

**University Senate**

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

**MINUTES OF MEETING**

**November 9, 2020 – Via Zoom**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A. Harry Moore, Darlene Britt; Accounting, Lukas Helikum; ; Art, Hugo Bastidas; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Computer Science, Mort Aabdollah; 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, Serdar Yayla; 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; 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, Rubina Vohra, Yufeng Wei.

**SENATORS-AT-LARGE ABSENT:** Carol Shansky.

**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, P203A Rm. 3; Extension 3459**

 University Senate Meeting

Date: November 9, 2020

Location: Zoom

Meeting # 3

Meeting called to order and all welcomed by President Shamburg

Agenda Items with motions and summaries of discussions

1. **Zoom Voting Test**

The test was successful

1. **Approval of Meeting Agenda**

The Senate President made a motion to approve the agenda.

The motion passed by unanimous consent.

1. **Approval of the October 21, 2020 Senate Meeting Minutes**

The Senate President made a motion to approve the October 21,2020 minutes.

The motion passed by unanimous consent.

1. **Announcements**

There were none.

1. **University Senate President’s Report**
* Voting
	+ The Senate President said that the Zoom voting has been working very well. He issued a reminder that only senators should vote during Senate meetings.
* Students on Standing Committees
	+ The Senate President had a meeting with Ricky Cruz and the SGA Board on Friday. Discussions included the charges of the standing committees and the important role of students. There will be more students on standing committees soon.

* Ad Hoc Committee to Develop a Faculty Handbook Volunteers
	+ There were four volunteers for the Ad Hoc Committee to develop the Faculty Handbook. They include:

Dr. Wendy Thompson, A. Harry Moore

Dr. Zhimin Wang, SoB

Dr. Nelda Ephraim, CPS

Dr. Christopher Shamburg, COE

A volunteer from the Library is needed.

* This will be a draft; input will be solicited from the Union and Administrators. It will then go to the Provost’s office for further revisions and approval.
* CIM
	+ The Senate President was invited by Maria Lynn and Jennifer Fitzgerald to a meeting with the CIM vendor the previous week.
	+ The Senate President described some of the salient problems with CIM and expressed optimism that they will be addressed.
	+ A draft memo was sent out to Committee chairs and other high-end users for feedback.
	+ The Senate President asked that anyone who had a specific problem with CIM, to please send it to the Senate Office before the following afternoon.
* Initiatives discussed with the Provost
* Guarini Institute for International Studies
	+ There will be a new International Institute on campus funded by Frank Guarini. The Provost and Dr. Tamara Cunningham had a meeting with a cross-section of faculty from across schools that have had experience in international education and discussed the ideas and directions for the academic pillars of this institute.  More information will be coming (as discussions lead to a plan).
* Career Center
* The Career Center is a priority of the Provost’s. A few faculty and senators mentioned this to the Senate President as well.
* The Provost has external reviewers who are meeting with a variety of stakeholders across the campus, including faculty, staff, and students for feedback.
* The Career Center is within the charge of the Academic Support and Services Committee, and they will be invited to discuss this with the reviewers and will have input into its future.
* Temporary Courses
* An updated list of temporary courses is in the shared meeting folder and can be found [here](https://www.dropbox.com/s/le59lyykqki1tdr/November%202020%20Temporary%20Course%20List.docx?dl=0)
* Agenda item regarding Fort Monmouth
	+ The President met with the Provost last month, and she suggested that Dean Edmondson speak to the Senate about Fort Monmouth. The Senate President apologized for not sending a courtesy email regarding the motion.
	+ Dean Edmondson will be speaking about Fort Monmouth at the December meeting. The Senate President thanked the Provost for being proactive in getting the information to the Senate.
* A Resolution of Commendation for Ms. Jennifer Fox.
	+ The President noted that Jennifer’s efforts at NJCU to serve students was outstanding across the board and that Jennifer had been working very hard in the Online Learning department during the Pandemic. He expressed pride at her work at NJCU, read the resolution and it was seconded.

See Resolution of Commendation for Ms. Jennifer Fox here: [*(attached/action item)*](https://www.dropbox.com/s/mtqisr3a42c6m62/resolution%20of%20commendation%20for%20Jennifer%20Fox.docx?dl=0)

The resolution passed by unanimous consent.

* + Ms. Fox thanked the Senate and recognized the work of Dan Ward and the online learning team who all work well together.
	+ The Provost was elated that the resolution came from the Senate and also thanked Miss Fox and her team for helping NJCU make the switch to online and remote learning. She noted that Academic Affairs and the entire campus owed Jennifer and her team a great debt of gratitude for their work.
* Questions on the President’s Report
	+ A member noted that the Senate President was scheduled to report on feedback from the University President regarding Senate input on administrative reappointments and evaluations.
		- The Senate President noted that a SACC meeting was not yet held, and he would address the topic at the next SACC meeting.
	+ The Senator also noted that the Middle States suggested in their report that procedures be established for the Senate to meet with the NJCU Board. There was a request for this to be addressed at the next SACC meeting and a report on both issues be given at the next Senate meeting.
1. **Resolution on Fort Monmouth**
* The Senate President noted that although the Provost had suggested that the Senate receive information regarding Fort Monmouth the Resolution was a formalization of the same. The Resolution was read as follows:
	+ The expansion of the University at Fort Monmouth will have a major effect on students and faculty at NJCU, the NJCU budget, and the mission and direction of the University. Moreover, at a meeting with the College of Arts and Science chairpersons and program directors on Nov 2, the CAS Dean indicated that the University would be running classes there in Fall 2021.

Therefore, the Senate respectfully requests an update on the initiative at Fort Monmouth, which would include an update on cost, projected budgets, projected enrollments, current construction, planned construction, and planned course and program offerings before the end of the Fall 2020 semester.

--Senate Executive Committee

* Discussions
	+ The need for the Planning Development Budget Committee to be involved in the meetings with the CFO about the financial planning for Fort Monmouth. There was a question on how much space will be afforded to the NJCU.
	+ The Senate President suggested that all questions regarding Fort Monmouth be sent to the Senate Office.
* The resolution passed by 44:4
1. **Policy for Program Revisions** [***(attached/action item***](https://www.dropbox.com/s/wcsx0t0h2gqrrfz/Draft%20Policy%20for%20Program%20Revisions%20and%20Senate%20Approval.docx?dl=0)***)***
* Background
	+ The Senate President noted there were no criteria for program revisions nor is there anything in the Constitution. Programs with minor changes made it through the Senate for approval, and programs with major changes did not. There needs to be a consistent policy with a shared set of rules that everyone agrees on for when new Programs or revisions to existing Programs.
	+ According to the Senate Constitution, Senate approval was acquired for undergraduate courses with substantial changes in their content, objectives, or expected outcomes. A change in the name, or some wording would in a description does not need Senate approval.
	+ However, the Senate President noted that this policy was about program approval. Senate approval will be required for:
		- * any program with a change of 25% or more of the credits, as noted by the Middle States.
			* any program participating in a joint degree with another institution partially taught by faculty other than NJCU employees
			* any unprecedented use of staffing, technology facilities or budget.

The motion was seconded.

* Discussion
	+ Learning outcomes should be changed to program outcomes, as learning outcomes are for courses. Also, a call was made for a friendly amendment so that if the program outcome was a minor change it would not need full review by the Senate.
	+ A question was raised about who decides what is a minor as opposed to a substantive change? Possibly the CNI committee and the Planning Development Budget committee.
	+ Departments have different opinions of what a substantive change is, so a suggestion was made that the change goes to the CNI for that committee to decide if the change is substantial.
	+ There were questions on the meaning of program and who makes the decision about what is a substantial change?
	+ S suggestion was made that the proposed policy be sent to the three committees who review programs. Their feedback would be sent to the SEC for synthesis and revision of the policy to be brought back to the Senate.
* Motion
	+ - To commit the draft policy for program revisions, and Senate approval to four Senate committees: Academic Standards, Curriculum Instruction, Graduate Studies, and Planning Budget Development, for review and suggestions to be submitted to the Senate Executive Committee with their feedback by January 30. Then the Senate Executive Committee will synthesize this with feedback and bring a new revised policy for a full vote at the February meeting. Furthermore, the committees have the responsibility of looking at the entire resolution, including workflow and definitions of substantive changes.

The motion passed.

1. **Revised Course Numbering – 500 Level Policy** [***(attached/action item)***](https://www.dropbox.com/s/f2tjv698kurh8l0/REVISED%20Course%20Numbering%20500%20level%20Policy_October%202020.docx?dl=0)
* This is the second draft of this policy.
	+ A motion was made to split the policy into two separate motions. There were no objections so there were two separate motions: The course Numbering System and the 500-Level course policy.
	+ The Course Numbering System
		- Discussion
			* That 500 to 599 graduate level courses in which undergraduates may enroll if the student meets the requirements. The 600 to 799 does not include undergraduates taking those courses, even with permission from department chairs. It was suggested that voting on the first motion as stated, would potentially contradict the second motion, because the second motion says that undergraduate students could take 600 level courses. It is necessary to discuss the 500-Level course policy first.
* The 500-Level course policy
	+ Discussion
		- The distinction between a 500 level course and a 600 level course is that 500 level courses undergraduate students could take if they meet the requirements, 600 level courses undergraduates could take if they get the permission of the department chair: there would be no difference between five and 600 level courses. The committee was asked to explain the need of a 500-level course if the undergrad is prepared to take a 600 level course by the permission of the advisor.
		- The Senate President made a motion to recommit the policies to the ad hoc committee for clarification and revision. It was also noted that the committee needed to address the 18 vs. 19 credits as well. The motion was seconded. The committee will bring the revised sections back to the Senate.
1. **Committee Reports:**

**a) Planning, Development & Budget Committee.** [**(attached/action item)**](https://www.dropbox.com/s/tou7lqgw2k957na/PD%26B%20Report%2011-9-2020.docx?dl=0)

 Dr. Joyce Wright, Chairperson

* Approval of the [***Certificate in Stem Education***](https://tinyurl.com/Cert-in-STEM-Ed)

The motion passed

* The Committee believes it is important to have more participation from James White, the CFO. He will be invited to the next meeting to give an update.
	+ Suggestions from the Senate floor were that the committee request:
		- * the university's balance sheet with an explanation to ascertain the financial status including indebtedness of the University.
			* the details on the Senate Budget, to make sure that the Senate itself has a reasonable budget.
			* information into whether the Confucius Institute is a generator of debt and greater expense than income for the University.

**b) Graduate Studies Committee** Dr. Chris Carnahan, Co-Chair, Dr. John Melendez, Co-Chair

* **October Report** [***(attached/action item)***](https://www.dropbox.com/s/cqxwutpf316h2mh/GSC%20Meeting%20Report%2010-2020.pdf?dl=0)
	+ Approval for the core courses in the Masters in Science in Business Information Systems.

The motion passed by unanimous consent.

* **November Report** [***(attached/action item) (revised)***](https://www.dropbox.com/s/1qycnxlsfw0cvdd/Revised%20GSC%20Meeting%20Report%2011.03.20.pdf?dl=0)
* Approval for the courses in the Certificate in STEM Education

The motion passed by unanimous consent

* The committee will start inviting proposers to the meetings to get clarity on questions the committee may have.

**c) Academic Support & Services Committee** [***(attached/action item)***](https://www.dropbox.com/s/qbvxm6tli4rpoda/Revised%20Academic%20Support%20and%20Services%20Committee%20Resolution.docx?dl=0) ***(revised)***

 Dr. William Westerman, Chairperson

* Resolution was proposed:
	+ that the university undertake a survey of students, faculty and staff about the campus reopening among other COVID related issue. This will help us understand what priorities students, faculty and staff thinks to be emphasized then our chief reopening or in the option to being able to fully reopen, and how students, faculty and staff feel that the university can best serve our needs at this time, in ways and in ways other than those already difficult.
	+ The Senate President noted that any survey would need to be reviewed by the IRB. Also, it would go through the provost and the Office of Institutional Effectiveness.
	+ Discussion
		- * It was discussed that a friendly amendment be done to include if there are exposures, how those exposures are being handled, and the contact tracing if any that is being undertaken. Another suggestion was made to include the commuter population and the circumstances they face. It was noted that there was limited information available to proceed with a vote.
			* The Senate President recommended that the motion will be committed to the Academic Support Services Committee for revised resolution and vote at the next Senate meeting.

**d) Curriculum & Instruction Committee** [***(attached)***](https://www.dropbox.com/s/z9sabs46kquipbv/C%26I%20Report%2011-9-2020.docx?dl=0)

 Dr. Michael Rotenberg-Schwartz

* Report given. No action items.
1. **New Business**
* **Grade Policy for Fall 2020 (Discussion)**

Though no resolution was presented, the Senate President suggested that the Senate allows the discussion of an issue that the Student Government Association President would like to discuss.

* + Ricky Cruz noted that the Internet service shuts off sporadically. This has the potential to affect the student’s:
		- * ability to pay attention in class
			* ability to submit timed assessments and assignments
			* course grade
		- Given these circumstances the SGA wanted to ascertain if the faculty would consider the Pass/Fail option for the Fall semester.
		- Discussion
			* One faculty wanted clarification to ascertain if as in the spring semester a C- would be changed to a pass. Response: Affirmative
			* Suggestion were made that all instructors record their zoom sessions and make them available to students, be flexible with deadlines, and grant the students’ request.
			* Clarity was needed on whether this request was for one semester or the academic year. Response: For the duration of the COVID-19 pandemic. For all students.
			* A suggestion was made that the policy would not be for the student to request the pass/fail, but rather the instructor, based on each student’s circumstances.
			* The SGA President indicated that he wanted the students to develop the resolution as opposed to the Senate. The Senate President agreed with this request.

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

The meeting was adjourned at 4 p.m.

Respectfully submitted by:

Donna Ho-Shing, Secretary.

**Attachment # 1** Resolution – Commendation for Ms. Jennifer Fox

**Attachment # 2** Policy for Program Revisions

**Attachment # 3** Revised Course Numbering – 500 Level Policy

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

**Attachment # 5** Graduate Studies Committee Report – Oct ‘20

**Attachment # 6** Graduate Studies Committee Report – Nov ‘20

**Attachment # 7** Academic Support & Services Committee Report

**Attachment # 8** C&I Committee Report