO-recommended outside consultants and/or only a BAAFSSO-recommended Chief Diversity Officer to study and develop a concentrated strategy for admitting, recruiting, and retaining faculty, staff, and administrators of color and include that in the University Strategic Plan.  We would request this commitment by April 15, 2021

**Discussion:** Centered around the word approved or recommended. It was noted that the Senate is only advisory to the administration, so the word recommended was in order.

The motion as amended was passed by unanimous consent.

1. **Resolution on Community Engaged Learning**
* On behalf of the Faculty Fellows on Civic Engagement NJCU Senators Drs. Jennifer Musial, Yufeng Wei, Peri Yuksel, and EunSu Lee and the Academic Support and Services Committee propose the following **two-part motion:**
* Institutionalize CEL adding CEL to the CIM system as a type of instructional procedure and include a checkbox on the course approval form that asks whether the course has been designed in consultation with the CEL Faculty Fellows;1

**and**

Create a Senate Community Engaged Learning Committee that includes representatives from each of the colleges, at least one student and one a staff member, and an ex-officio representative from the Registrar’s office whose charge is to establish CEL policies and review CEL course proposals.2 **(Motion with Rationale Attached)**

* Dr. Musial provided the rationale for the above motions. Please remember to check the box designating the course as a CEL course to be approved by the Faculty Fellows. A Letter of support by Dr. Allison Mitchell, in Biology was read.

**Discussion:** Regarding the process of a current course or a new course obtaining CEL designation. The Senate President stated that all courses would go through the full process, subject to evaluation after one year. A Gen Ed course would go between Gen Ed and C&I, it would go between the two. How one applies or seek CEL: Best that faculty work with Faculty Fellows for a year, to workshop their new course. For existing courses, reframe the current courses to be CEL courses. There needs to be documentation that a course is an approved CEL course. There is a plan for the Faculty Fellows committee to write up some best practice material literature and rubrics for the various approval groups and the C&I to regularize what CL is, so that the criteria can be identified in the course proposal. The course author needs to explain that it is a CEL course. Dr. Musial will explore the SENCER (Science Education for New Civic Engagement and Responsibility) course which uses a science major rubric is amenable for the CEL rubric.

The motion passed.

1. **MOTIONS from the floor**

* + **\*Proposed Senate Resolution about RPK Steering Committee** **4-5-2021**…Joe Moskowitz. The Motion read as follows:
* The University Senate calls upon President Henderson to increase the membership of the steering committee that will work with the RPK Group as a sign of respect for the students, faculty, professional/staff, other employee stakeholders at NJCU, and furthermore, as evidence of the  administration’s commitment to  true shared governance.  The Senates calls for the following additions:

a) one undergraduate student selected by the Student Government Association.

b) one tenured faculty member from each of the University’s four colleges/schools elected by the faculty of the corresponding college/school

c) one professional staff person/ elected by the professional staff/

d) one librarian elected by the librarians

e) one A. Harry Moore teacher/staff member elected by the faculty/professional staff of the A. Harry Moore school

Upon approval by the Senate, this resolution shall be delivered to the University’s Presidents office within 24 hours of passage.

**Implementation:** The election of the steering committee shall be conducted by the Senate’s Election Committee (except for the SGA representative) and shall take place at, or prior to the May 2021 reorganization meeting of the Senate. If vacancies remain following the reorganization meeting, the Senate’s Executive Committee shall, after calling for volunteers, appoint individuals to fill the open positions until the next Senate meeting when the Senate can confirm the appointment(s) or elect a different person(s).

**NB**-- Any and all issues regarding to terms and conditions of employment will remain in the purview of the Union and not this committee. **(Attachment: President Sue Henderson’s April 1, 2021 letter to the campus community)**

* **Rationale**: This Committee is separate from the Committee that the Senate discussed at the last meeting which will be presented to the administration at the SACC meeting. This is the Steering committee which the President Henderson Presented with one non-elected faculty member and administrators. The RPK will be looking at throughput and efficiency, not diversity; The Cost of rental for the SOB outweighs the rental collected by the University. Faculty elected by the Senate and a student need to be in the steering committee to provide valid information for the decisions that will be made by the RPK.
* **Discussion**: The Steering committee is interested in resolving the financial issues of the university. RPK is only interested in a sustainable business model and not in service or research, nor programs that are important to the mission.

The original motion was seconded.

* There were 2 amendments to the original motion which were seconded, and the amended motion is above.

The motion passed.

* **Proposed Speaking with one’s own voice at the April 14th Town Hall Meeting** …Bill Calathes. The motion read as follows:
* The Senate requests that all individuals posing questions or offering comments at the April 14th, 2021 Town Hall meeting (and all subsequent town halls) be able to speak with their own voice rather than being limited to submitting written questions.
* The motion was seconded.

The motion passed

1. **Committee Reports:**
* **Academic Support and Services Committee**

 Dr. William Westerman, Chairperson ***(attached/dropbox link)***

* BAAFSSO Recommendations.
	+ The committee met with the BAAFSSO leadership, and advanced some of the recommendations forward to the Senate Executive Committee.
	+ One of the recommendations had to do with improving and increasing relations between the university and the community, that the Committee is looking for a video or mechanism to make that more systematic. The executive committee did not respond to the recommendation. An amendment to the SEC’s four BAAFSSO resolutions or at least to add it to the resolutions passed. However, the committee would like to have a discussion with the SEC and BAAFSSO about the recommendation to identify a method on strengthening the relationship that the university has with the local community.
* The other discussions in the report are self-explanatory.
* The Declaration of Minors through Gothicnet
	+ This is currently a technical issue. The basic issue is that students have not been allowed to declare Minors through Gothicnet. The committee is pushing for an adjustment on the Gothicnet platform that will allow the students to do so. This issue is moving forward, and the Provost’s office is also working on the issue, therefore a Motion will not be proposed about this, at this time. The committee will note any improvements next month.
* The committee has been communicating with the registrar about clarifying and streamlining the process of cross-listing course registrations and approvals. The committee would like the SEC to charge Academic Support and Services with examining this more in the next academic year.
* The two action items are being tabled. The Committee looks forward to conversations with the SEC and possibly revisiting the two Motions either next month or the next academic year.
* The Senate President thanked the Committee for their invaluable work with BAAFSSO. He also noted that the SEC did try to synthesize it, but the timing only allowed the final word to come from BAAFSSO. He also thanked the Committee for the work they did in fulfilling their charge and that the SEC and the Senate President will communicate with the Committee about the course cross-listing.
* **Planning, Development & Budget Committee**

Dr.. Joyce Wright, Chairperson ***(attached)***

* The committee invited Dr. Tamara Cunningham to clarify questions regarding the financial viability of the Confucius Institute.
	+ Dr. Cunningham explained that funding has shifted from a direct arm of the Chinese government, which was Hanban. And now the university is working directly with Jilin International Studies University (JISU) for all funding.
	+ Recently, there's been some political concerns, especially with research institutes in the United States. There is a current bill to protect universities, focusing on freedom of speech and legal protection to NJCU which Alfred Ramey has reviewed.
	+ The Confucius Institute has had an internal audit by Alice Blount-Fenney.
	+ At a meeting the previous week, a name change was being considered for the Confucius Institute. The result is not available.
	+ The committee had concerns regarding the funding for the travel aboard. And Dr. Cunningham noted that the institute remains in the black and all travel, lodging, and other expenses are funded directly through funds of the Confucius Institute funding. She noted that it is considered similar to a grant funded program.
	+ There is a 3+1 models in which Chinese students will complete their final year of their degree at NJCU. This is in process.
	+ Dr. Cunningham also noted that the University explored a relationship with schools in India. But the funding, is not quite as robust. She noted that NJCU views the Confucius institute as a bridge to develop partners and further support the NJCU brand, internationally.
	+ Committee member: An inquiry was made about the India program and it will require a subsidy from the NJCU Foundation. The committee has invited a Foundation representative to their next meeting to discuss that and other issues involving the Foundation. I just wanted to add that sorry.
* Unfinished Business
	+ The MS in Cybersecurity (30 credits) was not approved multiple questions.
	+ The BS in Business Economics (120 credits) was not approved – question regarding student enrollment.
	+ The BS in Information Systems (120 credits) was not approved – question regarding marketing expense.
	+ MS-HLSCPHE: Health Sciences Public Health Education MS was approved.
	+ MS-HLSCPHE: Health Sciences School Health Education MS was approved.
* **Q:** The University is exploring joint programs, or combined degree programs with colleges and universities outside the United States; is it true that all joint programs between NJCU and other institutions regarding academic programs that will have the University’s name on it must go through and receive the Senate's approval and not circumvent the Senate?. Is that correct? **A: Senate President:** Yes, any academic programs through NJCU should go through the Senate Curriculum.

**Discussion:** The University has transfer/articulation agreements; All programs taught by people outside the University and joint programs with the University need to be reviewed per Senate policy to ensure the integrity of the program.

* The Senate President thanked Dr. Wright and the committee for their work in the full scope of their charge.
1. **New Business**
* The President of the Student Government Association requested that the Senate assist in publicizing the April 14 town hall meeting about RPK. Reiterated by the Senate President.

The Senate President called for the meeting to be adjourned, which was seconded.

The meeting was adjourned at 3:58 p.m.

Respectfully submitted by:

Dr. Donna Ho-Shing,

Senate Secretary.

**Attachment #1** Resolution on Community Engaged Learning

**Attachment #2** President Henderson’s April 1, 2021 Letter to Campus Community

**Attachment #3** AS&S Committee Report

**Attachment #4** PD&B Committee Report