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**University Senate**

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

**MINUTES OF MEETING**

**February 6, 2017**

**ATTENDANCE:**

**Presiding:** Dr. Joseph Riotto, University Senate President

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Jeanette Ramos-Alexander; Biology, Ethan Prosen; Chemistry, Bumjung Kim; Computer Science, Mort Aabdollah; Counseling Education, Vaibhavee Agaskar; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Patrick Boyle; Earth & Environmental Science, Deborah Freile; Health Sciences, Gail Gordon; History, Jason Martinek; ; Mathematics, Freda Robbins; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** African/Afro American Studies; Alumni, Jane McClellan; Art, Brian Gustafson; Economics, Ivan Steinberg; ESL; Fitness, Exercise and Sports, Amy Rady; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Susan Williams Media Arts; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove;.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Marilyn Ettinger, Audrey Fisch, Lee-Ann Halbert, Robert Prowse, Joseph

Riotto, Rubina Vohra.

**SENATORS-AT-LARGE ABSENT:** Natalia Coleman, Michelle Rosen, Cordelia Twomey.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Katherine (Katie) Aquino, Queen Gibson, Denise Serpico, Cynthia Vazquez.

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

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:** Patricia Chambers, Grisselle Hernandez,

Sierra Williams.

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

**STUDENT SENATORS-AT-LARGE ABSENT:** J Corinne Reilly-Ferretto,

Jennifer Hernandez, Leman Kaifa.

**University Senate Meeting Minutes**

**University Senate Meeting #5 for AY 2016-2017**

**Monday, 6 February 2017, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:09 PM

**I. Moment of Silence**

Senate President Riotto requested a moment of silence to honor Dr. Wilbur “Billy” Baker, an associate professor of Music Education in NJCU’s Caroline L. Guarini Department of Music, Dance & Theatre. Dr. Baker was a creative force and an outstanding teacher who served the University community with distinction for six years. He died on Friday, December 16th following a long illness. Dr. Baker will deeply be missed by his colleagues and students as well as community members. Dr. Baker also served on the Senate’s C&I committee.

**II. Clicker System Test:** Passed

# III. Approval of Agenda

Motion made and seconded to approve agenda.

Motion made and seconded to amend the order of the agenda to add Administrative Overreach into Academic Matters under New Business.

Amendment approved

Motion made and seconded to amend the order of the agenda to move the Election of Department Chairs from old business to immediately after the Senate President’s report.

Amendment approved

Amended Agenda approved

# IV. Approval of Minutes

Motion made and seconded to approve the minutes of the 5 December Senate Meeting.

Minutes approved

**V.** **Announcements**

Senate President Riotto made the following announcements and referred Senators to the back of the agenda for additional announcements.

1. February is Black History Month: Please visit the Lee Hagan Lee Africana Studies Center website for a list of events.
2. In Fall 2017, campus-wide efforts on our Middle State Commission on Higher Education Self-Study will begin and the standards have changed! Please see the dates as listed on the back of the Agenda.
3. The Senate welcomed:
   1. **Dr. Ashok Vaseashta**, an experienced academic leader, administrator and researcher, has been named Executive Director of the Office of Grants, Research, and Sponsored Programs. Dr. Vaseashta comes to NJCU from Claflin University, where he served as Vice Provost for Research.
   2. **Dr. Will Guzmán**, who joins the NJCU Community as the incoming Director of the Lee Hagan Africana Studies Center. Most recently, Dr. Guzmán was Associate Professor in the Department of History and African American Studies at Florida A&M University. He served as Director of Community and Donor Engagement at Carrie P. Meek-James N. Eaton Southeastern Regional Black Archives Research Center and Museum and Director of the Office of Black Diasporan Culture at FAMU.

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

1. The Senate Executive Committee (SEC) did send out to Administration a Senate Administration Coordinating Committee approval request via e-mail as to the Senate’s Resolution to Establish NJCU as a Sanctuary Campus – that was approved by the University Senate on Monday, December 5, 2016. To facilitate and expedite, the SEC was amenable to approve the aforementioned resolution as is via e-mail; however, if there were any changes or edits then we should meet to discuss. SEC also sent a follow up e-mail on January 25th. The SACC meeting that was to have taken place on Tuesday, January 31st and was postponed as an administrator was out of town; however, we do expect to meet. In fact, we are meeting tomorrow and this should be a topic as to status.
2. Update on the Report of the University Senate's Ad Hoc Committee on the Plan for Administrative Evaluation: Some discussions took place (the last on Jan 19th) being that Administration will get back to us and begin exploratory discussions on their end. We hope to have something by the March Senate meeting.
3. Update on the Department Personnel Committee item: Administration last replied on 22 December and will get back to us. The SEC indicated that given its nature, we should receive a response due to the important questions posed by the Senate Committee and Senate Ad Hoc Committee.
4. The Senate Student Affairs committee will report back to the Senate at the March 20th meeting in regards to the updated/revised student grievance topic; we have penciled them in on the agenda.
5. Also, the SEC commented to Administration on the January 19th e-mail to faculty concerning ACE Internationalization Lab and that the Senate would welcome the chance to hear a presentation at the Senate given its significant initiative and its STRATEGIC PLAN FOR INTERNATIONALIZATION as it impacts NJCU’s mission, faculty, programs, students, financials and intangibles. We believe that a presentation will be made to the Senate.
6. The SEC is meeting with Dr. Patricia Cormier on Monday, February 13th who will be assisting the Board of Trustees in the Periodic Review of President Henderson. We did send out an e-mail to Senators with questions that were posed to the SEC and a rubric as a supplement. Please submit your responses anonymously and we will compile and submit anonymously the results to Dr. Patricia Cormier and possibly to the board. The SEC’s position and intention was to be representative of the collective Senate body. Likewise, the chairs and others are meeting with Dr. Cormier and we assume they have communicated with members to reflect an entity perspective and not an individual perspective.

Motion and seconded to extend the deadline for senators to submit responses to the Senate office to noon on Friday 10 February.

Motion Passed. An email to that effect will be sent out to senators

**VII. Election of Department Chairs** – Dr. Rubina Vohra

The following tabled Motion was resumed from last meeting:

It is the opinion of the Senate that the University’s administration accepts the recommendation of a department’s faculty, as expressed through a departmental election, when there is a vacancy in the chair’s position even when the vacancy arises in the midst of an academic year.

Discussion: Last fall, during the middle of the semester, Dr. Vohra was chair and had four classes. In October was told that cannot have those four classes because of overload. Dr. Vohra made the judgement call that she could not drop a class in the middle of the semester and so stepped down as chair for the semester. The department held an election and unanimously elected a chair to resume responsibilities in the spring. When the results were submitted, the decision was blocked by the administration stating that the term must be finished then there could be elections and the new chair would take responsibilities after spring.

It was noted that there is no current policy for replacing chairpersons in the middle of a term, but there is past practice and chairs have been replaced for various reasons in mid-term. The normal procedure for electing a new chair indicates that the elections are recommendations for the chair’s position and that the administration can accept or reject those recommendations.

It was noted that a department with no chair is run by the Dean’s office. Student advisement is still done by faculty. Final decisions about hiring of adjunct faculty are done by the Dean’s office based on a contact list submitted by the department.

Motion to Call the Question

Motion passed; Question Called

Motion Passed (30/8)

Motion to send the previous resolution to the President’s office, Provost’s office, and the Chair of the Board of Trustees.

Motion Passed

**VIII. University Senate Standing Committee Reports**

1. **Academic Standards Committee** – Dr. David Chiabi, Chairperson

The committee reported on two charges.

1. Second Degree Policy

The committee reviewed the second degree credit policies for a number of colleges/universities (Please see attachment #1). After reviewing the policies of the different colleges/universities listed above, the committee found no consistent criteria in determining the required number of credits for the second degree. Therefore:

Motion: The committee recommends that for NJCU, the Second Degree Requirements be reduced on a ratio basis approach (i.e. from 128:32=4; 120/4=**30 for a NJCU first**  **degree graduate** and 128:36=3.56; 120/3.56=**34 credits for a non-NJCU graduate**).

Discussion: It was emphasized that the recommendation was intended to represent minimums. The committee recognized that some departments have majors that are more than 30 credits. The composition of the credits and what courses apply would be determined by the departments. The 30 credits must be taken in residence at NJCU. Much of the discussion conflated “second degree” with second major.

Motion and seconded to amend the wording of the report and motion to change the word “major” to the word “degree” throughout.

Motion Passed; the change in wording is reflected in the motion above.

Motion Passed; the committee’s recommendation was accepted and will go to SACC

2. Mid-Semester Grade Policy

The committee sent an email to the chairs in all the schools/colleges seeking faculty opinion on three options for the mid-semester grades (please see attachment #1).

Motion: The committee recommends retention of the current policy. Mid-semester grades should remain Pass/Fail only.

Motion Passed; the committee’s recommendation was accepted

1. **Committee on Instructional Technology** – Dr. Max Herman, Chairperson

The committee reported on six issues/charges (Please see attachment #2 for details):

1. Blackboard

The committee met with Jennifer Fox. There is no actual count of the number of faculty using Blackboard. There is a count of the number of online courses, but faculty use Blackboard for other reasons as well. During freshman and new student orientation, students should be informed about Cyberprimer so that they can learn how to use Blackboard. It is important to reach out to non-traditional students enrolled in online courses.

Online learning no longer offers open faculty training sessions for Blackboard due to lack of participation, but can schedule group training for departments, one-on-one training (faculty, staff, or students), and has online training sessions.

2. Master Course List

Motion: the master course list should be reinstated to its original form so that it is available for students and faculty. The resolution is to be sent to Dr. Jimmy Jung’s (VP of Student Affairs and Enrollment Management) office and copy the registrar’s office.

Discussion: The committee investigated what happened to the Master Course List (MCL) and found out that it would not be available in its previous forms (print or online). However, students have stated that they need to plan their courses and access to the MCL is important for this.

It was recommended that several semesters worth of the MCL would be more useful for getting an idea of how often a course is offered. MCL simply tells what courses are being offered with no course descriptions. Shouldn’t departments be responsible for sharing with their students the rotation of courses not registrar’s office? MCL used mainly for looking at courses in other departments

Motion to Call the Question

Motion passed; Question called

Motion Passed

3. NJCU Website

The committee gave an update on the status of the NJCU website (see attachment). The design process was sent to an outsider contractor who consulted primarily with Marketing. The website is still not very functional; it is difficult to find information. Some individuals find it easier to use Google than our own website.

The committee recommended the establishment of a dedicated web team composed of IT and Marketing with faculty input on functionality and to have professionals tasked with updating and maintaining the website in conjunction with faculty/staff.

Motion and seconded to forward the NJCU website information and recommendations from the Committee for Instructional Technology to the University President and Chair of Board of Trustees.

Discussion: Board deserves the benefit of the committee’s feedback. A comment was made about who is responsible for the content. It was asked who is responsible for content: departments or website managers? It was asked if we could just get the old website back until the new one is fixed.

Motion to Call the Question

Motion passed; Question called

Motion Passed

4. HDMI vs. VGA connections

The Committee recommends that all Extron boxes be replaced in all classrooms. Also, many classrooms need HDMI connections as newer laptops do not have VGA connections. IT is working on the issue

5. Survey of Technology Use for Students and Faculty

Committee is looking to get this done as it has been five years since the last survey.

6. Bandwidth (not in attachment)

Faculty and students have many devises that can use the internet; however, so many such devices are overtaxing the university’s available bandwidth. The committee recommends that the university purchase more bandwidth.

1. **Curriculum and Instruction Committee** – Dr. Erin O’Neil and Dr. Michelle Rosen, Co-Chairs

The committee reviewed and approved 11 new courses and 1 course revision (see attachment #3 for details). It was noted that the report needed to be updated to ensure that course levels were listed for all the approved courses and correct the class caps.

1. **GECAP – General Education Committee for Assessment and Policy** –

Dr. Barbara Hildner, Chairperson – GECAP

Dr, Joshua Fausty, Director – General Education

The presentation was a brief update on the progress of the General Education (Gen Ed) program assessment. Some summary data were provided. The full report (with details and explanations) is forthcoming.

In the Fall Semester:

Critical Thinking and Problem Solving – 58% met Tier 1 outcomes in Tier 1 courses

Oral Communication – 60% met Tier 1 outcomes in Tier 1 courses

Written Communication – 58% met Tier 1 outcomes in Tier 1 courses

In the Spring Semester:

Cultural Engagement and Intercultural Knowledge – 20% met Tier 1 outcomes in Tier 1 courses

Information and Technological Literacy – 58% met Tier 1 outcomes in Tier 1 courses

Quantitative Literacy – 30% met Tier 1 outcomes in Tier 1 courses

CEIK and QL are both high priorities to look at how we can help the students to achieve the desired outcomes. For CEIK, the outcomes on the rubric may not have aligned with what is happening in classes. This is one of the issues that needs to be looked at and addressed.

A series of “FAC-Chats” (brown-bag lunches) are being arranged. The first (Monday, 13 February, at 11:30 in the Faculty dining hall) will focus on CEIK. Following FAC-Chats will be focused around the other learning goals and modes of inquiry. GECAP will also be asking for Signature Assignments trying to see how well the SA’s match to what the rubrics are measuring. The goal is to make the data more useful.

Closing-the-loop is a priority. Soon, we will be presenting the work we have done over the last 1 ½ years to Middle States. Middle States will be looking at how we use the data we have collected to improve student learning and improve curriculum to improve student learning. Therefore, it is important that all the people involved in Gen Ed participate in some of the upcoming faculty development workshops so we can show that the work we are doing is going to have a significant impact in the immediate future. It is believed that every department’s course will improve because of individuals participating in closing-the-loop activities and sharing ideas. These closing-the-loop activities will maintain the energy and integrity of the Gen Ed program by bring to light what the program is doing well and where we can improve.

1. **Graduate Studies Committee –** Dr. Chris Shamburg, Chairperson

The committee reviewed and endorsed for approval three courses. See attachment #4 for details.

A question was raised about course caps. One class had course caps listed the other two are dissertation completion course so caps would be inappropriate. It was also noted that the M-grade is not in the system yet. The M-grade is policy as per the Doctoral Handbook, but it has not been implemented yet.

Courses Passed

The committee agreed to look into the issue of the way that dissertation approvals are recorded. Correspondence to students has indicated that the record of the committee’s vote will be attached to the dissertation instead of simply that the dissertation was approved. This differs from the procedure in the Doctoral Program Handbook.

1. **Planning Development and Budget Committee** – Prof. Marilyn Ettinger andDr. John Laski, Co-Chairs

A brief report to present the results of the December 6th meeting of the committee. Please see attachment #5 for details.

* 1. The committee is unable to approve the **BFA in Dance** proposal in its current form and will await resubmission with the required financials.

The Provost requested that the committee let him know exactly what is needed.

* 1. The committee is unable to endorse to endorse the proposal to **establish a new College of Science and Health** at this time in the absence of an opportunity to review the financials.

Question: Does the proposal include description of the physical plant or administrative realignment for the new College?

Answer: The physical plant is not included. The administrative realignment is mentioned in that there will be a new Dean. However, no budgetary information is provided for either.

* 1. The committee will present its review the June 30th (2016 and 2015) Financial reports of NJCU at the March Senate meeting.
  2. The committee still has two new concentration proposals from Biology and a Minor in Ethics proposal form Philosophy and Religion on its agenda.

Comments were made questioning how proposals reach the PDB without financial information in the first place. The program proposal guidelines do not specifically ask for budgetary information but do state that the proposal should follow the ASC guidelines. The ASC manual is very clear on the need for enrollment and budget information. PDB is the first pass through the Senate.

The committee was charged with developing a template that includes budgetary information. It was recommended that the committee refer to (and use) the Academic Issues Guidelines so they don’t have to redo the work.

**IX. Administrative Overreach into Academic Matters** – Dr. Gail Gordon

The following motion was made and seconded:

**Whereas** academic decisions by the Department of Health Sciences have been overridden by the Dean and Associate Dean of the College of Professional Studies; and

**Whereas** these actions involved the reinstatement of students who were not meeting the academic standards set out in the Graduate Catalog; and

**Whereas** reinstatement of students was done without consulting departmental faculty (such as giving a late withdrawal from a course in which a student received a low grade); and

**Whereas** the faculty, in the Health Sciences department feel that this is a sign of administration taking over faculty responsibility and judgement;

**Be it resolved** that the Senate’s Academic Standards committee investigate whether administrative overreach into academic matters is occurring in other parts of the University and for the committee to report the results of its investigation to the Senate by the April 10, 2017 University Senate meeting.

Discussion: Health Science has had problems with administrative overreach into academic decisions, in effect changing grades. This was referring to situations where students do not maintain a 3.0 average, but the administration allows the student to continue. There is some wiggle room in the catalog. Students grieve the grade; the administration agrees that the grade is low and issues a late withdrawal without consulting the faculty. There is concern that the administration is using these late withdrawals to overturn faculty decisions and the faculty don’t want their decisions overturned. Health Science is concerned that this is a slippery slope.

It was reported that in at least one department the procedure is for the dean to contact the chair who contacts any faculty who have had that student to make dismissal decisions. Questions were raised about how dismissal fit into the six-year graduation rate statistics.

Question: was the change of grade just a late withdrawal or were actual grades changed?

Answer: In the example, it was a late withdrawal, but there have been instances of changes in letter grades.

Dr. DeVeyga stated that he has not advised for or processed any arbitrary grade changes in the last three years. However, he would be happy to consider any specific examples. The dismissal list is sent to the Deans who pass it to the chairs. The chairs make the decision whether the student is good to stay or not. However, the dismissal list is only sent out once per year and a lot can change during an academic year. There is no flag for academic graduate probation; that might be something to look at.

Motion Passed; Academic Standards committee so charged.

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 4:07 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 University Senate Academic Standards Committee Report

#2 Committee on Instructional Technology Report to the University Senate 6 Feb 2017

#3 Senate C&I Committee Report to the Senate – 6 Feb 2017

#4 University Senate Graduate Studies Committee Report

#5 Planning, Development, and Budget Report to the University Senate 6 Feb 2017