

**University Senate**

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

**MINUTES OF MEETING**

**November 25, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A.Harry Moore, Harriet Phillip; Accounting, Michael Bell; Jermaine McCalpin; Art, Dennis Dittrich; Biology, Ethan Prosen; Chemistry; Computer Science, Nan Wang; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Educational Leadership, Christine Harrington; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; ESL, Anne Mabry; Finance, Zhimin Wang; Fire Science, Walter Nugent; Fitness, Exercise and Sports, Manuela Caciula; Dept. of Earth & Environmental Science, Hun Bok Jung; Health Sciences, Danny Schieffler; History, Jacob Zumoff; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Marketing, Rick Lee; Mathematics, Gunhan Caglayan; Media Arts, Martin Ramocki; Modern Languages, Aixa Said-Mohand; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; 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; Educational Technology, Chris Carnahan; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Music, Dance & Theatre, Joseph D’Auguste; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove.

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

**SENATORS-AT-LARGE ABSENT:** Jeanette Ramos-Alexander.

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:** Denise Serpico.

**STUDENT SENATORS PRESENT:** Marcel Jones, Freshman Class President

**STUDENT SENATORS ABSENT:** Maria Tejeda, Sophomore Class President.

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

**STUDENT SENATORS-AT-LARGE ABSENT:** Kiara Espinosa, Alexandra Mack, Giselle Prado.

**Draft**

**University Senate Meeting**

**Monday 25th November 2019**

**2:00PM – Gothic Lounge (H202)**

* **Meeting called to order by President Shamburg: 2:05PM**
1. **Audience Response System Test**

42 clickers out

Successfully completed the test

1. **Motion to approve** the University Senate Meeting Agenda
	* + **Motion made to approve the agenda**
		+ **Without objection, the agenda is approved.**
2. **Motion to approve** the University Senate Meeting Minutes of the October 21, 2019 Senate Meeting.
* **Are there any amendments to the minutes?**
* **No amendments**
* **Without objection, the minutes are approved.**
1. **Announcements:**

**Congratulations and Welcome:**

**VP Student Affairs and Enrollment Management**

I would like to welcome Dr. Scott James as NJCU’s Vice President of Student Affairs and Enrollment Management.

**Parking and Transportation Survey**

Please check your email for the Parking and Transportation Survey. I believe it is still available.

**Lecture on Leadership**

Lecture on Leadership by Josh Weston, Founder, ADP – Monday, November 25th 4:00 p.m. Michael B. Gilligan Student Union Multipurpose Room C

**Gifts from the Heart**

Holiday times are right around the corner, and once again the Gifts from the Heart Committee is planning to collect, gift-wrap and distribute new clothes and toys to the needy children and families in our Jersey City community. Please contact Sergio Villamizar at extension 2170 or email svillamizar@njcu.edu for more information and drop off locations.

**MLK Community Service Award**

The Lee Hagen Africana Studies Center presents the 31st Annual Dr. Martin Luther King, Jr. Community Service Award. Nominations are due by December 9th. For more information, please go to the website.

**Call for Submissions-- Third Annual NJCU Pedagogy Day**

Reminder: Call for Abstract Submissions: On behalf of the Office of the Provost – the Third Annual NJCU Pedagogy Day organized by Dr. Peri Yuksel. Abstract submission deadline is February 1, 2020. For more information please email Dr. Yuksel at pyuksel@njcu.edu. (email Friday, November 8, 2019 3:18 PM

\**It was announced that the SGA was not aware that there was a new VP for student affairs hired.*

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

**SACC Report**

This is a report on the SACC meeting. A resolution was passed about four years ago for the Senate President to update the Senate on the meetings between the Executive Committee and with the Administration. Simply put, the SACC is where we bring Senate Approved Resolutions to the administration. This is my report and not minutes of the meeting.

**The following programs and program changes were approved:**

* Minor in Global Studies (Revision of the Minor in International Studies)
* Minor in Sexuality and Queer Studies
* Department of Modern Languages Names Change\*
* BS in Geographic Information Science (BS-GIS)
* BS in Cybersecurity
* MS with a Major in Nursing and a Specialization in School Nursing

**A Harry Moore**

 SEC expressed to the administration that the Senate would like to be more actively involved in decisions involving the AHM school. The President stated that she is working with the Jersey City Board of Education and the County Superintendent to look for adequate space. The SEC requested details on the square footage requirements for any possible new location. The SEC thanked the President for her updates and reiterated the Senate’s commitment to the sustainability and growth of AHM and its plans to be more active in the life of the school.

**Center for Collaborative Education**

The SEC asked for clarification on “The Center for Collaborative Education” and its relation to the AHM school and the College of Education. The President stated that the announcement about the center was a miscommunication. There is no Center or Institute of Collaborative Education. She also stated that AHM is presently working Dr. Roger Harris in the Educational Leadership Department and with Will De Veyga, and does not report to the COE.

 The SEC stated that moving programs should go through the Senate. This is not only in the Constitution but would improve communication and morale. The SEC expressed that the AHM employees were very concerned about their abrupt shift in the organizational structure, after decades as a part of the College of Education.

**Doctoral Handbook**

 SACC approved the Doctoral Handbook. The Doctoral Handbook was developed by an Ad Hoc Doctoral Handbook Committee, reviewed by the Graduate Studies Committee, and approved by the Senate. There are three pages (14, 27, and 31) that refer to labor issues that have been referred to the provost and the Union. The SEC stated that the Ad Hoc committee was charged with working on the revisions of the handbook.

**Second Common Hour (Revisited)**

SEC wanted clarification on whether or not a second common hour on Wednesdays from 2-4 has been officially implemented University wide. The administration said that there is no official second University-wide common hour but there are lighter class during Wednesday 2-4. The President stated that SOB does not have many classes scheduled and therefore can provide that second common hour even though it is not confirmed on the schedule as one. The President stated that all instructors should work with their deans on schedules.

**Revisions to Guidelines for Course Approval (GECAP)**

 SEC presented the revisions for course approvals that were approved at the October meeting and that correlate to the General Education Program. The Administration accepted all revisions.

**Policies Going to the Board of Trustees**

The SEC noted that at a previous SACC meeting the administration indicated that only program proposals would be forwarded to the Board of Trustees for approval. However, the Latinx Institute was recently Board approved and the Doctoral Handbook and the Faculty Handbook are policies that had been previously Board approved, and would be impending items for Board approval. The SEC would like to know if policies such as these would go to the Board of Trustees. The President said that she would consult with Al Ramey on that.

**END of SACC UPDATE**

**Course Renumbering**

We have a motion and an amendment about 500 level courses that may affect course numberings. I took off the course renumbering resolution and the amendment after consultation with the proposer.

**Substantive Program Changes**

The Senate office has received feedback from some departments on suggestions for a policy for substantive changes and non-substantive program changes. The SEC would like to solicit more feedback from departments and individuals before we present to the Senate. We will send a notice out soon.

**Winter Intersession**

There is a discrepancy between the published starting date of online 1 Winter Intersession and the dates in the catalog and the calendar. I’ve asked the provost office to clarify for students and faculty.

**Budget Task Force**

I had a meeting with the Budget Task Force. The major takeaways were that the University is moving to Responsibility Center Management (**RCM**) **model** of **budgeting**, Also, the CFO Jim White was soliciting ideas to close the short-term budget gap.

**Mini Grants**

The Provost has agreed to restore the minigrant program. There will be 10 minigrants of $300 each. The announcement should come out in early December with the application and timeline. Thank you Provost Jhashi. SEC would also like to thank the Faculty and Professional Staff Affairs Committee and the Union for working on this issue.

**Sabbatical and Emeritus Applications**

Sabbatical, Emeritus, and Distinguished Service Award Applications will also be distributed in early December.

**Temporary Course Approvals**

There were 14 Temporary Course Approvals between the previous Senate meeting and this one. (**ATTACHMENT 1:** Temporary Course Approvals)

**CIM System**

With the New CIM system, many departments and programs are eager to update courses. According to the Constitution “courses that have had substantial changes in their content, objectives, and/or expected outcomes.” need to have a senate review. Furthermore, minor changes such as revisions of titles and course descriptions should have the approval of the departments. I would like to thank Dr. Karen Morgan for the herculean task she has done in getting the CIM system off the ground.

1. **A Harry Moore Update – Harriet Phillip, Senator from A. Harry Moore**

A report was given about the status of the students and the activities that they have been involved in day to day since their move to another location. (**ATTACHMENTS 2, 3, 4: AHM Newsletters, ATTACHMENT 5**: AHM Update)

A question was posed to the presenter asking what the moral has been for the faculty and students of A Harry Moore. The presenter stated that the students can be challenging at times due to the new environment but otherwise the students for the most part are happy.

Another question was posed asking if the students are receiving PT and speech therapy in the classroom? The presenter stated that the students are receiving therapy but most of it is being pushed in the classroom.

**A. Harry Moore Resolution**

The Senate Executive Committee proposes three separate resolutions on A. Harry Moore:

* The Senate advocates for the University to support the A. Harry Moore School for at least the next five years.

\***Motion made and seconded**

**\*Motion passes without objections**

* The Senate recommends that the Middle States Report include a summary of the work and current situation of the A. Harry Moore School.

\***Motion made and seconded**

**\*Motion passes without objection**

* The Senate advocates for the significant inclusion A. Harry Moore in the next strategic plan.

**\*Motion made and seconded**

**\*Discussion:**

It was stated that A Harry Moore is a school that cannot be duplicated and that services for the students should not be given anywhere else. The change in environment interrupts the routine of the student and does not allow students independence due to the current quarters.

 \***Motion made to pass the resolution**

 **\*Motion seconded**

 **\*Motion passed**

**Parking Resolution**

The Senate requests that the administration provide an adequate parking plan for the Spring semester, the Summer semester, and for the 2020-21 academic year.  This plan will be sent to the Planning, Development & Budget Committee for review and then disseminations to the Senate – Senate Executive Committee.

**\*Motion made and seconded**

**\*Discussion:**

It was asked if there was some sense of time that the administration will provide information about the parking issue.

It was also stated that the proposed resolution seems vague. The SEC revised its resolution.

**Resolution**: “The Senate requests that the administration provide an adequate parking plan by December 4, 2019 for the Spring semester, Summer semester, and/or students.  This plan will be sent to the Planning, Development, and Budget Committee for review and dissemination at the December 16th Senate meeting.”

**Motion to AMENDED to:** "The Senate requests that the administration provide an adequate parking plan by December 4, 2019 and support for public transportation for the Spring semester, Summer semester, and for the 2020-2021 academic school year This plan will be sent to the Planning, Budget, and Development Committee for review and then dissemination at the December 16th Senate meeting."

**\*Motion made to approve the amended resolution**

**\*Discussion**

It was stated that the SGA was told that at the end of December lot 3 will be taken away and lot 6 will be removed by spring and lot 7 will eventually also be taken away.

The senate requested to vote on the amended resolution.

**\*Motion made and seconded**

**\*Motion passes on the amended resolution**

**Discussion:**

It was requested to add a note in the amended resolution to add *“without any additional fees or cost for faculty, staff and students.*

**\*Motion made and seconded**

**\*Discussion:**

Should the added note to the amendment also include to state “that no additional cost for public transit as well?” It was also asked what is stated in the faculty contracts regarding parking?

The contract reads “When only available will there be free parking for faculty and staff”.

Further discussion posed the question- *What is the Planning, Development & Budget committee actually being charged with regarding the resolution?* The president stated that the charge would be to review the plan, summarize to the body and make recommendations if appropriate.

**The Question was called**

The vote took place to vote on the amendment.

"The Senate requests that the administration provide an adequate parking plan by December 4, 2019 and support for public transportation for the Spring semester, Summer semester, and for the 2020-2021 academic school year without additional fees or costs for the faculty, staff and/or students.

**The vote was**

**43 Yes**

 **5 No**

After further discussion it was stated that December 16th be added to the amendment as the deadline for the administration to respond to the parking issue due to the Planning, Development & Budget committee meeting time frame.

\***Motion made to add the deadline of December 16th to the amended amendment.**

**\*Motion made and passed**

**\*Final Amended Resolution:**

"The Senate requests that the administration provide an adequate parking plan by December 4, 2019 and support for public transportation for the Spring semester, Summer semester, and for the 2020-2021 academic school year without additional fees or costs for the faculty, staff and/or students.   This plan will be sent to the Planning, Development & Budget Committee for review and then dissemination at the December 16th Senate meeting."

The vote was

**38 Yes**

**6 No**

**\*Motion passes on the full final resolution:**

"The Senate requests that the administration provide an adequate parking plan by December 4, 2019 and support for public transportation for the Spring semester, Summer semester, and for the 2020-2021 academic school year without additional fees or costs for the faculty, staff and/or students.   This plan will be sent to the Planning, Development & Budget Committee for review and then dissemination at the December 16th Senate meeting."

**CIM Resolution**

The Senate strongly recommends that any changes in a course or program moving through the CIM electronic approval system require approval from the course or program originator.

**\*Motion made and seconded**

**\*Motion passes without objection**

**500-Level Courses**

500 Level Course Resolution—Joe Moskowitz **(ATTACHMENT 6)**

Amendment to 500 Level Course Resolution –EunSu Lee **(ATTACHMENT 7)**

\***Motion to Postpone to the next meeting**

\***Motion made and seconded**

**\*Motion passes to postpone to the next meeting**

**VII.    University Senate Committee Reports:**

1. **Curriculum & Instruction Committee    (ATTACHEMENT 8)**

Dr. Michael Rotenberg-Schwartz, Chairperson

**Action Item: CIM Functionality**

If courses submitted through CIM can be put in approvers’ queues according to date received—right now all courses are listed alphabetically, the Committee recommends that this feature be added to the coding. This will make it easier for approvers to review courses in the order in which they are received.

**Discussion:**

The administration noted that this was not a feature available currently with CIM. However, the Senate president suggested that the senate work with the Provost’s Office and the vendor in the spirit of this resolution. We can all try to address this through some mechanism or a future iteration of the software.

**\*Motion made and seconded**

**\*Motion passes**

**Clarification on General Education**

The C&I Committee requested clarification as to the policy for courses counting both towards general education and departmental major/minor requirements. The Senate President noted that that clarification should be addressed by the GECAP Committee.

1. **Graduate Studies Committee (ATTACHEMENT 9)**

Dr. Christopher Carnahan, Co-Chair

Dr. John Melendez, Co-Chair

The Graduate Studies Committee presented for the November University Senate meeting and approved the *Global Threat* *Assessment: Public & Private Sectors* submitted by the Professional Security Studies department Global Threat Assessment

**Credits** 3.0

**Course Level** 600 level (Graduate)

**Enrollment and Scheduling**

One section of this course will be offered per academic year. The maximum number of students per section is 25.

**Prerequisites** None

**Component Workload** Lecture (3.0 credits)

**\*Motion to approve and seconded**

**\*Motion passes**

**IX. New Business**

**Confucius Institute Resolution**

The Senate requests the annual plans, fiscal year summaries/budget, meeting agendas and minutes of the Board of Advisors of the Confucius Institute. This information should be provided to the Senate before the end of the Fall 2019 Semester. This information will be reviewed by the SEC and reported to the entire Senate.

**\*Motion to approve and seconded**

**\*Motion passes**

**Event Scheduling & Facilities Use Policy Resolution**

On November 7th The NJCU Community received an email on the new Event Scheduling & Facilities Use Policy. This policy describes the procedures and costs for students, faculty, and departments to use university venues and facilities. This resolution charges the Planning, Development, and Budget Committee review this policy and, if appropriate, make recommendations to it at the March Senate meeting.

**\*Motion to approve and seconded**

**\*Motion passes**

**Presentation**

**Over 50 Years of Student Success – OSP**

Presenters: Ms. Sabrina Magliulo, OSP Director

 Ms. Farrah Pelissier, OSP Interim Associate Director

 Mr. Matt Sutton, OSP Tutorial Coordinator

 **New Business:** None

 **\*Meeting adjourned at 3:48PM**

Respectfully submitted by,

Cynthia Vazquez

Secretary of the University Senate

**Attachment1:** Temporary Course Approvals

**Attachments 2, 3, 4**: AHM Newsletters

**Attachment 5:** AHM Update

**Attachment 6:** 500 Level Course Resolution

**Attachment 7:** Amendment to 500 Level Course Resolution

**Attachment 8:** Curriculum & Instruction Committee Report

**Attachment 9:** Graduate Studies Committee Report