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**University Senate**

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

**MINUTES OF MEETING**

**May 1, 2017**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: Accounting, Jeanette Ramos-Alexander; Art, Brian Gustafson; 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; Earth & Environmental Science; English, Joshua Fausty; Finance, Rosilyn Overton; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Amy Rady; Health Sciences, Gail Gordon; History, Jason Martinek; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Mathematics, Freda Robbins; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott Taylor; 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:** A. Harry Moore; African/Afro American Studies; Alumni, Jane McClellan; Economics, Ivan Steinberg; ESL; Marketing, Susan Williams; Media Arts; Physics, Chris Herbert;.

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

**SENATORS-AT-LARGE ABSENT:**

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

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

**STUDENT SENATORS PRESENT:** None.

**STUDENT SENATORS ABSENT:**

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

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

**University Senate Meeting Minutes**

**University Senate Meeting #8 for AY 2016-2017**

**Monday, 1 May 2017, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:06 PM

**I. Clicker System Test:** Passed

# II. Approval of Agenda

Motion made and seconded to approve agenda.

Agenda approved

# III. Approval of Minutes

Motion made and seconded to approve the minutes.

Minutes approved

**IV.** **Announcements**

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

1. Reminder: the 2017 NJCU Commencement is scheduled for Wednesday 24 May 2017. The ceremony will be held at the Prudential Center 25 Lafayette Street, Newark, New Jersey 07102. The address will work if you put it into your GPS if you are unfamiliar with Newark.
2. Congratulations to the Educational Technology Department: NJCU Ranks No. 1 Nationally for Affordable Instructional Technology Degrees. Senate Congratulations to Laura Ziegler and the department!
3. NJCU Students and Faculty are chosen for Fulbright U.S. Student Awards 2017-2018: The five candidates for the English Teaching Assistantship (ETA) Fulbright grant:
   1. Fabiana Rebollo, English and Special Education, to Uruguay
   2. Nicole Colon, graduated in May 2016, English, to Malaysia
   3. Ana Acosta, English, to Peru
   4. Iqra Choudry, English and Secondary Education, to Indonesia
   5. Rubi Cedeno, Women & Gender Studies, to South Africa

Professor Irma Maini, was the Fulbright Program Advisor. Senate Congratulations!

1. NJCU Student Honored for Academic Achievement by NJ Educational Opportunity Fund: Forty graduating seniors were recognized with the 2017 Graduate Achievement Awards by the NJ Educational Opportunity Fund on Friday, 7 April, in a ceremony at Georgian Court University in Lakewood, NJ. All honorees are residents of NJ. Senate Congratulations!
2. Dr. Rosilyn Overton received the Financial IARSC Founders award.

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

The University Senate President’s report the following items.

1. Senate Congratulations to the following people elected to serve as the 2017-2018 Senators-at-Large. Elections were held on Monday, 24 April, and Tuesday, 25 April.

**Full time Faculty Senators at Large elected:**

Deborah Bennett

Lorraine Chewey

Venessa Garcia

Robert Prowse

Michelle Rosen

Karen DeSoto

Chris Shamburg

Rubina Vohra

**Full time Professional Staff Elected:**

Cynthia Vazquez

Special thanks to the Elections Committee and IT as the process went smoothly. Also, Senate Congrats to Donna Piscopo for her efforts on this.

1. The SEC sent a bulletin on Thursday, 27 April, to faculty and faculty/professional staff of the Library soliciting volunteers to serve on the Doctoral Policy Task Force. If you would like to submit your name for consideration to serve on the Task Force, please send a short bio to the senate@njcu.edu no later than Friday, 5 May 2017.
2. C&I and GSC reviewed the charge: **Resolution to clarify the Senate Procedure for Review of Proposals for Revision of Existing Programs** and submitted their report to the SEC on 24 April. This is not on the agenda today as it is an important item and may require time for discussion. It is a possible reason for a Special Senate meeting on 17 May. The SEC will send out the report shortly after this meeting.
3. The Senate Administration Coordinating Committee (SACC) met on Thursday, 13 April; the following is the report:
   1. SACC approved the following two program items:
      1. Senate approved program changes to MA - Reading Specialist Program (Literacy Education Department)
      2. Senate Approved program, Bachelor of Fine Arts in Dance
   2. Master Course List: The question of the status of the Master Course List (MCL) was discussed. The MCL was determined to not be dynamic. The Course search is now public (at: http://www.njcu.edu/registrar/registration). Additional improvements include implementation of Course Scheduler and improvements to the DNR system. It was decided that a quick demo of the new Degree Progress report and Course scheduler should be presented to the Senate. It was also suggested that an email with a video introduction could be distributed to the faculty.
   3. Planning, Development and Budget Committee (PD&B) Requests (status Report): The discussion focused on the status of data requests from the Planning, Development, and Budget (PDB) committee. Therefore, there was a need for a procedure for data requests and a particular way to respond to them was discussed. It was agreed that the Senate and Administration would work together to 1) develop a protocol for future requests, 2) determine what would be appropriate for a budget report to the senate, and 3) determine when it should be requested/delivered.
   4. Student Grievance Policy: The administration accepted the policy passed by the Senate with one stipulation. The “expedited” timeline needed further clarification to explain how a 40-day process was to be condensed to 20 days. The SEC has already communicated with the Senate Student Affairs Committee to revisit this.
   5. Expectations for Tenure: It was noted that the administration is NOT changing anything in writing.
   6. Faculty Emeritus Procedure: Changes to the policy that were discussed and/or introduced during the Senate meeting were discussed. It was noted that the Policy was remanded back to the Faculty and Professional Staff Affairs committee for further discussion.
   7. Senate Meeting Procedures: SACC agreed that a process to make changes to documents (policies) between meetings was needed.
   8. Accreditation: Sue Gerber gave an update on the status of the accreditation process. Internal report on General Education, program level student learning outcomes assessment, and administrative institutional/department assessment is currently being completed. In the Fall, we are beginning our self-study. The new standards have been reduced from 14 to 7. The process is a yearly one now.

That concludes my SACC report

That concludes the Senate President’s report.

## VI. University Senate Standing Committee Reports

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

The committee reviewed and approved the proposal to move the course **English 501** from the Department of English, College of Arts and Science to the department of Elementary and Secondary Education, College of Education (See attachment #1).

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

The committee reviewed and endorsed for approval the following 2 programs (see attachment #2):

* **Graduate Certificate in Risk Management** (Department of Finance and Real Estate) (see attachment #3)
* **Master of Finance with a Concentration in Financial Risk Management and Compliance** (Department of Finance and Real Estate) (see attachment #4) **The programs were approved.**

The Committee reviewed and endorsed for approval 2 courses (see attachment #2).

**The courses were approved.**

The committee reviewed and endorsed for approval the proposal to move the course **English 501** from the Department of English, College of Arts and Science to the department of Elementary and Secondary Education, College of Education (See attachment #2).

**The move was approved.**

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

A brief report to present the results of the 25 April committee meeting. Please see attachment #5 for details.

* 1. The committee endorsed for approval the proposal **dividing the B.S. in Biology into two concentrations:** ***BS with Concentration in Molecular and Cellular Biology*** and ***BS with Concentration in Environmental and Organismal Biology***
  2. The committee was impressed and voted to seek further clarification on the scope of the ***Infant-Toddler Option*** in comparison with existing Early Childhood Education programs.
  3. The committee has voted to present **a template to reflect the budgetary impact of new program proposals** to the SEC for their consideration and suggestions.
  4. The committee recommends that the SEC explore ways explore ways to standardize other elements of program approval, to ensure consistency across proposals from different disciplines and across committees with changing constituencies.
  5. There was no new information on the proposal to split the College of Arts and Sciences into separate colleges.

1. **Reorganization -** Elections Committee

Using clickers, the elections were conducted. (Newly elected senators-at-large do not vote in this election; those completing terms do vote).

1. **Senate Executive Committee** (each College/School must have a representative on the SEC)

Outgoing Members: Joseph Riotto, **President** – SOB (2)\*

Joshua Fausty, **Vice President** – CAS (2)\*

Ethan Prosen, **Secretary** – CAS (2)\*

Gloria Boseman, Nursing – CPS

Max Herman, Sociology/Anthropology (CAS)

Cynthia Vazquez, PS – CTPP (COE)

Collin Officer, Student Rep.

Remaining Members:  None

Elected: Joseph Riotto, **President**, Accounting – SOB

Joshua Fausty, **Vice President**, English – CAS

Ethan Prosen, **Secretary**, Biology – CAS

Gloria Boseman, Nursing – CPS

William Calathes, Criminal Justice – CPS

Cynthia Vasquez, PS – CTPP (COE)

TBD, Student Rep.

1. **Academic Standards Committee**

Outgoing Members:    David Chiabi, Chairperson, Criminal Justice – CPS (4)

(Years served) Thomas Liu, Computer Science – CAS (4)

Melissa Martirano, Marketing – SOB (2)\*

Deverin Johns, Student Rep.

Remaining Members:    Vanashri Nargund, COE (1)

Elected: Barbara Blozen, Nursing – CPS

Hanae Haouari, Chemistry – CAS

Zhimin Wang, Finance – CPS

TBD, Student Rep.

1. **Academic Support Services Committee**

Outgoing Members:       Rosemary Thurston, History – CAS (4)

 (Years served)

Remaining Members: Karen DeSoto, Accounting – SOB (1)

Shanda Johnson, Nursing – CPS (1)

Amit Mokashi, Management – SOB (1)

Corinne Reilly-Ferretto, Student Rep.

Elected: Andrew McCabe, Special Education – COE

1. **Committee on Instructional Technology**

Outgoing Members: Morteza Aabdollah, Computer Science – CAS (2)\*

(years served) Debananda Chakraborty, Mathematics – CAS (2)\*

Remaining Members: Robert Aslanian, Chemistry – CAS (1)

Max Herman, Sociology/Anthropology – CAS (3)

Claudia Gomez, Student Rep.

Elected: Debananda Chakraborty, Mathematics – CAS

EunSu Lee, Management - SOB

1. **Curriculum and Instruction Committee:** (6 members; each College/School must have a representative)

Outgoing Members: Erin O’Neill, Health Sciences – COE (4)

(years served) Michelle Rosen, Literacy Education – COE (2)\*

Wanda Rutledge, Management – SOB (2)\*

Remaining Members:    Cindy Arrigo, Biology – CAS (1)

Adrian Martin, Elementary/Secondary Ed. – COE (1)

Kennedy Affirm, Student Rep.

Elected: Elizabeth Galetz, Nursing – CPS

Michelle Rosen, Literacy Education – COE

Wanda Rutledge, Management – SOB

**Motion** and Seconded to increase the time for all elections requiring a vote of more than one candidate from 45 seconds to 60 seconds from this point forward.

**Motion passed**.

1. **Elections Committee**

Outgoing Members:    Mince John, Mathematics – CAS (2)\*

(years served) Amy Rady, Fitness, Exercise & Sports – CPS (2)\*

Mingshan Zhang, Accounting – SOB (2)

Andrea Giraldo, Student Rep.

Remaining Members:   Christopher Carnahan, Educational Technology – COE (3)

Elected: Basanti Chakraborty, Early Childhood Education – COE

Mary Fortier, Nursing – CPS

Mingshan Zhang, Accounting – SOB

TBD, Student Rep.

1. **Faculty and Professional Staff Affairs Committee** (each College/School must have a representative)

Outgoing Members:   Natalia Coleman, Chairperson, Biology – CAS (2)\*

(years served) John Donnellan, Management – SOB (2)\*

Muriel Rand, Early Childhood Education – COE (2)\*

Cellestine Mabeya, Student Rep.

Remaining Members:     Lee-Ann Halbert, Health Sciences – CPS (3)

Ira Thor, Athletic Communications – PS (3)

Elected: Jeanette Alexander-Ramos, Accounting – SOB

Donna Farina, Multicultural Center – CAS

Joseph Moskowitz, Political Science – CAS

TBD, Student Rep.

1. **General Education Committee for Assessment and Policy (GECAP)** (each College/School must have a representative)

Outgoing Members: Barbara Hildner, English – CAS (1.5)

(years served) Erin O’Neill, Health Sciences – CPS (1.5)

Michelle Rosen, Literacy Education – COE (1.5)

Marilyn Ettinger, Finance – SOB (1.5)

Remaining Members: Debananda Chakraborty, Mathematics – CAS (1.5 of a 2.5 yr. term)

Jacqueline Ellis, Women’s Studies – CAS (1.5 of a 2.5 yr. term)

Michael Rotenberg-Schwartz, English – CAS (1.5 of 2.5 yr. term)

Elected: Marilyn Ettinger, Finance – SOB

Venessa Garcia, Criminal Justice – CPS

Barbara Hildner, English – CAS

Michelle Rosen, Literacy Education – COE

1. **General Education Curriculum Committee (GECC)** (each College/School must have a representative)

Outgoing Members: Morteza Aabdollah, Computer Science – CAS (1.5)

Vanessa Garcia, Criminal Justice – CPS (1.5)

Patricia Yacobacci, Special Education – COE (1.5)

Remaining Members: Hanae Haouari, Chemistry – CAS (1.5 of a 2.5 yr. term)

Ethan Prosen, Biology – CAS (1.5 of a 2.5 yr. term)

Sabine Roehr, Philosophy/Religion – CAS (1.5 of a 2.5 yr. term)

Elected: Michael Bell, Accounting – SOB

Joyce Wright, Nursing – CPS

Patricia Yacobacci, Special Education – COE

1. **Graduate Studies Committee** (each College/School must have a representative)

Outgoing Members:   Helen Friedland, Special Education – COE (2)\*

(years served) Carrie Robinson, Ed. Leadership – COE (2)\*

Chris Shamburg, Chairperson, Ed. Technology – COE (2)\*

Kris Rivero, Student Rep.

Remaining Members:   Aaron Ho, Criminal Justice – CPS (1)

Jayadhurganandh Jayaraman, Finance – SOB (1)

Freda Robbin, Mathematics – CAS (1)

Elected: Lorraine Chewey, Health Science – CPS

Carrie Robinson, Educational Leadership – COE

Christopher Shamburg, Educational Technology – COE

TBD, Student Rep.

1. **Planning, Development, and Budget Committee** (8 members; each College/School must have a representative)

Outgoing Members: Marilyn Ettinger, Co-Chair, Finance – SOB (2)\*

(years served) John Laski, Co-Chair, Management – SOB (4)

Fred Mynard, Mathematics – CAS (2)\*

Susan Phifer, Ed. Leadership – COE (2)\*

Axel D’Addario, Student Rep.

Remaining Members:   Patrick Boyle, Fire Science – CPS (1)

Betty Gerena, BDI – PS (1)

Ivan Steinberg, Economics – SOB (1)

Elected: Marilyn Ettinger, Finance – SOB

Joyce Wright, Nursing – CPS

TBD, Student Rep.

1. **Student Affairs Committee** (each College/School must have a representative)

Outgoing Members:     Andrew McCabe, Special Education – COE (4)

(years served) Debra McClary, PS – SOB (2)\*

Joyce Wright, Chairperson, Nursing – CPS (4)

Aisha Rathore, Student Rep.

Remaining Members:   Robert Prowse, MDT – CAS (1)

Cynthia Vazquez, CTPP – COE (3)

Elected: John Donnellan, Management – SOB

Denise Serpico, Dean of Professional Studies – CPS

Rubina Vohra, Economics – SOB

TBD, Student Rep.

**VII. Senate Academic Success Evaluation Task Force**

The task force reported its recommendations after reviewing the Academic Success Evaluation Process”. These recommendations included (see attachment #6 for details):

1. Faculty be given the choice of using P/F or letter grades for midterm grades
2. Resources be dedicated to achieving faculty buy-in for early progress reporting
3. Faculty need to know there are clear guidelines and expectations for follow-up
4. Additional options for the EAB Alert function were recommended (See Attachment #6)
5. A system for assigning students to advisors within the majors in EAB/across the university is needed
6. Alerts should be used at the 4-5 week mark and the 8-9 week mark.
7. The Alert system should not be implemented until a high-quality response protocol has been designed and institutionalized with faculty input.
8. Adding peer leadership and mentoring components were recommended

The task force emphasized that merely a report system is not enough. It must be meaningful and there must be a follow-up protocol in place.

A Question was asked about the integration of EAB and PeopleSoft registration system.

Answer: You will need both platforms open. EAB is an advisement system. PeopleSoft contains our registration system. PeopleSoft does communicate with EAB (students who have not registered, student schedules, transcripts, etc.). EAB does not communicate with PeopleSoft. It is a one-way communication. Notes placed in EAB will not be communicated to PeopleSoft.

Discussion:

The timing of the implementation of the alert system based on the task force’s report was discussed. Concerns were raised about implementing a system of alerts before a protocol for responding to the alerts was established. It was noted that this is an opportunity to collect more data and establish a baseline of what our students’ needs are. It was also noted that we can look to similar institutions to see what resources are necessary to meet our students’ needs. The task force felt strongly that it was detrimental to use theses alerts without an established response protocol; that we need to have all the pieces in place. Task force recommends that the university come together create a protocol and implement it when it is ready.

Several other important points were raised. It was noted that the recommendations allow for the inconsistency of different faculty teaching the same course choosing to report mid-term grades differently. Concerns were raised about a number of issues relating to the academic integrity choice in the drop-down menu, including: who has access to the alerts, do the alerts form some sort of permanent record, and how would those alerts be removed. Additional concerns about the types of information gathered and labeling students were raised. It was suggested that querying the students about some of the “qualitative” alert choices could be useful. It was noted that, although graduate students’ data will soon be in the EAB platform, this is currently an undergraduate process.

The parliamentarian pointed out that this is an ad hoc committee report and reports from ad hoc committees do not make policy. Procedure dictates that the task force’s recommendations along with the items of concern expressed above need to go to the Academic Standards Committee. The Academic Standards committee will then make policy recommendations to the Senate body. Those recommendations (if passed) then go to SACC. Additionally, recommendations could be sent to the Senate Office to also be sent to the Academic Standards committee. The appropriate time to discuss some of the issues brought up now would be when the Academic Standards committee reports to the Senate.

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 4:17 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 C&I Report 5-1-2017

#2 GSC Report May 1, 2017 – Final

#3 PD&B Committee Report to the Senate 5-1-2017

#4 VII. Task Force Recommendations 4-27-2017