

## Meeting #2

**University Senate Meeting  
Monday, 17 October 2022  
2:00 – 4:00 p.m.  
Via Zoom**

### Minutes

**All attachments are in the link below:**

[https://livenjcu.sharepoint.com/:f:/s/SenateOffice/ElvGpIjnaZdDivD27lavBewBpD7emu4Yig\\_zQ\\_1OjOIqvQ?e=mhyobB](https://livenjcu.sharepoint.com/:f:/s/SenateOffice/ElvGpIjnaZdDivD27lavBewBpD7emu4Yig_zQ_1OjOIqvQ?e=mhyobB)

Started: 2:02 pm

- I. Test Zoom Voting
  - a. Successful
  
- II. Motion to Approve the University Senate Meeting Agenda
  - a. Item XI - Strategic Plan will be pulled back to the November meeting
  - b. 1<sup>st</sup>: Venessa Garcia; 2<sup>nd</sup>: Christina Harrington
  - c. **Approved**
  
- III. Motion to Approve the University Senate Meeting Minutes of the September 19, 2022, Senate Meeting
  - a. 1<sup>st</sup>: Lukas Helikum; 2<sup>nd</sup> Wayne Eby
  - b. **Approved**
  
- IV. University Senate President's Report, Dr. Fran Moran
  - a. All Senate Meeting Documents are in the SharePoint Link on the agenda (you need to sign in with your NJCU password).
  - b. Please refer to the emails: weekly events and announcements/newsletters for updates and events happening on campus.
  - c. Updates on Senate Actions:
    - i. Following up on a motion passed at the September meeting, Fran Moran contacted Acting President Kroll for a list of the Critical Priority Teams, their composition, and their charge. He readily shared that information, and it went out before last week's Campus Conversation session.
    - ii. The Graduate Council will be restored. The Graduate Council is a Senate Approved "Users Group" for Graduate Programs. There is a full description in the doctoral handbook. Chris Shamburg will be leading this initiative and will be reaching out. Please contact him if you have any questions.
    - iii. The new Center for Teaching and Learning officially opens this Wednesday, October 19<sup>th</sup>, 2-4 p.m.

- iv. There is an announcement on NJCU's community engaged learning acCEerator Institute in the SharePoint Link
  - v. We did not have a formal SACC meeting following the September meeting. Instead, the Senate Exec met with Donna Breault and Andy Acebo on September 30, 2022. This was more of an informational session on the ongoing financial emergency. Among the topics discussed was the budgetary savings of department consolidation or merging. We asked for and were given assurance that any consolidation would follow the recently approved policy for doing so. We then noted two important issues relative to that: 1) the policy asks proposers to sync the proposed merge with the Strategic Plan and we do not have a Strategic Plan. 2) the timeline between when the mergers needed to be completed and the review steps in the policy did not align. The immediate outgrowth of that discussion was the 2 motions on the floor today, and a third (related to the Strategic Plan) that we will put to the floor in November.
- d. Approval/Appointment Motions:
- i. A motion to appoint Parliamentarian Mingshan Zhang: **Approved**
  - ii. Motion to Appoint/Approve Ivelisse Cruz as a Professional Staff Senator-at-Large: **Approved**
  - iii. Motion to appoint/approve the following people to serve on Senate Committees:
    - a. Community Engaged Learning Committee: Allison Fitzgerald
    - b. Curriculum & Instruction Committee: Jonathan Rosen, CPS member
    - c. General Education Curriculum Committee (GECC): Douglas Barrett, Media Arts – CAS
  - iv. Please see the document (list) in the SharePoint Link of open slots that still need to be filled on Senate Committees. If interested, please send your name to the Senate office.
    - a. Academic Standards Committee: 1 faculty/professional staff
    - b. Elections Committee: 1 faculty/professional staff
    - c. Faculty & Professional Staff Committee: CPS rep is needed
    - d. General Education Committee on Assessment & Policy (GECAP): COE and CPS needs to be represented
    - e. General Education Curriculum Committee (GECC): CPS needs to be represented and more CAS members needed
    - f. Planning Development and Budget (PDB): Need Professional Staff, and faculty from any college.
  - v. Motion to appoint/approve students to the Senate committees: **Approved**
    - a. Academic Standards Committee, David Valica
    - b. Academic Support & Services Committee, Laney Fox
    - c. Committee on Instructional Technology, Kudret Ozkaya
    - d. Curriculum & Instruction Committee, Dominique Graves-Holley
    - e. Elections Committee, Jeremiah Yorker
    - f. Faculty & Professional Staff Affairs Committee, Sakshi Chauhan
    - g. Graduate Studies Committee, Basil Said
    - h. Planning, Development & Budget Committee, Angel Huggins
    - i. Student Affairs Committee, Patrice Withy
    - j. Community Engaged Learning Committee (CELC), Aaliyah Montgomery

- k. General Education Committee on Assessment & Policy (GECAP), Ashely Igbokwe
  - l. General Education Curriculum Committee (GECC), Caitlin Costello
  - m. Honors Program Committee, Mohamed Ghacha
- V. Academic Affairs, Dr. Donna Breault, Acting Provost/Vice President for Academic Affairs
- a. Charge: to reduce academic budget by \$4 mil; sunset 30% of academic programs
  - b. Focused on mission, market, margins
    - i. Mission essential; mission consistent; mission adjacent; mission inconsistent
    - ii. Restructuring will be done as a cost-saving measure
      - a. Chair course release: \$44 k/yr.
      - b. Administrative Assistants: \$95K
      - c. These are equivalent to saving a faculty line
    - iii. Restructuring for programmatic opportunities in the future
      - a. Diversity
      - b. Identify shared course and cross-disciplinary programming
    - iv. Considerations:
      - a. Rpk data
      - b. Enrollment trends
      - c. Number of majors
      - d. R.O.I. (credits hours/program & salary expenses/program)
    - v. Currently:
      - a. 102 undergrad programs
      - b. 56 minors
      - c. 50 master's
      - d. 3 doctoral
      - e. 28 certificate programs
    - vi. Compared to other universities: East Stroudsburg; St. Mary's, MN, CUNY York, Cal. Univ. PA
    - vii. Questions:
      - a. Andy Bossie: Will R.O.I. data used be made public? **Response:** Yes, we need to review it at an annual basis so will share.
      - b. Max Herman: Where did the charge's financial figure come from? **Response:** \$4 mil seemed reasonable within the whole of \$20 mil. Comment: to alignment with our peers would require a large cut than 30%
      - c. Scott O'Connor: Not all mergers will result in \$44 k. This is an average. This considers the 6-credit release time.
      - d. Rubina Vohra: rpk will not be hired all the time; so, will it be better that a Senate committee looks at ongoing data? **Response:** Yes, it's done at other colleges/universities.
      - e. Venessa Garcia: Will there be coordinator release time? **Response:** Hopes that people will work together.
      - f. Gloria Boseman: How are departments able to participate in the merger process? **Response:** It depends. This will probably be a natural outcome of some sunsetting. Each college approached it differently.

- g. Bill Calathes: Reminded the Senate that mergers have a fiscal and academic effect and on labor. Union should have a seat at the table.
- h. Joel Katz: With the \$4 mil cut back, what measures are being taking to examine cuts in other non-academic units? **Response:** There are other measures that cannot be shared, yet. The Admin. decided on the \$4 mil before the BOT gave a larger number. Joel: Not sharing doesn't create an atmosphere of trust.
- i. Barbara Hildner: At a Chair's meeting, there was an announcement that 40 faculty will be retrenched. What are the major cuts that do not involve faculty or clerk positions? **Response:** Everything within academic affairs was looked at, such as systems investments.
- j. Alberto Pinkas: In the MSCHE document item #5 states that NJCU will save \$4.3 mil., including increasing course caps and terminating 49 employees. Are we cutting \$4 mil or \$8 mil? Many faculty, staff, and administrators resigned or retired. The document is online. **Response:** Provost has no knowledge of the document. Part of this recalibrating is ensuring that thriving programs get the needed resources.
- k. Joseph Moskowitz: 1) Asked for reconfirmation that the Provost is open to survey current faculty and staff on the opinions and perspectives about their supervisors. **Response:** Yes, she supports an evaluation process for administrators and is eager to work with any ad hoc committee put into place. At the same time, she wants to bring post tenure review. Joe – not a Senate process; must be negotiated with the Union; 2) \$44 K – with proposals to merge, will the Provost use those exact figures or averages? **Response:** As they (Provost and Deans) make recommendations, they never had a specific number of lines, only about the program sunseting, then they asked about personnel implications then the budget savings. The Provost doesn't know how many people will be unemployed. Ultimately, the administration will work with the Union. 3) MSCHE report – 49 lines eliminated within academic affairs, though 9 already occurred; does this mean that NJCU will eliminate 40 employees, irrespective of other measures? **Response:** Averages are included to see the financial value, as well as curricular, programmatic, and personnel benefits.
- l. Kudret Ozkaya, Student Senator: We are focusing on the negativity and pointing fingers; a positive point is that there are opportunities. The student is the customer, merging and cutting programs affects students. How is this going to affect students? **Response:** Programs that merge will continue their programs. Making sure that students do not lose current opportunities. Sunsetting programs will have a teach-out process. Will allow students to share their thoughts.
- m. Khadija Diop, Student Senator: What about the day-to-day effects on the students that may take away from student resources? Where are the gaps? Is there is an estimated time as to when we may know about the current conversations? **Response:** The Provost is not reviewing non-academic units. Sharing: the MOA provides a date of Dec. 15.

- n. Antoinette Ellis-Williams: Should departments wait until the December deadline to start having conversations? **Response:** Move forward with conversations now unless there is uncertainty about a program. Look at other institutions. Be strategic and program driven.
- o. Meriem Bendaoud: She is worried about retention. Why don't we have a written plan for enrollment and retention using faculty who have professional expertise? Students and faculty are leaving because of the current situation. **Response:** This is not talked about enough with the key stakeholders. Need to show clear measures and data to show BOT for future funding.
- p. Fran Moran: If dept don't merge themselves, will it happen anyway? **Response:** Department will not be forced to merge. She will have conversations about limitations if they do not merge. Need to be strategic.

VI. Motion to Amend the Approval Process in the Policy on "Creating, Merging, or Dissolving Academic Departments" for Proposals submitted to Senate Office by November 8.

- a. For proposals seeking to create, merge, or dissolve any academic departments that are submitted to the University Senate prior to November 8, the approval process shall be amended as follows:
  - i. Proposers will use the Cover Sheet for new program proposals available on the Senate website here:  
[https://www.njcu.edu/sites/default/files/program\\_proposal\\_form\\_approved\\_4-12-2010.pdf](https://www.njcu.edu/sites/default/files/program_proposal_form_approved_4-12-2010.pdf)
  - ii. The steps in the Approval Process shall be amended as follows:
    - a. Delete steps 2, 4, 5, 8, 10, 11, 12.
  - iii. This amended procedure only applies for proposals submitted by November 8.
  - iv. Proposals received after that date follow the original procedure.
  - v. **Motion Approved: (29/36) 81%; (7/36) 19%**
    - a. Amendment to the Motion by Andy Bossie: By Oct. 30 both C&I and PD&B must clearly state under what conditions they will reject the proposal; otherwise, they cannot arbitrarily reject the proposal. Rubina Vohra 2<sup>nd</sup>
      - a. **Approved: (25/43) 58%; 42%**
    - b. Friendly Amendment by Max Herman: Remove steps 5 & 8 from the proposal; 2<sup>nd</sup>: Anne Mabry
      - a. Fails: (29/37) 78%; 22%

VII. SGA Report, Mr. Thyquel Hailey, SGA President

- a. No report

VIII. University Senate Committee Reports:

- a. Academic Standards Committee, Ms. Theresa Spataro, Chair
  - i. Welcomed student government representative David Valica, sophomore.
  - ii. The committee has a secure folder on the T drive All faculty and staff members have access.
  - iii. Discussed Committee processes moving forward.

- iv. Reviewed the presentation of academic policies and procedures in the catalog and positive changes that would aid students and faculty. Will identify duplicate language to create more concise information and will recommend a policy section for faculty for easy reference.
  - v. Will soon submit recommendations for the Withdraw policy.
  - vi. Discussed with student member, David Valica, student experiences with academic policies and what is needed. Will work on a draft of new language for course load and overload.
- b. Curriculum & Instruction Committee, Ms. Ruth Ortiz & Dr. Ellen Quinn, Co-Chairs
    - i. Courses approved
      - 1. SPEC XXX Advanced Techniques in Behavioral Principles and Procedures
      - 2. LANG XXX Power, Race, and Religion in Iberia and Beyond
- c. Faculty & Professional Staff Affairs Committee, Dr. Max Herman, Chair
    - i. The committee extended the deadline for nominations for the Joe Riotto Award until December 1st.
    - ii. The committee reviewed the policy for Honorary Degree and made some suggested edits (attached in the SharePoint link)
    - iii. The committee approved a resolution regarding COVID 19 Protocols and the wearing of masks.
      - 1. In close environments where social distancing is not possible, faculty and professional staff may request that those present wear masks.
- d. General Education Committee on Assessment & Policy (GECAP), Dr. Yufeng Wei, Chair
    - i. There have been questions about the business core curriculum, its oversight, and its relationship with General Education. As discussed, the core curriculum at the School of Business is a common requirement for all business majors. It is a shared major requirement at SoB, and is not part of, or a separate, Gen Ed. The oversight of the core at the Senate is, therefore, beyond the scope of the Gen Ed Committees. However, if there are any plans to incorporate the business core into Gen Ed, GECAP will review and decide on the issue.
    - ii. The Committee initiated the discussion on re-structuring of Gen Ed Committees, including consolidating the two Committees, and Gen Ed administrative structure. The Committee will engage in consultation with the GECC for further discussions. The two Gen Ed Committees will come up with a proposal for the new structure and languages for the Senate Constitution.
    - iii. The Committee discussed the impact of academic rightsizing, department merging, and program elimination on Gen Ed, including course offerings, faculty assignments, and Middle State accreditation requirements. It calls on the administration to protect the integrity of General Education when considering administrative actions on programs and departments.
- e. Graduate Studies Committee, Dr. Amit Mokashi & Dr. Xiaodi Zhu, Co-Chairs
    - i. Reviewed but rolled back the following courses:

1. EDLD TBD-829: Essentials of Scholarly Writing
  2. EDLD TBD-830: Scholarly Writing in Practice
  - ii. Approved the following program
    1. Master of Science in Technology Management
    2. **Approved: (23/26) 88%; (3/26)12%**
- f. Planning, Development & Budget Committee, Dr. Joyce Wright, Chair
- i. Approved: MS Technology Management 30 cr. Submitted by Dr. Ahmad Rabaai
  - ii. Not Approved: BA Philosophy, Politics and Economics 42 cr. Dr. Scott O'Connor
  - iii. Reviewed: Reduction in Credits from 42cr. to 33 cr. M.A. Urban Education Bilingual Bicultural Education.
    1. Committee is not in workflow.
    2. Further discussion, this proposal states that the credit reduction is 21.4%.  
What percentage was approved as a minor change?
  - iv. Questions: Will the Planning, Development and Budget committee routinely be included in the workflow of CIM for MS/MA proposals?
  - v. Discussion ensued, should this committee consider new programs with the current financial state of NJCU?
  - vi. The November meeting Ben Durant will be invited to further review, Senate Budget Process Preliminary Proposal, 2022. This proposal was distributed to the committee.
- g. Elections Committee, Dr. Prashanth Ravula
- i. At the University Senate meeting on Monday, 19 September 2022, a motion was passed asking this Senate Election Committee to explore possible avenues for adjunct faculty participation in the Senate.
  - ii. Accordingly, the committee makes the following recommendations:
    1. Senate Constitution Amendment - Article II: Membership – Section 1 to include a provision for Adjunct faculty.
      - a. “Adjunct faculty shall elect four representatives from their number, one from each college (College of Arts & Sciences; College of Education; College of Professional Studies; and School of Business)
      - b. Those who have taught at the University for at least three semesters during the last three calendar years are eligible to serve.”
    2. Senate Constitution Amendment - Article II: Membership – Section 2 to include a provision for election procedure for Adjunct faculty.
      - a. “All adjunct faculty employed by the University at the time of the election are eligible to vote to elect representative for their college/school”
- IX. Counseling Center Update, Dr. John Sherry, Interim Director
- a. Tabled until November meeting
- X. Constitutional Amendments
- a. Tabled until November meeting
- XI. Strategic Plan Planning Resolution
- a. Tabled until November meeting

- XII. New Business
  - a. None

Adjourned: 4:41 pm

Respectfully submitted by  
Dr. Venessa Garcia  
Senate Secretary