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**University Senate**

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

**MINUTES OF MEETING**

**November 13, 2017**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Art, Ellen Quinn; Biology, Ethan Prosen; Computer Science, Mort Aabdollah; Counseling Education, Yung-Wei Lin; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Dept. of Earth & Environmental Science, Deborah Freile; Educational Leadership, John Melendez; Educational Technology, Laura Zieger; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; ESL, Adela Martinez; Finance, Zhimin Wang; Fire Science, Patrick Boyle; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Zui Chih Lee; Mathematics, Freda Robbins; Media Arts, Jane Steuerwald; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** Accounting, Jeanette Ramos-Alexander; African/Afro American Studies; Alumni, Jane McClellan; Chemistry, Bumjung Kim; Economics, Ivan Steinberg; Finance; Fitness, Exercise and Sports, Amy Rady; Health Sciences, Gail Gordon.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Karen DeSoto, Marilyn Ettinger, Vanessa Garcia, Lee Ann Halbert, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra

**SENATORS-AT-LARGE ABSENT:** Joseph Riotto.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Queen Gibson, Denise Serpico.

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT**: Cynthia Vazquez.

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Collin Officer

**STUDENT SENATORS-AT-LARGE ABSENT**

**Meeting #3**

**University Senate Meeting**

**Monday, 13 November 2017**

**2:00 PM – Gothic Lounge (H-202)**

**Agenda**

Meeting called to order by Vice President Shamburg at 2:07 pm

Vice President Shamburg expressed the Senate’s prayers for a full recovery of Senate President Riotto as he recuperates from his heart attack.

**I**.         Audience Response “Clicker” System was tested successfully

**II.**        **Motion to approve** the University Senate Meeting Agenda: made and passed unanimously.

**III.**       **Motion to approve** the University Senate Meeting Minutes of the October 13, 2017 as presented: made and passed unanimously.

**IV.        Announcements**

A. A. Harry Moore

Help the A. Harry Moore School win the PIX11 “Fuel My School 2017” Contest. To vote for A. Harry Moore School, text BYRON to phone number 77944. (See email sent Friday, November 10, 2017 2:24 PM)

B. 22nd Annual Gifts from the Heart Project

November 6th – December 4th 2017 – Drop off your donations (unwrapped toys/gifts for children) to one of the following locations: The John Moore Athletic Center, Office of Campus Life (GSUB-111), The Early Childhood Learning Center H-101, the Health and Wellness Center V-107, The Frank J. Guarini Library circulation desk 1st fl. (See email sent Wednesday, November 8, 2017 4:32 PM)

See the back of the agenda for additional announcements

**V.**         **University Senate Vice President’s Report**

A. Vice President Shamburg’s Report:

1. **All College Requirements**

The possibility of creating a category of course “All College Requirement” was raised at the Senate and referred to the Senate Executive Committee (SEC).

The SEC believes it is not advisable to create a new curriculum category for “All College Requirement” (ACR) at NJCU. Concerns were raised about the impact

on student schedules, particularly those with extensive major requirements, and the impact on student graduation.

**2. Report/FAQ on Promotion and Reappointment**

At the March 2014 Senate meeting, a resolution was passed to explore adherence to promotion and reappointment. An Ad Hoc Committee was created, and it developed a report in the format of a Frequently Asked Questions sheet with answers (an FAQ). This FAQ went to the Faculty and Professional Staff Affairs Committee and to the SEC.

The SEC was concerned that the FAQ might cause more confusion than clarification. The SEC has referred the FAQ to the Union.

**3. Highlights from Standing Committees as of November 10th**

Today we have reports from the Graduate Studies Committee and the Committee on Instructional Technology. Dr. Shamburg reviewed some of the important work of other committees.

**A. Academic Standards Committee**

The Academic Standards committee is reviewing “Senate Academic Success Evaluation Task Force Recommendations” and working on recommendations for updating the policy on Transfer Credits and Residency Requirements.

**B. Curriculum & Instruction Committee (C&I)**

The C & I Committee has 23 courses to review and 1 program. All these proposals were received recently.

**C. Faculty & Professional Staff Affairs Committee**

The Faculty and Professional Staff Affairs Committee is working on the Emeritus Status Policy.

**D. Planning, Development & Budget Committee (PD&B)**

Two new members will be appointed today. We have also confirmed that Mr. Wilton Thomas-Hooke is now the ex officio member.

The committee is currently reviewing the feasibility of academic re-structuring at NJCU as well as seven program proposals.

Dr. Shamburg thanked all the members of the Senate standing committees for their work.

**4. President Henderson’s Remarks about Infosilem & Other Matters**

Dr. Henderson started by thanking everyone for all their work. The country, state and city are experiencing many changes. How will we respond to those changes? We started four year ago. The General Education curriculum and assessment plan are recognized as inclusive. We needed to and changed degree requirements from 128 total credits to 120. We needed to determine how to get students out of here and graduated. We annually use the national engagement surveys for students and faculty and discovered that student who graduate are thrilled with their interactions with their faculty members. We also learned many students and their parents do not know how to complete financial aid forms nor their taxes. Students also did not know what courses they need to graduate. The administration held retreats with staff and faculty and had employees from different offices meet each other. We learned the importance of internships which we are working on. We also learned students do not have the funds to attend college and that most of our students’ families earn less than $60,000. annually. They are eligible for full Pell grants and other aid, like TAG, as a result. Failing a course or repeating courses does create financial challenges. We started the Debt Free Promise Program to help and it is very successful in helping students.

Students need more direction. So we developed degree maps for all curricula

Orientation is being reviewed. Students apply to 6-8 colleges. Applicants say they will attend NJCU but over 400 of those students did not enroll at NJCU. We needed to address this.

Dr. Henderson invites NJCU’s athletic teams to her home. Students tell her they will remember their team’s coaches and team members 5 years after they graduate. They mentioned having difficulty scheduling (athletic) practice, games, and courses. The administration selected Infosilem to address the scheduling challenges and asked every office for input. Starting is very complicated.

We need to get a group together from the Senate and from the staff to talk about how we can make things better and not just to talk about Infosilem. We need to discuss what we can do to help students. It is painful the first time a system is set up. Dr. Henderson thanked everyone for all their work.

Questions (Q) & Responses (R) from President Henderson:

1. Q: How was student input included in the process? R: Two years ago a survey showed only 30% of students had the schedules they needed and there were scheduling conflicts.

2. Q: Was there a pilot study or test prior to implementation? R: Could not conduct a pilot study because all department courses are needed to use it.

3. Q: How could institutional memory be considered since departments corrected and then corrected again and again the schedule that the Infosilem algorithm made? R: We need to have a committee to discuss Infosilem and the committee needs to be large enough to have that institutional knowledge.

4. Q: How much does Infosilem cost? R: About $100,000/per year for the first three years and the price decreases in subsequent years

6. Q: Is there a review process so that we can determine whether the university is getting value from this system and whether we selected the correct vendor? R: This should/could be a charge to the committee that will be organized to review Infosilem.

7. Q: How does the algorithm of Infosilem work? Does it report scheduling problems in specific departments that stop students from graduating? R: Looks at past course offerings and schedules and create an ideal schedule. Q: But does the system have information about the students’ needs such as work schedules? R: That is the discussion we need to have.

8. Q: Students in some programs are parents and Infosilem doesn’t consider their needs. The faculty submitted a schedule that considered those needs but it was changed and those changes hurt our students. R: We’ll have to consider the ages of the students and the committee needs to add that.

9. Q: How will we handle students that will not graduate this year because of the course conflicts and other difficulties with Infosilem? R: Send that information to your department chair and deans. You need to work on that.

10. Q: Can Infosilem be suspended for a semester so that the committee can meet and provide all the needed input? R: Spring semester is already done so committee should work on the Fall 2018 schedule.

One faculty member said that the School of Business used institutional knowledge and previous schedules in arranging their schedule but that information was erroneous. Infosilem data and algorithm found a better schedule. We should let the system work and we should calm student fears and wait for the data.

11. Q: Can the Senate organize this committee? R: The Senate should do its piece of the process and the administration will do its part.

President Henderson said all the information about Infosilem and scheduling will be provided to the committee. The committee needs to have as many ideas as possible for the administration to consider. Remember that this is an iterative process.

Dr. Henderson thanked everyone for all their good work.

**5. Reminder: Senate Business at Department Meetings**

Dr. Shamburg reminded the Senate that the Faculty Handbook on page 88 states that “All department chairpersons will set aside time at all regularly scheduled department meetings for an agenda item called “University Senate Business.” The purpose of this time is to provide opportunity for the department senator to inform and/or consult with all department members about on-going work of the University Senate, thereby improving communications between the University Senate and the faculty as a whole.”

**VI. Appointees to the Planning, Development & Budget Committee (PD&B)**

Dr. Shamburg nominated two additional representatives for PD&B:

CAS Representative - Laura Wadenpfuhl, English, and COE Representative - John Melendez, Educational Leadership.

Motion (made and seconded): to accept these appointments.

Voice Vote: approved.

**VII. NJCU New Online Catalog** (see attachment #1)

Dr. Morgan, using a slide presentation, described the new online catalog. She acknowledged the implementation team and thanked everyone who helped. One purpose of this project is to be up-to-date in preparation for accreditation and to provide very accessible information for our students. She mentioned the project is a collaborative effort and that when it began the scale of the project was not realized. Many course descriptions were missing from the PeopleSoft system for courses that were previously approved and the additional information and corrections are being made. Next year, department chairs will participate in editing some of the text. The online catalog is accessible with online devices. Catalogs will be archived for record retention. If you want a copy of the catalog you can download a PDF copy to your computer. Dr. Morgan showed a wide range of information available about departments and their programs.

Discussion: Google “NJCU Catalog” and our link appears about fourth.

**Vlll. Infosilem Resolutions**

Dr. Shamburg introduced the first of two motions from the SEC about Infosilem:

**Motion #1 (**made and seconded): The Senate calls upon the administration to permit courses with fewer than 10 students to run in the Spring semester.

Discussion: Due to all the problems with the Infosilem, courses may have low enrollments and potentially may be cancelled. One faculty member responded that departments can already request that low enrollment classes be permitted to run. Other faculty said students would be penalized if classes are cancelled due to the scheduling problems with Infosilem.

Amendment (made and seconded): add “and Winterim” and “2018 semester/session” to the motion.

Voice Vote on amendment: approved.

Main motion as amended: approved (yes - 31; no - 11).

Dr. Shamburg introduced **Motion #2** (made and seconded):

Charge Academic Support Services to investigate, recommend, and report issues with Infosilem to the Senate.

Discussion: Is this committee being expanded in response to Dr. Henderson’s comments about a large committee? No, this is the existing Senate standing Committee. Dr. Henderson will proceed with an administrative committee. A time line is needed on the resolution. How will the investigation unfold? Dr. Henderson said the committee will decide.

Amendment to the main motion (made and seconded): “The committee shall report to the SEC so that the entire Senate will receive the report in February, 2018.”

Discussion on the amendment: Isn’t the committee going to report back in January? There isn’t a Jan 2018 Senate meeting. We need to expedite this process. Can we have the report at the next Senate meeting (Dec 4th).

Amendment to the previous amendment (made and seconded): Charge the committee to report to the Senate at the December 4th meeting.

Discussion of the amendment to the previous motion: What student information will be known by Dec 4th? We will not have the data we need that will drive needed changes. Others felt we already know the basic problems. We need to act quickly. If this substitute passes the committee would only have two weeks and that is not practical.

Voice Vote on the amendment to the previous motion: not approved.

Voice Vote on initial amendment (Feb 12, 2018 reporting date): approved.

Voice Vote on main motion as amended: approved.

**University Senate Standing Committee Reports:**

1. Instructional Technology (see attachment #2)

Professor Herman summarized the written report that had been distributed. He also mentioned an Online Learning Program Working Group that can work together with the Senate’s standing committee on needed policies.

**Motion** (made and seconded)**:** Charge the Senate Instructional Technology Committee to review Blackboard policies at other academic institutions and work with Jennifer Fox and Dan Ward of the Office of Online Learning to draft a comprehensive Blackboard policy for NJCU.

Voice vote on motion: approved

**Motion** (made and seconded)**:** Recommend to IT the removal and replacement all Extron video display boxes and install HDMI inputs in all conference/seminar rooms in Karnoutsos Hall and any other buildings on campus where they exist.

Voice vote on motion: approved

**Motion** (made and seconded)**:** Recommend to administration that the external consultants create a mechanism for faculty input regarding the redesign/revamping of the NJCU website.

Motion to amend (made and seconded): insert “and staff”

Voice vote on amendment: approved

Voice vote on motion as amended: approved.

**Motion** (made and seconded)**:** Charge the Senate IT committee to work with staff from Informational Technology and the Online Learning Office to prepare a new survey of Instructional Technology needs for students, staff, and faculty. This will involve: Requesting copies of previous surveys from the Information Technology department as well as examine technology surveys at other institutions for use as a template to design the new survey. Inviting Phyllis Szani or her appointed representative from the Information Technology Office and Jennifer Fox or her representative from the Online Learning Office to participate in the construction of a new IT survey. This work shall have a deadline of March 2018 to complete the design of the survey and will be disseminated in April-May 2018.

Voice vote on motion: approved.

2. Graduate Studies (see attachment #3)

Dr. Shamburg, prior to be elected Senate president, was chair of the committee. Due to his new and additional responsibilities, he resigned as chair and Drs. Carrie Robinson and Lorraine Chewey were elected co-chairs.

The committee recently received 6 course proposals from the Department of Management and will review them and report on them at the next Senate meeting.

Proposals should be submitted to the committee by 11/27/2017 if they hope to be recommended for approval at the December Senate meeting.

The committee approved one course with minor changes:

College of Professional Studies

Department: Health Sciences

Course: Measurement and Interpretation of Data for Health Professionals

Credits: 3 graduate degree credits

Course Level: 600 level (graduate)

Catalogue Description: This course covers the basic tools for the collection, analysis, and presentation of data in Health Sciences. Central to these skills is assessing the impact of chance and variability on the interpretation of research findings and subsequent recommendations for health practice and policy.

Enrollment and Scheduling: Course will be offered every spring semester. It is a required course in the “core” curriculum for all 3 tracks in the Master of Science in Health Sciences Degree Program. The recommended class size is 20.

Discussion: The course does not have prerequisites nor does it have a specific course number at this time. This course could be taken as a first course in the program but some student could be advised not to take the course as their first.

**Motion** (made and seconded): approve the proposed course.

Voice vote: approved.

**lX. General Education Update: end of semester assessment** (see attachment #4)

Dr. Fausty, the director of general education, summarized the written material which was previously distributed. One rubric, Written Communications, is missing due to a photocopy error, but the other five are in the handout. All the rubrics are posted on the General Education website. This semester, faculty members will be scoring the signature assignments which their own students submit. An e-mail with specific and detailed instructions about how to do the general education scoring will be sent to all faculty teaching general education courses. Faculty will click on the tier of their course, on the mode of their course, and then use the rubric to score the student’s work. Student work should not be uploaded to the system as had been required in the past.

General Education committee is still collecting signature assignment prompts. Each department with any general education courses were asked to select one faculty member to be the liaison to the General Education committee simply for informational/communications purposes.

Short videos explaining the procedures for assessment score will be available on the general education webpage

A workshop will be conducted this Friday about quantitative literacy assignments.

Discussion:

For Tier 3 courses, faculty will be provided to links for all 6 learning outcomes and the faculty should select the ones which correspond to each individual student’s outcomes since in these capstone courses students select their own two outcomes which match their capstone project. For Tier 1 and Tier 2 courses, faculty teaching courses will receive links to the material that matches their course. Remember doing assessment scoring is for programmatic assessment and that differs from grading in courses.

**X. New Business**

The number of students that are homeless is increasing. What resources are available? Funds for emergency situations are available through student services. To assist, students are sometimes given paid work positions on campus. When a student is in need, please contact VP Jimmy Jung as he can assist with many kinds of support.

Motion to adjourn (made and seconded): approved.

Meeting adjourned 4:00 pm.

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachments: 1) Dr. Morgan’s PowerPoint slides

2) Instructional Technology Committee Report

3) Graduate Studies Committee Report

4) General Education Committee Report