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**University Senate**

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

**MINUTES OF MEETING**

**December 7, 2020 – 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; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; 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; 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, Zui C. Lee; Mathematics, Debananda Chakraborty; 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; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove; Psychology, Peri Yuksel; Sociology/Anthropology, Max Herman; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Alumni, Jane McClellan; Computer Science, Nan Wang; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; ESL, Anne Mabry; Fire Science, Walter Nugent; Media Arts, Joel Katz; Special Education, Zandile Nkabinde.

**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:**

**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

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**University Senate**

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

University Senate Meeting

Monday, 7 December 2020

Location: Zoom

2:00 – 4:00 p.m.

Meeting # 4

1. The meeting was called to order at 2 p.m. by the Senate president Christopher Shamburg who then requested the Senate to take a moment of silence for Rachel Quinones, a student who passed away from cancer over the weekend. The president noted that Rachel was a Sociology major student who returned to college many years after her first attempt a few decades ago.  She overcame many challenges to return to college and was determined to finish this year.  He noted that from his brief communications with the faculty he could tell that Rachel made a powerful impact on them. He asked us in our thoughts to consider all of those who have passed in the last 9 months who we have not had a chance to traditionally grieve for. The president asked us to please have a moment of silence.. which was observed.
2. **Test Zoom Voting by Senators only**

* The test was successful

1. **Motion to Approve the University Senate Agenda**

* The motion was passed by General consent as there were no amendments nor objections.

1. **Motion to Approve the University Senate Meeting Minutes** of the November 9, 2020 Senate Meeting

* The motion was passed by General consent as there were no amendments nor objections.

1. **Announcements**

* The University Senate President offered Will Deveaga, a warm and heartfelt farewell on behalf of the Senate. He noted that Will’s calm and intellect would be missed and wished him good luck at William Paterson. Mr. Deveaga thanked everyone who helped hm during his 11 years at the university.
* The NJCU Archive Project: Documenting COVID is soliciting submissions. Documenting COVID-19 is an ongoing multidisciplinary online exhibit and archive that documents the community responses to the pandemicand its impact on our lives. Submissions of original works that express your experience of this pandemic are being solicited from NJCU students (current and past), faculty/staff, and our local and global communities. The second deadline is January 15, 2021. Here is link to the announcement posted in the Chat: [**https://tinyurl.com/NCUcovidproject**](https://tinyurl.com/NCUcovidproject)
* The president noted that we will be working with OneDrive instead of Dropbox as it seems to work better. He noted that we need to be logged into NJCU to access the files.
* The Local AFT is sponsoring a digital cookbook to help the Hudson County Hunger Project. Individuals can send a donation here: <https://gf.me/u/ykiati> and use the receipt to get the cookbook.

1. **University Senate President’s Report** - Dr. Christopher Shamburg

The President noted that the rule that a person can only speak 2x in a debate on the same issue would be upheld. There was a full agenda and we needed to hear from as many people as possible. However, the rule could be changed with a non-debatable vote.

* Announcements for Minigrants, Sabbaticals, Emeritus, and Distinguished Faculty will be going out soon.
* **SACC Report - November 17th**
  + Program Approval – Four programs were approved.
    - MBA with Specialization in Business Analytics
    - Revised Biochemistry Program
    - MS in Business Information Systems
    - Certificate in Stem Education
  + Policy Approval
    - The Accelerated Program Policy was approved
  + Middle States Recommendations and the Senate
    - This item was on the agenda and relates to the MSCHE Team suggested recommendation 7. The recommendation provided was “The efficiency of the current governance structure to resolve difference between faculty and administration should be assessed. The University should consider adopting mechanisms other than the current Senate-Administration Coordinating Committee (SACC)-Board of Trustees (BOT) resolution model. The processes and procedures for the SACC to bring disputes to the Board and for the Board to communicate status and findings to the SACC should be clarified and documented. The Board should clarify its role in resolving issues either by acting on them or by changing the governance plan to specify its jurisdiction.”
    - President Henderson and University Counsel Al Ramey have advised that the Board has clarified its role and jurisdiction and has charged the President to take necessary and appropriate actions to address the governance framework. Al Ramey said that the Board does not see itself as “super-president” “referee,” or “moderator” in disagreements between the administration or the Senate. The Board has indicated that it has policy level oversight of the University to provide for accomplishment of the institutional mission. He further noted that the University President, a member of the Board without a vote and responsible to the Board, has full responsibility and statutory authority for the executive management of the University and its day-to-day operations. The University Senate’s role is advisory only.
    - The Senate president at the meeting noted that this seems to contradict the Senate Constitution which is, ultimately, a Board policy. The Senate Constitution says that if the Senate and Administration do not come to an agreement, the Senate can appeal to the Board of Trustees. The Administration replied that where necessary in order to implement the Board’s charge, the Senate Constitution will be revised to bring it into accord with the Board’s governance framework. At present three sections of the constitution have been identified for review and revision.
  + Resolution on Senate Input on the Retention of Administrators
    - The resolution on the role of faculty input on the retention of administrators was on the agenda, and the Administration said that this is in the context of the President’s responsibility for the day-to-day operations, and no action will be taken, though a further review of the Senate Constitution is appropriate for consideration of revisions, if any, are necessary.
  + The Faculty Handbook
    - Also noteworthy is the fact that the Provost’s Office will now be taking the lead on the Faculty Handbook. I sent the Provost resolution and recommendations from the Ad Hoc Committee for the Table of Contents which was well done. Please note that the Senate will be able to review and make recommendations on the policy.
  + Follow Up Meeting - November 30th
    - On November 30th the Senate president met with President Henderson and NJCU Counsel Al Ramey to further discuss the issues brought up in the Middle States visit. Based on the Middle States recommendations, the Board of Trustees wants the Constitution revised. There are three broad areas that the BOT wants to focus on: senate’s role in the initiation of policy, overlap with union issues, and clarification that the BOT is not a referee of disagreements between the Senate and the president--that the president is the authority for operations. The Administration said that they will do this by following best practices and the guidance from the Association of Governing Boards (AGB). The Senate Executive Committee is scheduled to meet with the President and Al Ramey tomorrow (Tuesday Dec 8) for further discussion.
* **CIM update**
  + The senate president noted that he has been speaking to committee chairs, faculty, and administrators who work with CIM, and that he compiled the feedback list of 10 Recommendations and sent to the Provost’s office. He also noted that he will be part of a team that meets with the Vendor tomorrow (Dec. 8th).
* **Riotto Award Announcement** 
  + In recognition of superior service and on-going contributions to the University Senate, The Riotto Award shall be given to an individual who advocates and lives the values demonstrated by Dr. Joseph Riotto and in particular his commitment to the principles of shared governance, integrity and service to his colleagues and his students.
  + The senate president noted that after a call for nominations and review by the FPSA Committee, this year’s award winner is Dr. Joe Moskowitz, congratulated him, and read the following excerpt from his nomination:
    - His activism, passion, and concern for the welfare of NJCU, the Senate, faculty, students, and staff are apparent at the Senate meetings, and, more importantly, during the work between the meetings.

The president noted that a plaque with his name on it will be in a prominent area in the Senate Office, and again congratulated Dr. Moskowitz.

Dr. Moskowitz expressed his surprise and thanks for the recognition and that he will continue to advocate for shared governance.

* **Questions on the President’s Report**
  + Discussions included concern about the amendment process and the feeling that there may be a misunderstanding on the part of the administration regarding the interpretation of the Constitution; that the SEC asked to speak to the BOT, they said no, that was it; that the administration has the right to establish policy, but shared governance would entail providing a proposal of the change in the constitution to the Senate for input, otherwise the process seems problematic; that the Administration suggested that the Constitution change be done with the guidance of the Governance Association whose members are from the BOT only, therefore the SEC and Senate president should consider it fair to listen to the administration and consider their views, but also suggest that consultants from the AAUP or some other faculty organization be included in any revision of the constitution, this was reiterated; that if the BOT is going to look at the senate constitution as a policy, then the board can change its own policies; that using this mechanism to change the Constitution of the Senate will completely circumvent the entire senate process, therefore limiting the input of the shared governance process.

It was also noted that the report from the MSCHE team did not speak about changing the Constitution; that the report indicated the relationship between the faculty and the staff with the administration, had a tremendous amount of distrust and the team hoped would be improved; that if changing the constitution, the Senate and the faculty should be allowed to suggest changes, if not, there will be a lasting impact on anything that evolves.

* + A member noted that a motion was proposed that the University Senate is opposed to making changes in the constitution without the consultation and the majority vote of the Senate and that they wanted to second that motion. The president noted that , the Board of Trustees has the legal right to do this. The member noted that the Senate has the right to express opposition, and they want it to go on the record as the administration enact ways that that run counter to the principles of shared governance.
    - The was a brief discussion and the motion was amended and proposed as: The university Senate is opposed to making changes in the Constitution, without the consultation and the majority vote of the Senate in any way that deviates from the amendment process, as stated in the current constitution.

The Motion passed

1. **Update: Fort Monmouth -** Dr. Michael Edmondson, (Interim) Director, NJCU @ Fort Monmouth ***(Attachment #1)***

* Dean Edmondson noted that the report was designed to provide an overview of the situation of Fort Monmouth, higher education as a whole, and within New Jersey.
  + The East building of NJCU is currently situated in a trailer on the grounds of Brookdale community college, with about 350 students and faculty. This section of NJCU will be moved to Squire Hall of Fort Monmouth. Construction hopefully will be completed by the end of April, reconstruct inside by the end of June and be in the building by July 2021.
  + Trends important to the East building moving to Fort Monmouth were noted: 1) enrollment in higher education is down; 2) NJ’s population is expected to increase; 3) NJCU is a Hispanic serving institution and this population is increasing, and Monmouth and Ocean counties are expected to have a population growth.
  + The new location will allow outreach to students in Ocean, Middlesex and Mercer counties. So far the CPS departments have 12 new agreements with Ocean, Middlesex and Mercer county colleges, with a potential for more partnerships in the upcoming years. Dean Edmondson has spoken to Dean Woo and Dean Sudeikis about having Arts and Sciences and Education to offer classes there. Please contact Dr. Edmondson if you are re interested in having a class at the Monmouth campus.
  + The facility: is 72,000 square feet, half the building has a second floor, we will only occupy the first floor 46,000 square feet; has 15 classrooms to accommodate approx.. t 30 people each, a banquet room/three individual classrooms with dividers that can be opened; a Nursing Education center, a Cyber lab, an open computer lab, and other amenities. The University is looking for grants, state, and federal funding in possibly expanding to the second floor. The website is, [www.NJCU.edu/FortMonmouth](http://www.NJCU.edu/FortMonmouth) for updates. The email address is, Fort Monmouth@njcu.edu. The website lists the programs.
* Issues were voiced. On the issue of expansion to Monmouth county when NJCU serves students living in Jersey City, Newark, Bayonne, and is fiscally unsound, and how was the expansion being financed, was addressed by Dr. Edmondson referring the member to Aaron Aska, the COO who would be having a Facilities Town Hall on Friday, he also noted that there was no loan attached to the expansion. He also noted that currently there are no dorming options for students as requested by the township. It was the expressed hope that both Dr. Edmondson and/or Mr. Aska would be able to speak to what is being done financially for the Jersey City campus at the next Planning, Development and Budget Committee meeting. It was noted that the Fort Monmouth location would be able to capture more students as it is accessible via mass transit. On the issue of focusing on expanding technology rather than focusing on a physical structure, Dr. Edmondson noted that the expansion of technology has been ongoing for the past 3 years. A student noted that at Jersey City campus areas needing financial help included career services, student life and activities, the students’ residence halls and rooms lack heating in the wintertime, therefore, NJCU should provide financial resources for the main campus at Jersey City. It was noted that the University will be able to fulfill its mission as a HSI by marketing to the increasing diverse population in the Monmouth and surrounding communities. On the issue of strategies for competing with other 4-year colleges in the region, Dr. Edmondson noted that programs would be added to those already offered and that the cost of education at NJU is far less expensive. It was noted as a major concern that that at the last Budget meeting Jim white said that he was most worried about 2022, in terms of financial stress for the university, and 2022 was also noted as a year for losses at Monmouth; we all need to be alert to the impact will be as evidently 2022 is going to be a very difficult financial year. It was noted that Fort Monmouth will be an additional location, not a branch location.

1. **Committee Reports**:

* **Curriculum & Instruction Committee:** Dr. Michael Rotenberg-Schwartz ***(Attachment #2)***
  + The Committee met and approved the following course proposals:
    - From Earth and Environmental Sciences
      * Energy, Society and Sustainability
      * Our Sustainable World: Urban and global sustainability
    - From Economics
      * Economics of Information and Uncertainty
      * Economics of discrimination.
* Honors Program (action item) ***(Attachment #3)***
  + The president noted that this program was previously sent to the PDB and C&I committees. It passed in the PDB committee, so we only needed discussions and a vote.
  + A Senator made a motion to amend the report.

**An amendment to page 8**

**Change:**

The HPC is currently composed of 12 members, all appointed by the Provost/Deans with representation from all four colleges/schools

***To:***

The HPC is currently composed of 12 members, all elected by the Senate with representation from all four colleges/schools

***And an addition to page 10:***

Honors Program Director: In alignment with the best practices of the National Collegiate Honors Council, NJCUs should have an Honors Program Director, reporting to the Provost and appointed by the Provost/Deans. Released time for this position will be available at the administration’s discretion.  **The Director must be a fulltime faculty member.**

Discussion: There was a discussion on the function and intent of the committee and that the courses would be approved by the C&I committee and the signature assignments will require for two short paragraphs addressing the reason the course is different and the reason it is an honors course; that the honors program. has been functioning within the boundaries of the Senate regulations and would have its own independent authority to have a student participate; that all of the things that were mentioned can be done successfully by a committee elected by the faculty, and that there is shared governance to be gained; that though national organizations may not specify that the faculty members need to be elected, they do not specify administrators are supposed to appoint them either.

The president called the vote for the motion to amend the Honors Program Proposal as above.

The motion passed.

The vote was called for approval of the Honors Program as amended.

The amended Honors Program was approved.

* **Graduate Studies Committee Report** - Dr. Chris Carnahan, Dr. John Melendez Co-Chair ***(Attachment # 4)***
* The Co-chairs were not present but submitted a report.
* Master of Music in Performance-Multi-Style Strings

The president noted that a vote needed to be taken to approve the program and entertained discussions. There were none so the vote was called to approve the Master of Music in Performance-Multi-Style Strings program

The program was approved unanimously.

* The Graduate Studies committee decided to invite all proposers to the committee meeting for which the proposal is being reviewed so that questions can be answered immediately in order to speed the process.
* The Committee met and approved the following courses:
  + Criminal Justice 632: Environmental Crime
  + EDLD 813: Promoting Equity: Teaching and Supporting Diverse Student Learners.
  + EDLD 832: Educational Research I
  + FINC TBD-4: Designing and Developing Financial Software.

Discussion: That the 800 level courses are in fact, in doctoral programs and that the numbering proposed corresponds to what was discussed in terms of the numbering system. Verified.

All courses were approved by General consent.

* **Academic Support and Services Committee -** Dr. William Westerman, ***(Attachment # 5)*** Chairperson requested the Solar Resolution be moved from the agenda to allow other time-sensitive discussions. There were no objections
* COVID Survey Resolution *(Action Item)*
  + The committee has requested administration to distribute surveys to students, faculty, and staff to learn more about how they have been responding to COVID in a way that really makes sense to them. The survey is IRB approved and approval for use by NJCU was granted by the Institute of Higher Education. The committee made a motion.
  + Motion: To request that NJCU Administration to review the current survey, adjust as they see fit, and distribute the surveys; that NJCU Administration circulate the results of the surveys to campus community within one month of surveys’ completion.

Rationale: To get some feedback from students, faculty, and staff to better assess the impact of COVID-19 on the NJCU community with the intention of improving campus services, instruction, and well-being of NJCU students and employees. To use the data to offer services, support, and instruction as necessary.

Discussion: Views were expressed that: Surveys are important but may be ignored; students are being severely impacted, either from loss of a family member or themselves having COVID, and there seems to be no easy way to track them; the University could have done more for the students, who have been ignored regarding tracking the impact of COVID on their lives; the survey was not made available to determine its comprehensiveness in parsing out implications for the students, staff, and all involved, this was perceived as not fostering collaboration with colleagues; the survey needs to be IRB approved by NJCU; the University seems unable to track well commuting students with COVID, so it would have been nice to see if the survey would be able to do so and if there was reporting being done to townships, and if contact tracing was being done; there is no knowledge of the support the University is providing to students who miss class because they have COVID. A member of the committee noted that there are many things that cannot be captured by the motion, which aims to get feedback about what the students need to provide services and provide instruction to them. It was noted that a commuting student can be referred Jodi Bailey and her team, who will provide wellness checks and arrange for physical and educational support.

The motion passed.

* **Counseling Center *(Attachment # 7)***
* The Committee reported that two members of the counseling center will be departing the university as of December 31, and particularly with the stress of COVID. The students are reporting this is a level of very high, unprecedented levels of stress, which are affecting retention and completion rates. The Committee requested to obtain more information from the administration, about plans for continuing current staffing levels or plans to increase staffing levels at the Counseling Center, and what could be done, on a short-term basis to counteract the anticipated tragedy of the Spring semester with 50% staffing at the Counseling center. The president requested that all ideas or discussions be crafted as a motion or resolution for New Business.
* **Planning, Development & Budget Committee** - Dr. Joyce Wright, Chairperson ***(Attachment #8)***
* It was noted that, Mr. James White and Chris Shamburg attended the Committee’s last meeting. The committee addressed the questions that came from the floor of the Senate: 1) There is approximately $5,000 in the Senate budget, that covers the Senate President, Vice President, Senate Secretary as well as clerical support; 2) The Senate President said the SEC continues to look into the budget of the Confucius Institute. Mr. White stated that the Confucius Institute is part of global affairs initiative under the direction of Dr. Tamara Cunningham, therefore questions can be directed to her; 3) Mr. White presented a budget looking at several issues, such as reduction in faculty salaries over the next five years from 2021 to 2025, from 76 to 71.5 million. The rationale was that the reduction in staff at the A. Harry Moore school will have an impact, as well as voluntary separation offers, attrition of faculty lines that will be based on student enrollment, but the adjunct budget will remain at 9.5 million. The PAC will be leased for revenue and to offset Juilliard students who are attending NJCU. Students scholarship monies were increased to 10 million, to enhance recruitment for 2020, but it will drop in subsequent years to 7.5 million. Mr. White stated he would provide the Committee with the University balance sheet.
* The Certificate in Behavioral Management and Introductory Applied Behavioral Analysis went back to the originators with questions.
* The Bachelors of Science and Business Economics program was sent back to the originators with more questions regarding budget and student projections.
* The Committee will approve the Master's in Multistring Music Performance once it is approved by C&I committee.
* Professional Financial Planning had a minor edit and was sent back for the catalog description.
* Discussion of the Confucius Institute focused on the budget and the function. Members requested that Dr. Tamara Cunningham provide information on the cost/benefit analysis of the institute. The committee was asked to obtain information about the University Foundation which had its ratings lowered in terms of the bond market, which cost the university and the foundation more money. The committee was requested to explore the foundation and the relationship between the foundation and the university's budget and the university's balance sheet.

1. **New Business**

* **Grading System for the Fall Semester**
  + A student noted previously in the meeting that other major institutions, including Harvard, Yale, University of Maine, University of Florida, University of California, are offering the Pass/Fail option and hopes that NJCU will adopt the same.
  + One faculty noted that the grade of NC was not going to be offered. Late withdrawal or Pass, no credit could also be grading options.
  + Ricky Cruz noted that the Student Government Association is currently working with some of its University partners and Dr. Sue Gerber in the Office of the Provost on releasing a survey, about how this semester went for students. The target date will be Dec. 14th for two weeks, the results will be sent to the SEC and the Provost’s office for review, on adapting better for spring.
  + A student noted that they asked for the Pass/No credit but received the withdrawal option instead. This would not help students because of financial aid and they would have to take their courses again. The student believed that the pass/no credit option offered last semester would be beneficial this semester in the present context of the pandemic.
  + The president asked a senator to make the resolution on behalf of the student. A motion for a pass/no credit option for students for fall 2020 was made and seconded.

Discussion: It was clarified that the Motion is for a Pass/No credit option. Students reiterated that they were going through a lot of stress with death in the family and working FT, mental stress, reduction in grade due to the inability to be in class to have academic conversations, and working hard to keep their GPAs up, therefore the passing of the resolution would be appreciated to offer them the same support that other universities are providing for their students. A student requested that administration clearly communicates what the pass/no credit option means as it will impact their GPA, transcripts, and application to graduate school. The president asked that the body be mindful of the need for the quorum to pass the resolution. An Honors student spoke in favor of the resolution noting that course delivery options impacted grades. A vote was done to call the question which passed. The question was called.

Resolution: To give the students the pass/no-credit option for the fall 2020 semester. The motion passed.

* **The Counseling Center**
  + The following motion was made: The Senate recommends that the administration double the resources for the Counseling Center and hire at least two additional counselors for the coming spring 2021 semester. The motion was seconded.

Discussion: The Union passed a similar resolution and was told that there was no wait time in the counseling center. However now two people are leaving the Counseling Center. A student noted that the Counseling Center is beneficial, effective, and needed, based on the many issues students face every day it is important that the Counseling Center be funded to ensure it is staffed at capacity. The president asked for a vote to call the question which was seconded. The question was called. The president called for a vote on the motion: The Senate recommends that the administration double the resources for the Counseling Center and hire at least two additional counselors for the coming spring 2021 semester. The motion passed with a quorum.

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

The meeting was adjourned at 4:36 p.m.

Respectfully submitted by:

Donna Ho-Shing, Secretary.