

**University Senate**

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

**MINUTES OF MEETING**

**December 16, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A.Harry Moore, Harriet Phillip; Accounting, Michael Bell Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Economics, Andrew Bossie; Educational Leadership, Christine Harrington; Educational Technology, Christopher Carnahan; English, Barbara Hildner; ESL, Anne Mabry; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; History, Jacob Zumoff; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Marketing, Rick Lee; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Nursing, Gloria Boseman; Political Science, Joseph Moskowitz; Philosophy/Religion, Scott O’Connor; 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; Computer Science, Nan Wang; Early Childhood Ed., Basanti Chakraborty; Elementary/Secondary, Vanashri Nargund; Fire Science, Walter Nugent; Fitness, Exercise and Sports, Manuela Caciula; Health Sciences, Erin O’Neill; Mathematics, Gunhan Caglayan; 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, Denise Serpico, Cynthia Vazquez.

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

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

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

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

**University Senate Meeting**

**Monday 16th December 2019**

**2:00PM – Gothic Lounge (H202)**

 **Meeting called to order by President Shamburg: 2:05PM**

1. Moment of Silence for the Victims of the Shooting on Tuesday, December 10th.
2. **Audience Response System Test**

35 clickers out

Successfully completed the test

Before the agenda is approved the Senate President requested an update by Dr. Ron Hurley, Associate Vice President for the Department of Public Safety, regarding the lockdown procedure at NJCU on December 10 2019.

1. **Ron Hurley – Update Regarding Lockdown Procedure at NJCU**

Dr. Hurley believed that we were successful at doing what we had to do. It was more of a shelter in place than a lockdown. He described the ALICE training, online training for handling a situation with active shooters. He stated that over 1500 emails for the ALICE training were forwarded to members of NJCU community and that he got a response from 277 as of this morning. He also requested that members of the NJCU community download the Rave Guardian App on their phone, and that this would provide them with information during a situation regarding a shooter. He said that we have two different emergency systems—Alertus and Rave Guardian. He said that the buildings were not designed with active shooters in mind and that we have to retrofit them. He said that if anyone had any specific questions about the event to contact him directly. The locks on the doors were discussed. Currently, there are locks on all classroom doors, and we are in the process of doing it for all offices.

1. **Motion to approve the University Senate Meeting Agenda**

 **Without objection, the agenda is approved.**

1. **Motion to approve the University Senate Meeting Minutes of the November 25th, 2019 Senate Meeting.**

 **Without objection, the minutes are approved.**

1. **Announcements:**

**Congratulations to Dr. Marilyn Maye**

Congratulations to Dr. Marilyn Maye of the Educational Leadership Department who has coauthored the book *Seven Sisters and a Brother: Friendship, Resistance, and Untold Truths Behind Black Student Activism in the 1960s*. Henry Louis Gates Jr. calls the book “compelling portraits of the lives of the young people who risked their futures to make a difference.” Marilyn will be interviewed about the book at the 92nd Street Y on January 15th.Tickets available.

**Concert for Shooting Victims**

On December 17th there will be a concert benefiting the victims of last Tuesday’s shooting. It will be at Rossey Hall at 3:30 P.M.

**Online Learning Workshops:**

The Office the Provost and the Department of Online Learning are pleased to announce that on January 15th a full day of workshops on teaching and learning (For more information, please see the email forwarded on Friday, December 6, 2019 2:46 PM).

Online Learning would like to announce that starting next year they will be providing online course development for online courses. In this process Online Learning will build the course, and the instructor will provide the course materials and course map. It is recommended that this process begin at least a semester before the course is to launch. Instructors that are interested in teaching a new online course or revising an existing one are encouraged to contact the department of Online Learning to get started. There is a new Director of Online Learning, Dr. Michael Koskinen. Please contact him for more information.

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

**SACC Report**

**Policies going to the Board of Trustees**

The SEC met with the administration last Tuesday. The first topic was about policies going to the Board of Trustees. This issue has been discussed over the last few years. The administration said that some academic policies do not have to be Board approved. At times some can stop at the level of Dean or the President. However, if a policy has been previously Board approved, a revision or new version should be Board approved as well.

On November 26, 2019 there was an announcement emailed about procedures for non-academic policies. The university policy team for development will be responsible for the renewal process for non-academic policies. The Senate Executive Committee shared an index of issues from the Senate Constitution which are the purview of the Senate. The administration expressed appreciation for the document.

**Parking**

It was reported that in Spring Lot 3 will be offline. Spaces will be added on Gothic Knight Way and University Place Blvd for students. Lot 6 will be for students and lot 7 will be for faculty and staff. It will be free in Spring. In Summer 2020 Lot 6 will be offline. The administration has been tracking parking trends for 6 years and is working from that data. The University is currently discussing arrangements with Home Depot, Raymore and Flannigan, and NJ Transit. Parking will be free in these lots in the Spring but it will be “Budget Neutral” in that the service will sustain itself as an auxiliary service.

**CIM**

The Senate passed a resolution that any changes in a course or program that is moving through CIM have the approval of the originator. CIM does not have the functionality to do that. We discussed that the Senate could develop a specific policy for courses and programs going through CIM. However, it was noted that the paper system relied on trust and collegiality, and we should expect the same.

**Confucius Institute**

The administration will provide the documents requested and will provide context during a meeting with the Assistant Vice President, Global Initiatives, Tamara Cunningham.

**END of SACC UPDATE**

**Capstone in Global Management**

At the October meeting the Capstone Seminar in Global Management Course Proposal was presented by the Graduate Studies Committee and not approved by the Senate. The original course was approved by both C&I and GSC as a 500 level course. When it was not approved by the Senate, the discussion was that it would be appropriate as a 400 level course, not a 500 level course. The proposer has made the change. It has been changed from an undergraduate 500 level to an undergraduate 400 level course. I’d like to make a motion to approve this course. Can I have a second to approve this course?

**Motion made:** To approve the capstone course in Global Management

**Motion seconded**

**Motion Approved**

**Strategic Plan**

NJCU is starting the process of developing a strategic plan. The Strategic Planning Committee, which was appointed by the administration, includes eight faculty members and one student.: Meriem Bendaoud‎, Manuela Caciula, Ricky Cruz (student)‎, Desamparados Fabra Crespo, Mary McGriff, Scott O'Connor, Kathleen Rennie‎, Christopher Shamburg‎, and David Weiss‎ The first meeting recently took place and the committee will be reaching out to solicit ideas and opinions early in the spring semester.

**A Harry Moore**

The President agreed to including a longer description of AHM in the Middle States Report, as per our resolution. Inclusion of AHM in the Strategic Plan (another part of our resolution) is up to us as the strategic plan gets developed. I think it’s helpful for the colleges to explore possible collaborative efforts with AHM—programs and co-curricular activities. In spring I would like to work on developing a visitation and service program where faculty and staff can see what goes on at AHM and possibly help in some way. Perhaps this can lead to more significant collaborations.

**Administrative Evaluation**

In May 2018 the Senate passed a resolution to propose and implement a system for administrative evaluation by faculty and staff.  The Senate Executive Committee has had two meetings with Provost Jhashi to discuss this. At the last meeting she explained that there is no money in the budget for it, regardless of any possible agreement on its merits and logistics.  It was a definitive “no.” However, we had a longer discussion on evaluation and IDEA.  She asked the Senate to look into alternatives to IDEA.  The Provost did address the broad objectives of the Senate’s resolution for administrative evaluation, and she is committed to improving relationship between the administration and the faculty and staff.  She will address the Senate early in the spring 2020 semester.

I will charge the Faculty and Professional Staff Affairs Committee with researching and (possibly recommending) alternatives to the current Faculty evaluation system, IDEA. This is in the constitution, so it doesn’t need a senate vote.

**Board of Trustees**

The SEC has not heard from the Board of Trustees on the request to meet with them.

**Substantive and Non-Substantive Program Changes**

The Senate Executive Committee has collected feedback from several departments and Individuals and will have a proposal for the Senate to vote on in February.

**Administrative Searches**

The search for the Dean of the College of Education has been postponed due to the budget. Dean Woo will continue as Interim. The search for the Assistant Provost for Student Success has also been delayed due to reconfiguring of responsibilities among senior administration.

**Student Success**

Through conversations with the administration and with the Senate Executive Committee, it seems crucial that the Senate take a proactive role in Student Success. Building on the work that the school has done so far, we need to think of ways to improve the retention and graduation. We have already spoken to some faculty about this. For anyone who has any ideas about this, please send them to the Senate office. I anticipate that the Senate Executive Committee will have a resolution for Senate review in early Spring.

**Temporary Course Approvals**

The Senate executive committee checked in CIM and we did not find any temporary courses approved by the Registrar since November 25th. An email was forwarded to Dr. Morgan to confirm this. If there are some that we have missed please notify us.

**VIII. NJCU Budget Update – Presentation** byMr. James White, Chief Financial Officer

See attached presentation

**Discussion**

The Shop Rite and the apartments are not paying any revenue into the University currently. There was a discussion on the delays from income and the relationship between the college and the Foundation. Vice President Aaron Aska added that the university would begin realizing revenue from the apartments by 2024. James White confirmed that he or his designee would attend the Planning, Development, and Budget meetings as an ex-officio member, as per the Constitution.

**Resolution for Reading Day Policy**

Resolution Reading Day Policy Continued (Prepared by the Student Government Association)

This resolution is to ensure Student Success and University policies that are upheld and supported by the Middle States Standard II, Standard IV, Standard V and Standard VII.

Reading Day(s) should follow these guidelines:

● No Exams nor test be administered (electronically or in person)

● No assignments due (electronically or in person)

● No class meeting held and/or make up classes offered (electronically or in person)

Reading Day(s) should strictly be for exam and final semester preparation only.

To ensure that this would be respected University Wide we will require Deans and Department

Chairs to send to an email about the policies concerning Reading Day(s) two weeks in advance to all departments and students.

Student Government Association has empowered all students to file a grievance policy form if professors do not comply with New Jersey City University Reading Day(s) policy and structure.

**Motion Made by Ricky Cruz, President of the Student Government Association**

**Motion Seconded**

**Discussion:** Mr. Cruz stated that the reading policy has not been implemented accordingly by all faculty. Classes and exams and assignments have been scheduled on Reading day.

Reading Day policy is that there are two days per semester allotted for student to study and prepare for exams. Student government came up with a resolution that emphasizes the purposes of Reading day which is to ensure student success and university policies which are supported my middle state standards. The request is that the deans and department chairs should send out emails two weeks in advance to remind everyone of the policy. Grievances can be filed by SGA regarding this if the policy is not followed.

Faculty members stated that adjuncts may not be aware of this policy so the chairs may need a reminder to send the emails to them. It was suggested that perhaps the policy should be added to the syllabus.

The SEC reminded everyone that Reading Day was never a policy so the policy that was just given will be the new policy being voted on.

Mr. Cruz also stated that about thirty students complained regarding six to seven different departments. They researched and found that there were many classes being offered during these days but not enough students were speaking up about this issue. The provost suggested that perhaps the policy should also state that exams, assignments, and or quizzes only be given during the last week of classes. Some faculty responded saying that they hope that the policy can be re-worded for certain class situations (i.e. debating) that calls for possibly meeting students during exam week and the week after that for debates that are in balance with situations and projects. If they only have exam week there will not be sufficient time for two hour periods. The provost agreed with that example and re iterated that faculty will be found guilty if giving an exam during the reading period which is what we want to avoid. Another faculty member stated that they feel that a two-week reminder may not be sufficient time for professors to plan. Embedding the policy at the beginning of the semester may be better if we want the campus to follow the policy. Some faculty want to know if students want to meet with them to discuss something during Reading Day periods that they will be able to without being accused of not following the policy.

**Motion Approved**

**Motion for Ad Hoc Committee on Accelerated Programs**

The Senate calls for the formation of an Ad Hoc Committee on programs that combine undergraduate and graduate degrees. This committee will research and recommend guidelines and processes for the development and approval of such accelerated programs. This committee will consist of faculty members from every college, professional staff, and a student representative. The committee will report to the Senate. Their work should be completed by the March 2020 Senate meeting.

--**Senate Executive Committee**

**Motion made by Senate Executive Committee**

**Discussion:** It was suggested that the committee take a look at the information of those who forwarded these amendments and take a closer look at the issue of credits. Many documents forwarded that have these combined or accelerated programs reflect credits that can be applied to both undergraduate and graduate programs. Presently the policy is 9 and the understanding from one proposal is that they want to change the 9 credits to 18 credits in order to emphasize that the program can be completed in 5 years. However, if you look at the amount of credits the impression is very different in terms of what is happening at the accelerated programs for other universities.

**Motion Approved**

**Motion for Calendar Coordinating Committee**

The Senate call on the Administration to create a Calendar Coordinating Committee with Senate representation to develop a process for all academic calendars. Topics will include, but are not limited to, registration dates, withdraws, payment schedules, course cancelation dates, and establish the membership.

**Motion Made by the Senate Executive Committee**

**Discussion:**

A question was posed asking if the present calendar provides the information being questioned.

The SEC however stated that the present calendar does not offer such detail regarding registration dates, withdraws, payment schedules, course cancelation dates etc…Overall goal is to have a calendar that provides everyone’s input to share and coordinate.

It was suggested that the committee charged with this be cognizant of all the religious holidays that are observed and how to handle that appropriately.

Another suggestion is that they should consider final exam schedules which can conflict with public meetings such as the senate meetings.

**Motion Approved**

**End of President’s Report**

**IX Resolution on 500-Level Courses**

500 Level Course Resolution—Dr. Joe Moskowitz ***(attachment #1)***

Amendment to 500 Level Course Resolution –Dr. EunSu Lee ***(attachment #2)***

Amendment to Amendment to 500 Level Course—Dr. Debra Bennett ***(attachment #3)***

The Senate President suggested tabling this resolution and accompanying amendments as they are issues that will be covered by the Ad Hoc Committee on Accelerated Programs.

**Motion made and seconded**

**Discussion:**

It was suggested not to table it but to send the resolution and amendments to the committee for review.

**Motion made to Commit 500-Level Course Resolution and Two Amendments to the Ad Hoc Committee for Accelerated Programs.**

**Motion Seconded**

**Motion Approved**

**IX. Senate Committee Reports:**

1. **Ah Hoc Committee to Initiate Updates for a**

**Table of Contents for the Faculty Handbook**

 Dr. Jennifer Musial, Chairperson ***(attachment #4)***

**Motion made and seconded to postpone this topic to the next meeting**

**Motion Approved**

1. **Curriculum & Instruction Committee**

Dr. Michael Rotenberg-Schwartz, Chairperson ***(attachment #5)***

The committee approved the proposal for a minor in Geographic Information Science. They also approved the five course proposals.

**Minor - Geographic Information Sciences**

\*Action item – Approved by the C & I committee and Planning Budget and Development Committee.

**Geographic Information Science Minor Approval**

**Motion Made**

**Motion Approved**

1. **Faculty & Professional Staff Affairs**

 Ms. Debra McClary, Chairperson

An announcement was made for people to apply for Professional and Development mini grants.

10 mini grants will be available up to $300 each and that the deadline is January 29 2020. It was emailed to everyone December 4, 2019.

The Emeritus Status and Distinguished Service Award was also distributed and the deadline is January 30, 2020. It was emailed on December 6, 2019.

They are still working on the honorary degrees and that has been revised by the ad hoc committee and is now undergoing revisions with the committee. The document will be back for review once that is done.

Updated information regarding sabbatical review should be available shortly.

1. **GECAP**

Dr. Jason Martinek, Acting Director of Gen Ed. ***(attachment #6)***

It was announced that GECAP is undergoing a five-year review. As part of the review they want to engage in the revision of the assessment protocols mainly due to the difficulty of it. They would like to find an easier way to get the data that they need in order to close the loop and address any concerns within the general education program.

Part of the review will implement an investigation into Undergraduates experience with the general education program regarding modes of inquiry, student learning outcomes and how they can improve on that. GECAP will be looking into this and reporting it in the early new year.

Two Motions are being introduced:

**1st motion** – End practice of self-assessment by faculty and to house that responsibility within GECAP. To do this they want to expand the members of GECAP to eleven members from the Arts and Sciences, two from the other colleges and one at large member.

**Motion made**

**Motion Approved**

**2nd motion – Motion 2: We recommend revising the VALUE rubrics to measure no more than three criteria per learning outcome.**

Discussion: Due to questions from members the proposer has requested to amend the motion.

 \***A motion to amend the 2nd motion was made**

to add the following sentence to the amended motion *“all data and information used and collected for student outcomes assessments cannot be used for faculty evaluation and or for determination of any resource distribution to faculty or staff”.*

**Motion made and seconded on the amendment**

**Amendment Approved**

**Revised Motion**

Revising the VALUE rubrics to measure no more than three criteria per learning outcome. All data and information used and collected for student outcomes assessments cannot be used for faculty evaluation and or for determination of any resource distribution to faculty or staff.

**Motion made and seconded for resolution as amended**

**Motion Approved**

**\*\*An announcement was made that the meeting has been extended fifteen minutes**\*\*

1. **Planning, Development & Budget Committee**

Dr. Joyce Wright, Chairperson ***(attachment #7)***

This is not an action item only an announcement about parking. Please read the update on your own.

The time is 4:20 but the Senate President asked to reorder the agenda to address the **Resolution to Condemn Anti-Semitism in the NJCU Community**

**Resolution to Condemn Anti-Semitism**

**in the NJCU Community *(attachment #8)***

Dr. Scott O’Connor

Dr. O’Connor emphasized that we all unequivocally support our Jewish community both on campus and off in light of last week’s targeting the Jewish community.

**Motion made and seconded**

**Motion Approved**

**The following item will be addressed at the next meeting**

**Policy for Auditory Accessibility**

Dr. Jennifer Musial ***(attachment #9)***

SEC president requested that everyone look at the Policy for Auditory Accessibility. This will be presented at our next meeting.

**Resolution on Interior Door Locks**

Dr. Max Herman

The Faculty Senate requests that the Public Safety Department implement a plan to install interior door locks on all classrooms and offices on campus.

***Motion withdrawn by proposer***

**Motion to adjourn the meeting**

**Motion Seconded**

**Motion Approved**

**Meeting Adjourned 4:30 PM**

Respectfully submitted by,

Ms. Cynthia Vazquez

Secretary of the University Senate

***Attachment #1***: Resolution on 500-Level Courses

***Attachment #2***: Amendment to 500-Level Course Resolution

***Attachment #3***: Amendment to Amendment to 500-Level Course

***Attachment #4***: Ad Hoc Committee to Initiate Updates for a Table of Contents

 for the Faculty Handbook

***Attachment #5***: C&I Committee Report

***Attachment #6***: GECAP Report and motions

***Attachment #7:*** PD&B Committee Report

***Attachment #8:*** Resolution to Condemn Anti-Semitism

***Attachment #9:*** Policy for Auditory Accessibility