



University Senate
Professional Studies Building, 203A rm. 3

MINUTES OF MEETING
December 20, 2021 – Via Zoom

ATTENDANCE:

Presiding: Dr. Fran Moran, University Senate President

DEPARTMENTS PRESENT: A. Harry Moore, Harriet Phillip; Accounting, Lukas Helikum; Art, Hugo Bastidas; Biology, Anthony Esposito; Chemistry, Chitra Narayanan; Computer Science, Moitrayee Chatterjee; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andres Bossie; Educational Leadership, Christine Harrington; Educational Technology, Tracy Amerman; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Fire Science, Walter Nugent; Fitness, Exercise and Sports, Manuela Caciula; Health Sciences, Erin O’Neill; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Marketing, Serdar Yayla; Mathematics, Gunhan Caglayan; Media Arts, Martin Ramocki; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Dept. of World Languages & Cultures, Marcelo Fuentes; Music, Dance & Theatre, Robert Prowse; Nursing, Donna Ho-Shing; Philosophy/Religion, Scott O’Connor; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Peri Yuksel; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

DEPARTMENTS ABSENT: African/Afro American Studies, Sonya Donaldson; Alumni, Jane McClellan; ESL, Anne Mabry.

SENATORS-AT-LARGE PRESENT: Michael Bell, Meriem Bendaoud, Gloria Boseman, Marilyn Ettinger, Venessa Garcia, Hanae Haouari, Fran Moran, Christopher Shamburg, Carol Shansky, Rubina Vohra, Yufeng Wei.

SENATORS-AT-LARGE ABSENT: None.

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

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: none.

STUDENT SENATORS PRESENT: Crystal Genthe

STUDENT SENATORS ABSENT: Ruth Diegue, David Moran, Alnoor Cheema

STUDENT SENATORS-AT-LARGE PRESENT: Laney Fox.

STUDENT SENATORS-AT-LARGE ABSENT: Salvatore Cardaci, Khadija Diop.



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

Meeting #4

University Senate Meeting
Monday, 20 December 2021
2:00 – 4:00 p.m.
Via Zoom

Minutes

All attachments are inked below and are here:

<https://tinyurl.com/SM-12-20-2021>

Moment of silence for Adjunct Faculty

Nai-ni Chen, Adjunct Faculty member in Music, Dance, & Theater, died tragically on vacation last week. Her namesake Dance Company was in residence at NJCU, and her husband Andy is also an Adjunct Faculty member and working on his doctorate in National Security. Please see the GoFundMe link on the agenda to help defray some of the funeral costs.

- I. **Test Zoom Voting.** Zoom test was successful.
- II. **Motion to Approve** the University Senate Agenda. Tracy Amerman made the motion and it was seconded. The motion was approved unanimously.
- III. **Motion to Approve** the University Senate Meeting Minutes of the October 18, 2021 Senate Meeting and the November 15, 2021 Senate Meeting.
 - Fran Moran noted that the Minutes were written and moving forward, to make them more closely aligned with the guidelines of Robert's Rules and will contain the Motions and what happened and what the motion means, and that there were discussions, if any, but not the contents of the discussion. Christopher Herbert made the motion and it was seconded. The motion was approved unanimously.
- IV. **Announcements**
 - Please read the newsletters the Departments, Colleges, and the Provost office are putting out with activities, events, and announcements taking place in the university. Please save the date for Wednesday, January 19, 2022, from 10 a.m. to noon. It is the 33rd Annual Martin Luther King Jr. Celebration, and this year's keynote speaker is Dr. Ilyasah Shabazz, daughter of Malcolm X and Dr. Betty Shabazz. Please check your email for the invitation or contact the Hagan center for tickets.
 - The Faculty & Professional Staff Affairs Committee sent out email announcements for Sabbaticals, Emeritus Faculty nominations, Distinguished Faculty nominations, and Mini-grant applications via email. Please read and consider those.

- At 3 p.m. Tamara Cunningham will give us a presentation on the International Initiatives of NJCU.

V. University Senate President's Report: Dr. Fran Moran

- We first want to give on behalf of the Senate, our thanks and well wishes to all the faculty and staff members who are retiring this year. I had the privilege of working fairly closely with a lot of them over the years and I can attest that the university was much better because of their presence; their absence is going to be sorely noted. I want to give special thanks to Dr. Bennett a past Senate President, one of my mentors and just a wonderful colleague. We thank her for her years of service to the Senate.
- Our recording secretary Dr. Donna Ho-Shing will not be able to continue in the position for the rest of her term. Fortunately, Dr. Vanessa Garcia, in Criminal Justice volunteered to serve on an interim basis until we can have an election for a full time person at the May meeting. So if I get a motion to approve Vanessa as our new secretary for the next three meetings, basically. Marilyn Ettinger made the motion and it was seconded.
- The Search Committee for the Dean of the College of Professional Studies has convened, the committee had its first meeting and the Charge has been issued. They hope to have a new Dean in place by the start of the academic year 22 to 23.
- In sending out the call for nominations we realized the current governing document needs some revision, and we're going to work with the Provost's office to get better guidelines in place. Once completed, we'll bring that back to the Senate for your review and approval.
- I want to give a huge congratulations to Khadija Diaz, our Student Rep on the Faculty & Professional Staff Affairs Committee who was elected Chair of the committee. This is the first time we have a student actually chairing one of the committees so a big round of applause there.
- We need some more people on the Gen. Ed Committee on Assessment & Policy (GECAP). In 2019 we voted to increase it to 11 members, it's currently at seven so we need some more people to join. Please contact the Senate office if you're interested.
- A search is currently underway for a new Director of the Career Center.
- Based on recommendations from the Middle States, the University is working with a consultant from the Association of Governing Boards to assist in fine tuning the relationships between the Board, the Foundation, and the University.
- Updates on various issues that have come up in or have come to the Senate:
 - What constitutes a major change and what constitutes a minor change in program revisions? We sent requests to both C&I and Grad. Studies to come up with some guidelines for distinguishing between a major and minor change, and then what happens to each once those criteria are laid out.
 - Academic Support & Services committee is working on updating us about the understaffing issues at the Counseling Center.
 - C&I and Academic Support & Services both asked questions about cross listing courses. I reached out to both the Registrar's office, the Provost's office and we're going to start discussing the various intricacies within CIM and PeopleSoft in the scheduling process.

- We contacted Academic Support & Services on November 11th to start exploring ways to expand the meeting day options for the class schedules to get other day meeting patterns in place.
- Beginning in spring 2022, we're going to be working with the provost office on finding a replacement for the IDEA course evaluation system. Some Senate committees will work with the Provost's office on that.
- At the SEC meeting, the Solar Energy Committee asked for an extension of the deadline to report to the Senate. They were supposed to report in February we extended it to April. To date the committee has not been formally constituted because the University Sustainability Committee has not convened. They are looking for additional members. So if you're interested contact the Senate office.
- SACC Report
 - We couldn't get a date that would work with the timing of the dates needed for the Gen. Ed. Fast Track motion so we did this SACC meeting via email. They approved the four Program Proposals and the Fast Track Motion that we approved in the Senate and that was all done via email.

VI. SGA Report: Mr. Thyquel Halley, SGA President

- Thyquel noted that the student community acclimated with what in person programming and student leadership and government is, but are proud that they ended the semester with accomplishing their goals and filled in many areas within their strategic plan.
- They are reviewing the preparations and leadership training for all of their new members, and re-training returning members. All their club and club organizations will be club-trained on Jan. 10. On Jan. 12-13 all members of their executive boards will be trained. They have a Leadership retreat for their student leaders on January 7-9. At the next Senate meeting the SGA President will report on important dates and their goals and plans for the next semester
- The SGA President said that the student community need to get more information from the institution regarding COVID numbers and cases on campus. As Omicron and Delta variants are present, they ask for communication as they had it last semester. In the interest of shared governance, he requested the Senate to also reach out to administration just to ask for that data and that information to keep about COVID case status on campus and particularly in the residence halls to keep themselves safe.
- The SGA has an upcoming meeting with the Provost office to discuss more in detail the first day textbook agreement with Barnes and Noble. They will then give an informed opinion on behalf of the student association. Thank you.
- Jodi Bailey will send Fran Moran the link for the weekly updated COVID information.

VII. University Senate Committee Reports:

- **Curriculum & Instruction Committee - (action item):** Dr. Michael Rotenberg-Schwartz, Chairperson **(Attachment #1)**

- The Committee approved two proposals for changes to department names. First is the Department of Sociology and Anthropology will now be the Department of Sociology, Anthropology and Social work. And second, the Department of Chemistry will be the Department of Chemistry and Biochemistry. Both were submitted through CIM.
- The Committee also approved program proposal from Music, Dance, & Theater for a Bachelor of Arts in Music, Multi-Style Strings; and also approved the program proposal for Bachelor of Science in Forensic Chemistry. They also approved a 200 level, 3 cr. course proposal from Earth and Environmental Sciences called It's a Large World of Microbes: Environmental Science of Microorganisms. Vanessa Garcia made a motion to approve the Bachelor of Arts in Music, Multi-Style Strings and also made a motion to approve the Bachelor of Science in Forensic Chemistry, they were both seconded. Both motions were approved.
- **General Education Committee on Assessment & Policy (GECAP):** Ms. Theresa Spataro, Chairperson **(Attachment #2)**
 - The Committee GECAP is aware the Senate, in December 2019, approved an increase of GECAP membership to 11 and they will discuss implementation with the Senate President. The Chairperson expressed her hope that people would join the committee.
 - In line with the 2019 revisions to the General Education assessment program, the committee will assess outcomes in Civic Engagement and Intercultural Knowledge in spring 2022. The Director of General Education, Dr. Scott O'Connor, will contact faculty teaching the relevant sections before the spring semester begins with information on implementation. The committee would like to assure everyone the process will be simple and concise. All identifying details of the artifacts will be removed prior to scoring and only the committee members will review the artifacts.
- **General Education Curriculum Committee (GECC):** Dr. Andrew Bossie & Dr. Marcin Ramocki, Co-Chairs. **(Attachment #3)**
 - The GECC feels that there needs to be a clearer process for issues of instructional/course overlap and cross-listing issues which is seen in multiple proposals. The committee believes it is the responsibility of school/senate C&I committees to resolve overlapping courses. And a more comprehensive solution of department chairs observing the courses that are going through the approval process.
 - The committee wants to work with the Provost's office to ensure all aspects of the course proposal process are in CIM. The committee is hoping to see minimally a space in CIM for Chairs to "sign off" on course proposals.
 - **Motion:**

Whereas on April, 20th, 2020, NJCU's University Senate voted to revise the General Education Program by 1) reducing the credit requirements by nine to ensure that all students can complete

the program without any waivers, substitutions, or special adjustments, and 2) replacing the requirement that students take two courses in each mode of inquiry with the requirement that students take two courses in each student learning outcomes;

Whereas the Senate agreed to give the GECC time to update the course proposal process;

Be it resolved that we amend *Policy Name: Guidelines for Requesting New Course Approval and Course Changes, Policy ID Number: 02-01-006 Item #12:*

Original:

12. Undergraduate General Education Courses (Indicate whether approval is sought as a General Education course. These proposals are subject to review by the General Education Curriculum Committee. Proposals for General Education courses must indicate how the following requirements are met:

- ~~o Indicate whether approval is sought in Tier 1 (Tier 1 Seminars), Tier 2 (Tier 2 Seminars), or Tier 3 (Tier 3 Capstones). Tier 1 Seminars comprise the first encounter with college-level work in concert with the composition and math courses. Each of these seminars provides an introductory experience in at least one of the modes of inquiry that students will focus on more deeply in Tier 2. Each seminar addresses a topic that serves as a context in which students develop at least two of the University-wide student learning goals. The topical nature of the seminars provides an opportunity for a meaningful introduction to work in the disciplines. Tier 2 Seminars build on the introductory work of Tier 1. While continuing to develop and reinforce skills in at least two of the University-wide student learning goals, each of these seminars focuses on a topic or theme and gives students more in-depth work in at least one of the disciplinary modes of inquiry. Tier 3 Capstones are the culmination of General Education at NJCU. In the Capstones, students work individually or with peers to design, develop, complete, and present research or creative projects. Each Capstone provides a hands-on experience in which students showcase their command of the skills they have been honing and the knowledge they have acquired in Tiers 1 and 2. The Capstones also provide an opportunity for students to integrate their work in General Education with early work in the major.~~
- ~~o Indicate in which Mode(s) Inquiry approval is sought. Courses seeking approval in Tier 1 and Tier 2 must meet the criteria for inclusion in at least one (and up to two) of the Modes of Inquiry: 1) Creative Process and Production; 2) Language, Literary, and Cultural Studies; 3) Scientific and Quantitative Inquiries; and 4) Social and Historical Perspectives. Courses may be designated as intermodal if they meet the criteria for two Modes of Inquiry. Intermodal courses will meet the distribution requirements in two Modes of Inquiry.~~
- o Indicate which department(s) or academic unit(s) the course will be listed under. For interdisciplinary courses to be cross-listed (offered by more than one department or academic unit), indicate each department or academic unit in which the course will be listed (i.e.: PHYS and PHIL). The signatures of the department and curriculum committee chairs of each department in which the course will be listed must be included

on the Request for Permanent Course Approval or Course Change ("cover page/routing slip") form.)

The first crossed out bullet point shall be replaced with:

- Tier 1 Seminars (designated as a 100 level courses) comprise the first encounter with college-level work in concert with the composition and math courses. Each seminar addresses a topic that serves as a context in which students develop at least two of the University-wide student learning goals. The topical nature of the seminars provides an opportunity for a meaningful introduction to the student learning outcomes. Tier 2 Seminars (designated as 200 level courses) build on the introductory work of Tier 1. Each of these seminars focuses on a topic or theme and gives students more in-depth work in which they continue to develop and reinforce skills in at least two of the University-wide student learning goals. Tier 3 Capstones (designated as 300 level courses) are the culmination of General Education at NJCU. In the Capstones, students work individually or with peers to design, develop, complete, and present research or creative projects. Each Capstone provides a hands-on experience in which students showcase their command of the skills they have been honing and the knowledge they have acquired in Tiers 1 and 2. The Capstones also provide an opportunity for students to integrate their work in General Education with early work in the major.

The second crossed out bullet point shall be removed from the proposal guidelines.

The motion passed unanimously.

- **Graduate Studies Committee:** Dr. Amit Mokashi & Dr. Xiaodi Zhu, Co-Chairs

- The Committee approved the following courses: **(Attachment #4)**

- EDLD 900 TBD-1 Maintenance of Matriculation for Doctorate in Community College Leadership 3 cr.
- FINC TBD-14: Big Data Analysis and Cloud Technologies. 500 level 3 cr.
- FINC TBD-7: Capstone in Financial Technology. 700 level 3 cr.
- MGMT TBD-9: Research Design and Proposal. 800 level 3 cr.

Approval of all four courses were submitted as one motion for a vote. The motion passed unanimously.

- **Planning, Development & Budget (action items):** Dr. Joyce Wright, Chairperson

- The Committee had Guest: Faith Jackson, Marketing, who explained that the Marketing Department has an overall comprehensive budget for high visibility marketing for NJCU. A portion of the budget is also appropriated to departments/ colleges, this is based upon input from conversations with Admissions, Enrollment Management, Provost, and Deans of respective colleges. Faith Jackson has the media vendor propose the best mix for the request, budget and return on investment. Estimated turnaround time is 2-3 weeks for a marketing budget, this estimate that should be included in a program proposal. A proposal should be discussed with the respective Dean and Marketing. **(Attachment #5)**

<https://www.njcu.edu/directories/offices-centers/marketing-and-communications>

The Committee approved a motion that Marketing should be consulted for program proposals to support the marketing budget amount, complete the forms as provided in the above link as part of the proposal. This information will be noted on the Budget Work Sheet from the committee.

- The Committee approved the following:
 - BS in Forensic Chemistry (120cr.)
 - BA of Music Multi style Strings (Credits, BA & MM)
 - BA in Music Education
 - Minor in Finance (15cr.)
 - Minor in Business Information Systems: (18cr.)
 - Name change to from Sociology and Anthropology to Sociology, Anthropology and Social Work.
 - Name change from Department of Chemistry to Department of Chemistry and Biochemistry

A motion was made by Fran Moran to approve the program and name change proposals. The motion was approved unanimously.

- The Committee created a template regarding a budget of tuition and fees for a Program proposal. The form includes all the items that the committee will be looking for submitted in CIM with the Program proposal. Please see form attached.
(Attachment #6)
- Senators were asked to share this form with the faculty and bring feedback to the February Senate meeting. Dr. Wright can be contacted if anyone has questions.
- The student representative will survey current students regarding the Book Proposal and present back in February 2022 meeting.

- **Student Affairs Committee:** Dr. Caroline Wilkinson, Chairperson **(Attachment #7)**
 - The Committee discussed the changes to the Student Code of Conduct that will begin in the Spring 2022 semester. Jodi Bailey, Vice President for Division of Student Affairs and Enrollment Management, explained the revisions to the Code of Conduct, such as: 1.) It needed to be updated for a more online system, including with terminology that aligns with online classes 2.) It now includes an amnesty policy for reporting purposes. 3.) It updated the names of people that are reporters and resources for students. Dr. Bailey has been offering discussion times with faculty, staff, and students to go over the changes to the Student Code of Conduct.

VIII. International Initiatives: Ms. Tamara Cunningham, Associate Vice President for Global Initiatives

- Ms. Cunningham began by speaking about the value of International students to NJ in financial contribution (\$617M), jobs (over 7,000), and student enrollment (over

19,000). The benefit to NJCU in financial contribution is over \$2M/yr.; minus tuition it is \$300K+/yr. Donor contribution is \$500K+/yr.

- There are 42 active and pending affiliations in 20 countries.
- The definition of international students is visa holding students who were issued visas through NJCU.
- Active affiliations were highlighted along with Faculty members who are involved in International Initiatives.
- Ms. Cunningham will provide the PowerPoint of her presentation, send the link to the NASA report, and also provide a timeline for the ROI for the Senate.

IX. New Business

- Provost Jhashi responded to plans for next semester related to the Omicron virus surge.
- A motion to adjourn the meeting was called by Andrew Bossie.

The meeting was adjourned by Dr. Fran Moran at 3:35 p.m.

Respectfully submitted by:

Donna Ho-Shing, PhD.

Senate Secretary.

(Attachment #6)

Recommended Template for New Program Budget in CIM

Tuition and Fees

Academic Year	New Students Enrolled	Transfer Students	Continuing Students Based (Based on attrition rate) ¹	Graduating Students	Total Students FTE Equivalent ²	Projected Revenue based on Credits Hours per year ³
Year 1						
Year 2						
Year 3						
Year 4						

- 1) Continuing students should be projected with consultation of the university attrition rate, per cohort or school from the Office of Institutional Effectiveness (2021-2022).
- 2) 1 FTE (Full Time Equivalent) students
- 3) Projected Revenue, calculate the number of credit hours to be taken each year & current tuition rate from this link:

<https://www.njcu.edu/admissions-aid/tuition-fees/undergraduate-tuition-fees>

Expenses

Academic Year	Faculty Salary Full time & Part Time	Winter/ Summer Salary	Marketing	Library Expenses	Administrative Support	Totals
Year 1						
Year 2						
Year 3						
Year 4						

Salary Based on current year

Net Income Summary

Academic Year	Revenue	Expense	Net Income
Year 1			
Year 2			
Year 3			
Year 4			

Please include a Budget Narrative

- 1) Marketing plans: Please complete (2) forms from Marketing on the following weblink: <https://www.njcu.edu/directories/offices-centers/marketing-and-communications>
- 2) Any necessary equipment
- 3) Library Resources
- 4) Grant Monies (If applicable)