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**University Senate**

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

**MINUTES OF MEETING**

**September 18, 2017**

**ATTENDANCE:**

**Presiding:** Dr. Joshua Fausty, University Senate Vice President

**DEPARTMENTS PRESENT**: Accounting, Jeanette Ramos-Alexander; Alumni, Jane McClellan; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Bumjung Kim; Computer Science, Mort Aabdollah; Counseling Education, Vaibhavee Agaskar; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Dept. of Earth & Environmental Science, Deborah Freile; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; Earth & Environmental Science; English, Joshua Fausty; Fire Science, Patrick Boyle; Health Sciences, Gail Gordon; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Media Arts, Marcin Ramocki; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; 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:** A. Harry Moore; African/Afro American Studies; Economics, Ivan Steinberg; ESL; Finance, Rosilyn Overton; Fitness, Exercise and Sports, Amy Rady; Marketing, Susan Williams; Mathematics, Freda Robbins;.

**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, Cynthia Vazquez.

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

**STUDENT SENATORS PRESENT:** Sierra Williams

**STUDENT SENATORS ABSENT:**

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

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

**Draft 30 September 2017**

**University Senate Meeting Minutes**

**University Senate Meeting #1 for AY 2017-2018**

**Monday, 18 September 2017, Gothic Lounge (H202)**

Senate Vice President, Dr. Joshua Fausty, called the meeting to order at 2:06 PM

**I. Clicker System Test:** Passed after two attempts

# 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. Update on Senate President Joseph Riotto’s Health**

While vacationing in Italy this summer, Joe had a heart attack. His condition was such that he was unable to return to the United States until this weekend when he was finally able to be medically transported. Joe and his wife Jeanine arrived in New Jersey over the weekend, and Joe has begun a new phase of his recovery in the Intensive Care Unit at Morristown Hospital.

Motion made and seconded for the following resolution to honor Joe:

The entire University Senate continues to extend its deepest and most sincere best wishes, thoughts and prayers to our colleague Professor Joseph Riotto, the President of our Senate, and to his wife and family, as he recuperates. Joe: We look forward to your return to the Senate as soon as possible. As one of the most respected members of the university community, your wisdom, skill and expertise are truly missed.

Motion approved by acclimation

**V. Moment of Silence**

Vice President Fausty requested a moment of silence to honor the passing of the following members of the NJCU community:

* Dr. Mike Cole, Professor of Marketing in the NJCU School of Business
* Mrs. Barbara McDuffe, administrative assistant for the NJCU Office of Campus Life
* Jerome Hill, a doctoral student in the NJCU Doctor of Science in Civil Security Leadership, Management and Policy Program
* Tiauna Griffen-Blake, a 2017 NJCU graduate who received a Bachelor of Arts in Biology with a minor in Chemistry and daughter of Linda Griffen, administrative assistant in the housekeeping department
* Margaux Fragoso, a 2002 graduate of NJCU who received a BA in English and whose groundbreaking memoir Tiger, Tiger was published in 2011 and translated into more than 20 languages

NJCU mourns these terrible losses.

**VI. Announcements**

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

1. There is a Hurricane Relief Drive going on, sponsored by: Campus Life, Dean of Students, SGO, and Jersey Stronger. Throughout September, donations will be accepted Monday through Thursday 9:00am to 7:00 pm and Friday 9:00am to 5:00pm in the Center for Community Service, GSUB Room 111. See flyers posted around campus for items needed.
2. 2017 Constitution Day – “All the President’s Men” featuring Dr. Louise Stanton, Chairperson, Political Science will be on Monday, 18 September, 7:00-9:00pm in GSUB Room 129.
3. A webinar on Supporting DACA students: DACA Program to End: Support Your Undocumented Students Legally, Socio-emotionally and Academically will be held on Tuesday, 26 September 2017, in Hepburn 202, 2:00-3:30pm
4. Faculty Development Events:
   * The Provost’s Research Day will be held on Wednesday 18 October 2017 from 2:00-4:00pm in Vodra Hall Conference Room D
   * The first Tier 3 Capstone Mini-Retreat for General Education courses will be held on Friday 29 September, 10:00am-12:00pm in GSUB129.
5. Groundbreaking for University Place will take place on Wednesday, 20 September at 1:00pm at 63 University Place Boulevard.
6. NJCU Day 2017 will be Saturday, 23 September 2017, 9:00am - 5:30pm.
7. Attendance Rosters will be available for Undergraduate courses under Faculty Resources on GothicNet from Friday, 15 September 2017, through Monday, 25 September 2017. Attendance verification is required for disbursement of financial aid in compliance with federal regulations. Please provide the attendance status for students registered in each of your Undergraduate courses by Monday, 25 September.
8. President Henderson will be hosting two Town Hall Meetings to discuss the latest campus updates and University priorities on Wednesday, 27 September, at 10:00am and 2:00pm in the Gothic Lounge (H202). The event at 2:00pm will be live-streamed for remote viewing.
9. Convocation 2017 will be on Thursday, 5 October, at 2:00pm in the Margaret Williams Theatre.
10. The NJCU Open House will be on Saturday, 14 October.
11. The Senate acknowledges and welcomes to NJCU the following new hires:
    * Jason S. Kroll, Vice President of Advancement and Executive Director of the Foundation
    * Christina B. McSherry, Associate Dean College of Professional Studies, Nursing and Health Sciences
    * Sarah Vandermark, Assistant Provost for Student Success
    * Antony J. Rago, Facilities & Construction Department, Director of Facilities.
    * Robert Macauly, Finanical Aid Department
    * Maureen O’Coner, Development Office
    * Frank Falco, Controller’s Office
    * Chrystal Mateo, Women’s Center
    * Joshua Baldwin, Facilities & Construction Management
    * Veronica Subol, Health & Wellness Center
    * Marva Williams-Wade, President’s Office
    * Abhishek Verma, Assistant Professor – Computer Science
    * Danny Schieffler, Assistant Professor – Health Sciences
    * Gabriel Alegria, Assistant Professor – Music, Dance theatre
    * Jessica Keeley, Assistant Professor – Accounting
    * Kutub Thakur, Assistant Professor – Professional Security Studies
    * Pierre Maccagno, Assistant Professor – Finance
    * Scott Fisher, Assistant Professor – Professional Security Studies
    * Xiolei Gao, Assistant Professor – Chemistry
    * Brian Hutchison, Associate Professor – Counselor Education
    * Nan, Wang, Associate Professor – Computer Science
    * Andrea Velasco, Development Office
    * Ashley Pais, Athletics
    * Claudia Rosado, Financial Aid
    * Damion Barnett, Financial Aid
    * Justin Tinker, Margaret Williams Theatre
    * Dominique Smith, Admissions
    * Paola Yanez, Admissions
    * Asad Faison, VP for Academic Affairs Office
    * Beatriz Navarro-Garcia, Admissions
    * Nathalie Chiriboga, VP of Student Affairs Office
    * Kristina Harb, Biology

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

1. The Senate Administration Coordinating Committee (SACC) approved the following two program proposals:
   * New Option/Specialization in an existing degree: Master of Finance with a Concentration in Financial Risk Management
   * Compliance and Graduate Certificate in Risk Management.

These proposals were approved via email between SACC and the SEC and approved by the Board of Trustees on 26 June 2017.

1. The SEC has asked senate committees to convene and elect chairpersons so that the work of the committees may continue. The following chairs have been elected thus far:
   * Max Herman, Committee on Instructional Technology
   * Christopher Carnahan, Co-Chair and Mingshan Zhang, Co-Chair – Elections Committee
   * Lee-Ann Halbert, Faculty & Professional Staff Affairs Committee
   * Chris Shamburg, Graduate Studies Committee
   * Marilyn Ettinger, Planning, Development & Budget
   * Robert Prowse, Student Affairs Committee

Congratulations to all who have been elected.

1. The SEC requests that each standing committee submit a written status report on its progress in addressing any outstanding committee business. Please submit status reports by email to the Senate office by Monday, 9 October 2017. Ideally, status reports will be accompanied by complete committee reports but in any event the SEC would like to know where all outstanding and current committee business stands. The SEC greatly appreciates your efforts to provide this information by the 9 October deadline.
2. The 2017 Doctoral Policy Task Force to review and draft an updated doctoral handbook has been constituted. Membership on that task force includes the following people:
   * Jayadhurganandh (J.D.) Jayaraman, GSC representative
   * Robert Prowse, 2009 Doctoral Policy Task Force representative
   * Joe Moskowitz, 2009 Doctoral Policy Task Force representative
   * Sairah Qureshi, CPS representative
   * Wanda Rutledge, SOB representative
   * Laura Wadenpfuhl, CAS representative
   * Laura Zieger, Educational Technology representative
   * John Melendez, Educational Leadership representative
   * Kathleen Rennie, Professional Security Studies representative
   * Min Chou, Library representative
3. Vacancies on the following Senate committees remain to be filled:
   * Doctoral Policy Task Force (Committee)
     1. A graduate student is needed
     2. An administrative rep is needed. The SEC asks the administration to appoint one at its earliest convenience.
     3. A member of the COE is needed from a department other than Educational Technology or Educational Leadership.
   * Planning, Development & Budget Committee
     1. A member of the CAS is needed
     2. A member of the COE is needed

The SEC will fill the remaining seats as soon as possible and would be grateful for any nominations later in the meeting.

1. Student representatives will be added to the Senate Standing Committees as soon as we receive the names from Mr. Collin Officer, SGO president. Mr. Officer is working diligently to fill all vacant student positions and he regrets being unable to attend today due to a scheduling conflict. Students are of course welcome and appreciated.
2. The SEC has reviewed the Graduate Studies Committee and Curriculum and Instruction Committee’s reports on the proposed new approval procedures for academic degree programs. The SEC has recently forwarded committee feedback to the administration and looks forward to the administration's response.
3. The SEC is awaiting a response from the administration pending its review of the Department Personnel Committee FAQ document. The SEC recently sent a follow-up email to the administration requesting a response.
4. The Planning, Development, and Budget Committee is still awaiting a response from the administration on requested financial information related to the proposal to reorganize the College of Arts and Sciences and to establish a new College of Science and Health including STEM departments (namely Biology, Chemistry, Computer, Earth and Environmental-former Geoscience/Geography, Mathematics and Physics), Health Science and Nursing. The SEC recently sent a follow-up email to the administration requesting a response.
5. The proposal for a world language all-university undergraduate graduation requirement has been approved by three out of four NJCU colleges, but not by the School of Business. The proposers would therefore like to convert the current AUR proposal into three separate All-College Requirement proposals in hopes that the same three colleges that have approved the AUR proposal would approve it as an All-College Requirement. We will get to this later in the meeting under new business.
6. The sudden, unexpected absence of President Joseph Riotto has made the question of the current executive leadership of the University Senate a matter of great urgency. In the time since learning of President Riotto’s illness, I have endeavored to do my part to ensure that Senate business would continue without interruption. And I must say that this effort has been supported through the extraordinary dedication of Donna Piscopo. We all know of Donna’s essential role in making the Senate work. In the last month, though, she has truly gone beyond the call of duty to ensure a successful transition through this challenging time. Her hard work and collaborative spirit in service to the University Senate deserve the greatest appreciation of the Senate and the entire University.

Thank you, Donna.

While the Senate Constitution states that “the Vice President shall perform the duties of the President in the absence or incapacity of the President,” it is also true that my pressing duties as Director of General Education will make it impossible for me to perform the duties of Senate President at this time.

I have therefore made the difficult decision to resign from the position of Senate Vice President. On September 12, I tendered my resignation to the SEC effective after the end of the today’s Senate meeting.

In order to facilitate a smooth and successful transition of Senate leadership, our first order of business was to circulate the call for nominations for Vice President (to fulfill the duties of President, pending President Riotto’s return to duty) and for Secretary of the Senate (as necessitated by Ethan Prosen’s recent resignation from the position).

I would like to take this opportunity to thank Professor Prosen, on behalf of the SEC and the Senate, for his service, and for generously agreeing -in light of the present circumstances - to take the Minutes at the first two SEC meetings of the semester and at today’s Senate meeting.

As you know, the SEC has charged the Elections committee to prepare, and to oversee, elections for these two positions (Vice President and Secretary) to take place immediately following President Henderson’s presentation to the Senate. The new Senate officers will assume their offices effective at the end of today’s Senate meeting.

It is my honor to preside at this meeting and it has been an honor to serve as Vice President of the University Senate.

This concludes my Vice President’s report.

**VIII. University Updates –** Dr. Sue Henderson, University President

The University president gave a brief update on what is happening around the University (See attachment #1).

1. Last week NJCU hosted an event on concussion prevention. The chief medical officer of the NCAA spoke to an audience of students, athletes, and athletic directors from NJ and NY about his study trying to figure out a better way to keep concussions from happening. When he came on campus he commented how beautiful the campus is. Very proud of that.
2. Discussed how the University is working closely with our DACA students. This summer, Dr. Henderson travelled to Santa Fe, NM with the DACA students. The trip was arranged by faculty because the DACA students couldn’t leave the country. The Institution is keeping close tabs on Washington and NJCU has signed every document that has asked for support.
3. Briefly introduced the 14 new faculty hires. Noted that they come from lots of different places and bring lots of different experience. A lot of them use data analytics.
4. Briefly introduced the new staff hires. She wanted to list all the new staff hires. Briefly picked out three specific hires
   1. Christina McSherry, Associate Dean, College of Professional Studies
   2. Andrea Velasco, Director of Annual Fund and Leadership Circle Gifts
   3. Jason Kroll, Vice President of Advancement

Will be working on

* Marketing and Communications.
* Making our website ADA compliant,
* Making sure the Departmental Websites are current
* He will be doing the tour of the departments and working on doing a better job of telling our story.

1. Opportunities coming up this fall
   1. NJCU Day started last year. Way to share the good things we are doing with the community. Event is widely publicized around the community. Involves happenings all day for everything for 3-year-olds to seniors. Hoping to grow it. Invited everyone to attend and asked for opinions on ways to improve the event.
   2. Convocation 2017 is on 5 October at 2:00pm. The speaker will be Yvonne Thornton; the author of *The Ditchdiggers’s Daughters* and *Something to Prove*. She is the first African-American woman in the US to be Board certified in maternal-fetal medicine. She has a great story.
   3. Dr. Henderson will be doing two Town Hall meetings on 27 September. One at 10:00am and another at 2:00pm; the afternoon one will be streamed. She mentioned the science building construction, University place construction, and the status of the debt free promise program. More data will be presented at these meetings; there are areas where we are really improving (and should be very proud of) and opportunities for improvement.

Focus of the Town halls will be thriving after college. She discussed the six factors that emerged from a Gallop poll on thriving after college. They were split into two categories: comprehensive support and experiential learning (see attachment #1 for details).

* 1. Strategic Planning. Campus retreats to talk about where we are and where we want to go. Encouraged anyone who was picked for the retreats (faculty, staff, students, external members) to participate.
  2. MSCHE Accreditation Self-study preparations commence this fall. Call for participation will come out 7 October from Sue Gerber’s office. Thanked Tracy Amerman and Fran Moran who agreed to be co-chairs. Informational meetings will be on 11 and 18 October at 2:30pm. Middle States has changed its process to include something every year.
  3. Briefly discussed upcoming Faculty Discussions
     1. President’s Research Roundtables – An opportunity for Faculty to be presenting their research. Plan to do 2 in the Fall and 3 in the Spring.
     2. Monthly Faculty Conversations – Sit talk about the things that people are doing. Opportunity to enable multi-disciplinary work.
     3. Discussions about Telling Our Story – Finding opportunities to faculty, students, and alums about more aggressive ways to share the fantastic work we are doing.

**IX. Elections Committee –** Dr. Christopher Carnahan and Dr. Mingshan Zhang, Co-Chairs

As noted in the Vice President’s Report (Item K above), the Senate needs to elect two new members to the Senate Executive Committee: The Vice President and the Secretary. Each College/School must be represented on the SEC.

A concern was raised about the overload issue. Dr. Prosen resigned because he did not get requested overload and had to choose between Senate duties and academic responsibilities. Since everyone is carrying a full load already, won’t whoever is elected to either position require overload to cover it? Wouldn’t that leave us in the same position we are in now?

Motion and Seconded that the Senate support granting overload for positions such as secretary and vice president that need to be filled on an emergency basis.

It was argued that this seemed necessary in order to fill the open positions. Individuals noted that the status of the overload issue could play a large role in whether or not individuals chose to nominate themselves or accept nominations. It was pointed out that based on conversation with at least one Dean (nothing official), it seemed likely that this would be supported, but that the details would need to be worked out with the administration. It was suggested that if overload was the problem, then perhaps in the future we should call it a stipend. It was noted with regret that it would be ironic if the overload was approved for the newly elected secretary when it was not for the previous one.

The counter point was made that it is a good thing that overload is being reduced at NJCU. There was a time when persons were teaching 21 credits. Senate work should be in load. This motion is a step in the wrong direction and cheapens the work that we do at NJCU.

It was noted that this conversation only applies to the Fall semester. The emergency nature of the situation may not apply in the Spring. Individuals’ loads for the Spring semester may be very different and there may be no need for overload then.

Motion and seconded to hold a Voice vote on the original motion

Motion passed. There will be a voice vote on the original motion

Motion passed with one opposed.

Question was raised about the discrepancy between the number of clickers out and the number of votes recorded. A retest of the clicker system will be executed.

Question was asked about the order in which to vote for the officers as it may influence the results because CAS must be represented in the SEC. The decision of the body was to vote for the Vice President first, then the Secretary.

**Clicker System Retest:** passed (45/46).

The body agreed to continue with the election.

**Election for the Vice President of the Senate**

Dr. Chris Shamburg, COE was elected Vice President and will effectively be fulfilling the duties of the President of the senate

**Election for the Secretary of the Senate**

Dr. Joseph Moskowitz, CAS was elected Secretary of the Senate by acclimation

Motion and Seconded to resolve that the Senate takes notice of the consequential work that Vice President Fausty has done as the director of General Education and as a visible and successful Vice President of the Senate and we appreciate the fact that he recognizes that both jobs are full time jobs and that he has chosen the one that may be of greater consequence to the students, faculty and university as a whole.

Motion Passed

Motion and Seconded to resolve that the Senate thank Dr. Prosen for his fine job as secretary.

Motion Passed

**X. Vacancies on Senate Committees** – Dr. Joshua Fausty

The SEC requested nominations for persons to fill the vacant seats (See Vice President’s Report Item E above) in the Doctoral Policy Task Force and the Planning Development and Budget Committee.

Patricia Yacobacci was nominated for the Doctoral Policy Task Force from the floor.

It was requested that any additional recommendations be sent to the SEC.

**XI.** **World Language Requirement**

As mentioned in the Vice President’s report (item J above), the proposal for a world language all-university undergraduate graduation requirement has been approved by three out of four NJCU colleges, but not by the School of Business. The proposers would therefore like to convert the current AUR proposal into three separate All-College Requirement (ACR) proposals.

This agenda item addresses this request, not to debate the merits of the proposal. The SEC determined that there is a significant change between an AUR and three ACR’s and they should go back to the Colleges for review.

Motion and seconded that the SEC will revise the AUR proposal form and approval process for the purpose of creating a new All-College Requirement proposal form and approval process to be presented to the Senate for its review and consideration

It was stated that the main difference after the change would be that each of the four schools could approve an All-College Requirement (ACR) independently without the others having to. It was also noted that the proposers would like to reserve the right to continue the AUR proposal if the SOB should approve it.

Question: Would the form be specific to the World language requirement proposal?

Answer: No, the form would be generic and available for any proposed ACR in the future, similar to how the Senate developed a Process of proposing new AUR’s.

Question: Will this affect Gen Ed credits?

Answer: No, this and similar ACR’s would not be part of the Gen Ed program. However, it would affect graduation requirements.

It was pointed out that having ACR’s distinct from one college to another is a significant curricular change and could create very different requirements among the colleges/schools. It opens the door to the possibility of one of the colleges specifying which Gen Ed course(s) it is going to require of its students. It also opens the door to students having very different requirements depending on the school the student is in.

Concern was expressed about closing the door on an important discipline. This issue was created when the door was closed on modern languages being part of the Gen Ed program. If we want students to be internationalized and go abroad, and want to recognize on their transcript the value of their previous language studies, then we need to correct a problem instituted by the previous Gen Ed process.

It was again stressed that this is not just creating a form, it is setting a precedent. This would be a major change at the University. A procedural issue was raised: we haven’t had a full discussion on whether three colleges can override what the fourth college/school has decided.

Question: Is there a process for a college to determine requirements for its own academic unit?

Answer: No definite answer was presented

Motion to table

Motion passed. Motion is tabled. It was recommended that those who want this item to come up at the next meeting propose it as an agenda item to the SEC.

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by Vice President Fausty at 3:46 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Attachments

#1 Dr. Henderson’s PowerPoint presentation