

**University Senate**

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

**MINUTES OF MEETING**

**February 1, 2021 – Via Zoom**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A. Harry Moore, Harriet Phillip; Accounting, Lukas Helikum; Art, Hugo Bastidas; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Educational Leadership, Christine Harrington; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Fire Science, Walter Nugent; Fitness, Exercise and Sports, Manuela Caciula; Health Sciences, Erin O’Neill; History, Jacob Zumoff; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Marketing, Zui C. Lee; Mathematics, Debananda Chakraborty; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Dept. of World Languages & Cultures, Redouane Khamar Music, Dance & Theatre, Robert Prowse; Nursing, Donna Ho-Shing; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove; Psychology, Peri Yuksel; Sociology/Anthropology, Max Herman; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Alumni, Jane McClellan; Computer Science, Nan Wang; Early Childhood Ed., Basanti Chakraborty; Economics; ESL, Anne Mabry; Media Arts, Joel Katz; Special Education, Zandile Nkabinde.

**SENATORS-AT-LARGE PRESENT:** Meriem Bendaoud, Deborah Bennett, Gloria Boseman, Marilyn Ettinger, Venessa Garcia, Hanae Haouari, Fran Moran, Christopher Shamburg, Carol Shansky,

Rubina Vohra, Yufeng Wei.

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

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

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

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Ricky Cruz, Thyquel Halley,

Safa Mostafa.

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

**University Senate Meeting**

**Monday, February 1, 2021**

**2:00 – 4:00 p.m.**

**Minutes of Meeting #5**

**Location: Zoom**

**Al attachments are inked below and are here (including folder with December draft minutes and attachments):**

[**https://livenjcu-my.sharepoint.com/:f:/g/personal/cshamburg\_njcu\_edu/Em0B7PPSzzJOugriI0c2aS8BU8-CWDpPG8Uifhby9dyNXg**](https://livenjcu-my.sharepoint.com/%3Af%3A/g/personal/cshamburg_njcu_edu/Em0B7PPSzzJOugriI0c2aS8BU8-CWDpPG8Uifhby9dyNXg)

1. **Moment of Silence:** The meeting was called to order and Senate President Chris Shamburg called for a moment of silence after the following was expressed:
	* We are deeply saddened about the passing of **Sheila Kirven**, a beloved member of the NJCU community.  Since November 1998 she worked as Education Services Librarian and Associate Professor in the Congressman Frank J. Guarini Library. Sheila passed away on January 9.
	Sheila was dedicated to her work in the library and a strong advocate for maintaining it as a vibrant resource that provided essential support for the NJCU community.
	* After the moment of silence members of the NJCU Community were invited to say a few words of remembrance.
		+ Venida Rodman-Jenkins and Ellen Quinn.
2. **Test Zoom Voting:**  The test was successful

1. **Motion to Approve**the University Senate Agenda:  Motion made by the Senate President to approve the agenda. Motion passed by unanimous consent.

1. **Motion to Approve**the University Senate Meeting Minutes of the December 7, 2020 Senate Meeting: Motion made by the Senate President to approve the Minutes Motion passed by unanimous consent. ***(attached/action item)***

1. **Announcements** (from the Senate President)
* I have 3 announcements, because we have limited time. But I would recommend that everyone checks out the Presidential Monthly Update for January 2021.
* **LATI Center**
* The NJCU Center for Latin American, Caribbean, and Latinx Studies announces the 2021 LATI Colloquium, to be held in a hybrid virtual and in-person format on Thursday, April 1.Each year, the Colloquium highlights scholarly and creative work of faculty, students, and staff from NJCU and from other colleges and universities in the area. We also welcome participation by the larger community, including members representing specific community organizations.

The Center welcomes proposals for any scholarly or creative work relating to Latin
* America, the Caribbean, and Latinx communities in The United States. You can submit a proposal for an individual paper, poster, artwork, performance, or other format, or you can propose a panel, exhibit, or performance with multiple participants.  The final deadline to submit is February 1, and you can find full submission details at the LATI Center website at [www.njcu.edu/laticenter](http://www.njcu.edu/laticenter).
* **COVID Testing on Campus**
* Surveillance tests will be available **during the week of February 1, 2021** with **on**

**campus appointments** for any member of the campus community (faculty, staff, or

students) with an NJCU ID.

There are 10 time slots available each half hour from which to choose with up to 15

different appointments available. You must sign up in advance.

**Dates of Testing, Week of February 1**:

Tuesday, February 2 — Gilligan Student Union Building 127

Thursday, February 4 — Gilligan Student Union Building 127

Learn more about the COVID-19 Surveillance Testing at NJCU.

[https://www.njcu.edu/student-life/campus-services-resources/health- wellness-center/safe-campus/safe-campus-overview/health-and-safety/monitoring-and-testing/covid-19-surveillance-testing](https://www.njcu.edu/student-life/campus-services-resources/health-wellness-center/safe-campus/safe-campus-overview/health-and-safety/monitoring-and-testing/covid-19-surveillance-testing)

* **Reimagining the Future**
* On February 17th the Educational Technology Department is sponsoring a panel discussion on the future of education. We have educational leaders from NJ who are NJCU Alum. Please check it out at [www.njcu.edu/covidedpanel](http://www.njcu.edu/covidedpanel)

1. **University Senate President’s Report**
* **SACC Report**
* Program Approvals

***The following programs were approved:***

* Master of Music in Performance-Multi-Style Strings
* Honors Program: Senate amendments were approved,

An amendment to page 8. Change:

The HPC is currently composed of 12 members, all appointed by the Provost/Deans with representation from all four colleges/schools

To:

The HPC is currently composed of 12 members, all elected by the Senate with representation from all four colleges/schools

***The administration agreed to this first amendment***

And an addition to page 10:

Honors Program Director: In alignment with the best practices of the National Collegiate Honors Council, NJCUs should have an Honors Program Director, reporting to the Provost and appointed by the Provost/Deans. Released time for this position will be available at the

administration’s discretion. **ADDED: The Director must be a fulltime faculty member.**

***The administration agreed to this second amendment with the understanding that as the Honors Program grows there may be a need for a fulltime administrator in the future. They wanted that noted for the record.***

* Administration Amending the Constitution
* ***The need for amending the constitution and the process are still under consideration. There were two subsequent meetings between the SEC and the Administration on this topic, and I had a conversation with Al Ramey. The evolving conversation between the SEC and the administration is on the possible amendment of the Senate constitution which has its impetus in the governance recommendation of the Middle States visit.  During the meetings we were discussing whether there may be solutions consistent with the Middle States recommendation that would avoid changing the constitution. There is also a clear understanding that the Board of Trustees does not have a role as referee or super-president of the University in disagreements between the Senate and the administration.***

* Pass/no credit option for the Fall 2020 semester.
* ***The administration had considered this option and believes it would not be helpful to the students at this time.***
* Resources for the Counseling Center
* ***The administration said that there was progress on the Counseling Center and that Jodi Bailey would be able to give an update at the next Senate meeting.***
* COVID-19 Surveys
* ***The administration recommended that a Senate committee work the Sue Gerber in the office of institutional effectiveness. I connected the Academic Support and Services Committee to Sue that week.***
* Publicize the Reading Day
* ***Both the administration and the Senate will do more to emphasize the policy of the Reading Days. The Provost will emphasize the policy with the chairs and ask that they emphasize with their faculty—full time and adjuncts.***
* **BAAFSSO**
* The Executive Committee is working on resolutions to assist with BAAFSSO’s goals. We anticipate BAAFSSO-related resolutions, developed in communication with the BAAFSSO leadership, at the March meeting.
* Member’s comments: The importance of the Senate supporting BAAFSSO in terms of their demands to the administration as delineated in their letter. I'll assist in terms of wording some resolutions that we hope will be presented at the next senate meeting.
* **Draft Honorary Degree Policy (Information Item)**
* A draft policy for honorary degrees was distributed as an information—if you have any questions please forward to the Senate office. It will be an action item at an upcoming meeting.
* **Student Rep. on Committee**
* I would like to appoint student representative Shaunella Halley to the Academic Support and Services Committee.
* Any objections? If not, the motion passes.
* **Distinguished Service Award**
* Today was the deadline for the Distinguished Service Award Nominations. We have nominations, but we do not have any completed applications—there are missing materials. I’ve talked to the FAPSA chair, and we are in agreement to extend the deadline by a week. So if you have been asked to write a letter or recomendation, please submit by Monday, February 8, 2021.

**Questions on report?**

1. Plan to reorganize or change the senate - any information about that?

**A:** It's a fluid situation, the senate executive committee can take no actions without the approval of the Senate. There may be alternatives to amending the constitution that satisfy the Middle State’s Report.

1. Why the grading system for this past semester was not accepted or rejected, and whether we are going to be considering that as a possibility for the current semester?

**A (Provost Jhashi):** We ended up extending the period of withdrawal, an effort to accommodate students who may have been struggling with a class or two. We did look at the data on the midterm grades, and we did not see a precipitous decline. We were trying to create the best possible opportunity for students on their transcripts. And in addition, NJCU always has opportunities for students through an incomplete grade, work with professor, and so forth. We're going to put together a group of students, faculty, and administrators, to discuss how we might do grading policy for spring.

1. **Resolution Affirming the Importance of Course Caps**
* The Senate President thanked the Provost and Sue Gerber for providing the information.
* The changes in course caps from two years ago to this year was shown, some caps decreased, others increased, and some did not change.

  **Resolution:**

Whereas course caps have an important role in the quality of education, and they have been raised by the administration in Spring 2021

Therefore

The Senate affirms the importance of returning to and maintaining the approved course caps for all NJCU courses.

**--The Senate Executive Committee**

* Discussion centered around:
	+ Saving money by increasing course caps; raising course caps is not good for pedagogy, more work by the professor, less personal attention to the student; there is a process for reviewing course caps and considering increasing them and involves curricular review to see if it was appropriate and impossible.
	+ The Motion passed 39:3
	+ The question was asked what if the course cap was increased even with the passing of the resolution? The Senate President indicated he would explore the issue. Provost Jhashi commented that: the increase in course caps did not exceed by much and that these are difficult financial times, the supplemental instruction budget has been cut, and there is no budget to add more sections, and these decisions are difficult.
1. **Course Numbering Policy (attached / Action Item)**
	* The Senate President noted that Joyce Wright is the Chair of the ad hoc Committee for Accelerated Programs.
	* The original course numbers were global, hence the revision. The Undergraduate course level alignment was from 000 to 499. The 500 level, which was being used as a senior level course in the undergraduate, now if you do have a 500-level course it should be renumbered back to 400 to align with our undergraduate numbering. However, if there's a significant or individual reason why this must stay at a 500 level, that would be considered. For the dual accelerated program, only the 500 or 600 level courses may be used for the 120 semester up to a maximum of 9 credits only. This is policy on a recommended maximum.
	* Discussions centered around the issue that 600 level courses should not be taken by undergraduates, and that graduate courses taken up to 120 undergraduate credits should not apply to a graduate program, only those over the 120 credits. There is discrepancy as the word recommended, could mean departments can go over the 9 credits. Currently 500 and 600 level courses are being taken in undergraduate for dual degree programs. There needs to be clarity for excess credits or credits within the undergraduate degree.
	* The Senate President made a motion to postpone voting on this until the next meeting. It was seconded. There were no objections. The Motion passed.
2. **SGA Report to the Senate:** Mr. Ricky Cruz, SGA President
* The SGA worked with Dr. Gerber to create a survey to capture, how well the university is doing with university services as well as Professor performance because students have not been filling out their evaluations. The survey was opened Dec 22, 2020 through Jan. 5, 2021, with 411 respondents with very little freshmen and sophomores participating.
* Other notations:
	+ 72% traditional, 26% transfer admissions
	+ 87% commuter, 12% resident students
	+ 439 majors being pursued including double majors, with psychology, biology, criminal justice and computer science being the top majors.
	+ Enrollment: CAS-163, CPS-137, SOB-83, COE-54
	+ Issues with technology, but Professors were accommodating.
	+ Areas for improvement:
		- Matching student learning styles with Professors’ teaching style
		- Communication platform of professor to be clearer, either email or BB
		- Seems that Professors believe students have more time due to virtual platform
		- Engagement & motivation of students who are unaware of meeting spaces.
		- Synthesis of the data will continue to glean more information.
* The Senate President thanked Ricky for a great presentation/report.

1. **Update on Counseling Center:** Ms. Jodi Bailey, Vice President for Student Affairs
* Two staff members left in December: Dr. Gallagher and Dr. Jennifer Mullen.
* Current staff: Dr. John Sherry as a consultant is with us until June. Hired a part-time counselor for 30 hours a week. Frances Crangle an adjunct faculty member is also a part-time counselor in the Counseling Center.
* NJCU won a scholarship to be become a Jed school initially formed to help do assessment, talk about implementation of mental health and wellness, and deal with suicidality. The funds will be used to assess all of NJCU’s Counseling Center’s practices to find out what services are needed, and where and what enhancements the program needs. The assessment of the services will be done next year.
* Available funds are being used to enhance current services, especially triage and emergency hotlines during nights and weekends, currently being done by the staff, but there is a search for a third-party company to help reduce the pressure on the staff.
* Jodi is working with President Henderson to have a full complement of staff over the next 2 years. The Counseling Center is not being privatized.
* There were questions regarding Cultural sensitivity and modeling; reducing months of wait time; information for faculty to guide students where to go for supplemental opportunities; policies that are being implemented to assist students with financial problems.
* Responses provided included: one of the counselor is an alum; looking for Spanish speaking counselor to assist with talking with parents involved in conversations involving families, making sure that counselors have backgrounds in working with our marginalized populations; Instituted Virtual hours with 25 minutes slots so students don't actually have to wait for an appointment. This information was sent out to the students and the wait list is currently minimal. Students in the Masters in Counseling program are utilized to provide lower level we now have a counselor in the residence halls, there is a counselor in the Rebound program, a Lunch Bunch groups which meets weekly for frequent flyers with anxiety and stress to talk about some of their low-level concerns, an Assistant Dean for Social Services that partners with state & county programs, a food pantry, and on-call staff; Create a campaign for the students on the outreach platforms, outreach on the academic advisor platform, emails, partner with Nurdan and her team to send information out to faculty, can speak at faculty meetings and in classes, also set students up with external resources; the CC have partnered with the student government & the foundation, and utilized the COVID funds for health insurance scholarships, student emergency funds, residence halls approx.. $500,000.
1. **Committee Reports**:

* **Academic Support & Services Committee:** Dr. William Westermann, Chairman ***(attached)***
	+ The Committee met with the leadership of BAAFSSO, interested in the Counseling Center, the student surveys and working with Sue Gerber on that.
	+ **Solar Resolution (Action item / postponed from previous meeting)**
		- There's a real opportunity to pursue the possibility of solarizing the campus. The planning and work needs to be interdisciplinary, esp. science and finance. Benefits include environmental, financial (reducing energy budget and raising revenue by selling the energy that is generated), and educational (involving STEM and Business students).
		- Resolution:

Be it resolved that the Senate will establish an ad hoc committee to explore Solar Energy Generation on our Campus. This committee will undertake and

deliver a feasibility study to include 1) options for solarizing the campus, concerning both technology and placement of panels and grids, 2) the costs of different options, 3) revenue sources for this project, including tax credits, 4) projected revenue outcomes, including amounts of money saved in the university's own budget, along with estimates for how much revenue could be generated by selling the electricity back to local utility companies, and 5) opportunities for students to benefit from curriculum and extra-curricular activities related to the conversion process.

We propose the Committee will comprise up to 7 faculty and staff members, 3 administrators (including a representative from Facilities), and 3 students, and will report back to the Senate by December 31, 2021.

* + - Discussion included clarification on the committee membership: nominated to the SEC who would make decisions if there were more volunteers than specified in the resolution. So without having to change the resolution the minutes will reflect that is the methodology of selection.
		- The Senate President requested taking a vote by asking for any objections to the motion. There were none. The motion passed.
* **Graduate Studies Committee Report**

Dr. Chris Carnahan, Dr. John Melendez, Co-Chairs ***(attached/action item)***

* The following courses were approved by the committee:
	+ EDTC TBD-2: STEM Foundations: Rethink Learning
	+ EDLD 814: Innovative Teaching Strategies and Practices
	+ EDLD 815: Strategic Planning, Assessment, and Innovation
	+ EDLD 833: Educational Research II
	+ EDLD 840: Mentoring I
	+ EDLD 850: Experiential Learning I
	+ EDLD 855: Experiential Learning II
	+ EDLD 860: Mentoring II
	+ EDLD TBD1: Community College Finance
	+ EDLD TBD2: Dissertation in Practice I
* Discussion included having one faculty member supervising 20 doctoral students writing their dissertations in the mentoring course, which may pose a difficulty of students having access with their mentor. There will be one faculty overseeing the course, but each student will have an individual mentor from outside the university. There are agreements. regarding faculty compensation and PhD supervision, and this proposal may be in conflict with agreements that are already established within the university with other departments. The Senate President recommended that the Senate votes and send the courses on to the Curriculum committee.
* The President called a motion to vote in favor of the approving the

10 courses from the Graduate Studies committee. The motion passed.

* An issue was raised stating that the compensation agreements that were negotiated for dissertations were that there was a director of the dissertation and there were two co readers, and each receive some compensation, the majority, obviously for the director. The question was asked if the arrangement for the mentoring program was different from that described immediately above? That was not considered by the committee..

* **Curriculum & Instruction Committee:** Dr. Michael Rotenberg-Schwartz ***(attached)***
	+ The following were approved by the committee:
		- the proposal from MDT to change the designation for the Music Education Major from BA to BM to align the program with the BM in Music described by The National Association of Music Schools, the program’s accrediting body.There will be two course substitutions to the curriculum, but neither changes the Student Learning or Program Outcomes.
		- Philosophy: World Religions Today

 : Time: Interdisciplinary Perspectives

* + - Elementary/Secondary Education: Education and LGBTQ Issues
		- World Languages and Cultures: Languages in the Spanish Speaking World
	+ These courses approved by the Committee go directly to the Provost’s office.

* **Planning, Development & Budget Committee:** Dr. Joyce Wright, Chairperson ***(attached)***
	+ The Committee had no actionable items.
	+ Dean Edmondson presented about NJCU at Fort Monmouth as the committee needed information about projected numbers, profit and loss, over the next five years.
	+ The Committee responded to the policy for the review of program revisions. have the following recommendations or need for clarification.
		- What is the definition of 25% or more of credits? Is it the total credits in the degree or total credits for the minor or certificate?
		- What will be allowed for the frequency of proposed changes? Will they be yearly changes to the core curriculum? Which always affects the number of credits.
		- Will this apply to international or joint degree with foreign schools?
	+ The Senate President responded that feedback is being solicited from all the committees, and the Executive Committee will formulate a policy for the March meeting.

1. **New Business**
* There was an issue that was brought to the floor of the Senate:
	+ The University has set up an International Studies or Programs Center. is my understanding that university has set up set up a center with a million-dollar grant that was received.
	+ The creation of a Center is something that goes through the Senate process, and this Center did not. The member requested the SEC to examine the resolution for creating Centers and ascertain if this center was created and circumvented the Senate. If so, this issue needs to be discussed at the next meeting.
* Another member wanted clarity on Dr Edmondson’s and Mr. White’s reports
	+ Fort Monmouth would operate at a loss for the first 3 years.
	+ Mr. White reported that 2022 would be a very difficult year in terms of finances;. the adjunct faculty, finances, were not changed, but the FT faculty finances were changed.
	+ How do these two reports correlate?
	+ The Senate President noted that the SEC will gain some clarity and report to the Senate.
* The PD&B Committee members were asked if they were encouraged by the financial report on Fort Monmouth.
	+ They gave positive reviews
	+ A member intimated that the jump in enrollment was not proportional and was used to explain the revenue income in the fourth year.

The Senate President called for the meeting to be adjourned, which was seconded.

The meeting was adjourned at 4:36 p.m.

Respectfully submitted by:

Donna Ho-Shing, Secretary.

**Attachments:**

#1 DRAFT Honorary Degree Policy

#2 Course Numbering Policy

#3 Academic Support & Services Committee Report

#4 Graduate Studies Committee Report

#5 Curriculum & Instruction Committee Report

#6 Planning, Development & Budget Committee Report