

Meeting #8

**University Senate Meeting
Monday, 1 May 2023
2:00 – 4:00 p.m.
Via Zoom**

Minutes

All attachments are in the link below:

[SM docs May 1, 2023](#)

Started: 2:02 pm

- I. Moment of Silence for Dr. Maria Lynn**
- II. Test Zoom Voting**
 - a) Success
- III. Motion to Approve the University Senate Meeting Agenda**
 - a) **Approved**
- IV. Motion to Approve the University Senate Meeting Minutes of the April 17, 2023 Senate Meeting** [01SM Minutes 4-17-23.docx](#)
 - a) **Approved**
- V. University Senate President's Report and SACC update, Dr. Fran Moran**
 - a) Check the SharePoint link at the top of the agenda for current list of Senators for errors.
 - b) May 8 is the Senate Reorganization meeting via Zoom. On-site nominees must be present.
 - c) Check SharePoint for all committee reports and motions.
 - d) Donna Piscopo sent a Call for committee volunteers and officers.
 - e) The Strategic Plan survey was sent out by Rachel Fester on behalf of the Ad Hoc Strategic Plan Committee. Please check your email and complete the survey if you have not already done so.
 - f) NJCU was awarded a \$3M, 5-year Title V grant, principally to support embedded tutoring in Composition courses, along with transfer, internships, technology, counseling support, faculty professional development, and outcomes assessment. The proposal team was John Grew, Steve Haber, Caroline Wilkinson, John Blicharz, and Jason Martinek.
 - g) **SACC Report:**
 1. **Academic Standards Committee Motion:**
 - i. Senate approved motions discussed - approved with some edits requested by Administration - Edited versions will be sent over to Administration.

- ii. Senate approved motion approving Math 112 for issuance of a Pass/Fail grade in addition to a letter grade, following the Pass/Fail policy currently enforced.
- iii. Administration has some concerns; request change in policy. – Edited version will be sent over to Administration
- 2. **Faculty & Professional Staff Affairs Committee:**
 - i. Senate approved the Honorary Degree Policy – SACC approved – document is now on the Senate website.
- 3. **Ad Hoc Steering Committee on Academic Integrity:**
 - i. Senate approved 5 motions. SACC approved the name change.
 - ii. SACC accepted in principle the need to address low enrolled courses, but President Acebo noted that insofar as the motion addressed compensation issues, adoption would depend on negotiations with AFT Local 1839; following the SACC meeting, Fran Moran forwarded the request to the AFT leadership.
 - iii. The motion related to the qualifications of faculty leading the teach-out plans and administering sunsetted programs was not accepted in the form adopted by the Senate but were accepted in broad principle. That is, the Administration recognized the need to ensure and protect the academic integrity of programs in the teach-out phase and stated they would follow MSCHE guidelines on qualifications.
 - iv. The motion related to supporting labs and studios for the teach-out was also not accepted as written because we were given assurances that those considerations were already part of the budget process for the upcoming academic year.
 - v. The motion relating to the supplemental instruction budgets of the departments absorbing sunsetted programs was not addressed.
- h) **The 2023/2024 NJCU Meeting Schedule** has been distributed (approved by the University-Wide Calendar Committee)
- i) Joe Riotto Award was given to Dr. Chris Shamburg.
- j) SGA just held elections and is working toward reorganizing with new officers. Thanks to Khadija Diop and Laney Fox, who is graduating.

VI. University Senate Committee Reports

- a) **Academic Standards Committee**, Ms. Theresa Spataro, Chairperson (**action item**) [02aASC Credit Overload Revised 4-25-2023 final.pdf](#)

- 1. **Motion:** Credit Load and Overload Policy
 - i. **Approved**

Whereas, the Credit Load and Overload Policy allows students to register themselves in most circumstances up to 18 credits.

Whereas, the committee is working to ensure timely graduation of students.

The Committee moves for the revision of the Undergraduate Credit Load and Overload Policy language to the following. See below. Changes in Bold

The committee moves to limit the credit load in summer sessions to two courses per session, 6 to 8 credits to allow for 4 credit courses only. See below. Changes in Bold

Credit Load and Overload Policy: Undergraduate

Credit Load:

- A full-time undergraduate student must register for a minimum of twelve (12) credits each regular semester to a maximum of sixteen (16) credits.
- Part-time study is under twelve 12 credits.
- Summer credit load is six (6) credits max per session.
- Winter credit load is three (3) credits max.

Overload is defined as registering for more than sixteen (16) credits in a regular semester.

A student can request overload credits but are restricted as follows:

Credit limit	CGPA	Overload Permission
13 credits	Below 2.0/Academic Probation	Not allowed overload
16 credits	2.0 to 2.5	Not allowed overload
16 credits	Did not pass the All University Required courses in English and Math	Not allowed overload
18 credits	2.5 to 3.5	University Advisement Center
22 credits	3.5 to 4.0	Dean of the College/School for the major
Summer Sessions	7 to 8 credits	Dean of the College/School for the major
Winter Session	3 credits	Not allowed overload

Procedure for requesting overload credits.

1. To request overload a student must fill out the Add/Drop form from the Registrar Office; found online here. (linked)
2. The Registrar will forward the form to the University Advisement Center (UAC) or the appropriate Dean’s Office.
3. The UAC or the Dean’s Office will review, approve/deny, contact the student for more information or register the student.
4. The student will be notified via NJCU email.

Dean’s Office Contact Information

College of Arts & Science K 605 Deancas@njcu.edu	College of Professional Studies P 402 cps@njcu.edu
College of Education P 303 COE@njcu.edu	School of Business Harborside 2, 200 Hudson Street, Suite 234 schoolofbusiness@njcu.edu

Note: Part time students looking to take additional credits should contact the University Advisement Center (linked) for a change in status.

Note: Requests for overload do not include registration in a closed class. Close course enrollment is at the discretion of the department.

b) **General Education Committee**, Dr. Scott O’Connor, Chairperson (**action item**)

[02bGE Reform Report 4.20.23.pdf](#); [02cGE Reform Motion\[62\].pdf](#)

1. **Motion** to Revise the General Education Program
2. **Approved:** 41: 2 (95%: 5%)

Whereas NJCU’s General Education (GE) program must align with NJCU’s distinctive mission and identity;

Whereas NJCU’s GE program must be consistent with and support strategic initiatives to grow transfer enrollment;

Whereas graduation rates show that transfer students with an earned AA or AS at NJCU have been as well served by the General Education Foundation for New Jersey’s Community Colleges (NJCC) as non-transfer students required to follow NJCU’s current GE program;

Whereas NJCU’s GE Program must comply with the Middle States Commission on Higher Education (MSCHE) Standard 3.5;

Whereas recent assessment recommends that student learning will be improved by focusing each GE course on just one GE learning outcome and by dividing the Civic Engagement and Intercultural Knowledge outcome into its component parts;

Whereas NJCU’s GE Program requirements should be easy for students to understand and follow,

Be it resolved that:

1. Beginning in Fall 2024, NJCU will have a General Education Program comprising a Foundation Program that conforms with the NJCC General Education Foundation¹ and a Capstone Program as follows:

<i>NJCU General Education Foundation Program</i>	<i>Credits</i>
Critical Thinking embedded throughout	
Oral Communication	3
Written Communication	8–12 ²
Quantitative Knowledge and Skills	3–4 ³
Scientific Knowledge and Reasoning	3–4
Technological Competency and/or Information Literacy	3
Society and Human Behavior	3
Humanistic Perspectives	3
Historical Perspectives	3
Global and Cultural Awareness	3
<i>NJCU General Education Capstone Program</i>	
Civic Engagement	3
Capstone Seminar	3

- 2.
3. The General Education Capstone Program will be waived for any student who has earned a total of 60 or more credits at their previous institution(s).
4. Any course certified as a community engaged learning course satisfies the civic engagement requirement.
5. Any existing approved GE course without a direct equivalency to a course within the NJCC General Education Foundation may satisfy one NJCU GE Foundation requirement if that course is consistent with the NJCC General Education course criteria for that requirement.
6. As per the Senate General Education Committee’s charge to oversee and implement the General Education Program, the Committee will give full effect to the above and make timely implementation reports to the University Senate

c) **Planning, Development & Budget, Dr. Joyce Wright, Chairperson (action item)**
[02dPD&B Report 5-1-2023.pdf](#); [02ePD&BNew.Program.Budget 5-1-2023.pdf](#)

- i. Interim CFO, Ben Durant explained the financial status of NJCU.
Correspondence from Ben Durant, on the Committee’s (2) questions
 1. Total debt of NJCU?
 2. Is there a plan for payment of debt?
- ii. Ben Durant’s response: NJCU’s total outstanding debt (excluding the foundation) is \$154.6 million. The plan for payment of this debt is to continue making the annual debt service payments of approximately \$7.34 million per year. In 2027, NJCU’s annual debt service cost will increase from \$7.34 million to approximately \$10M, which is the result of a 2021 refinancing that Sue Henderson and Jim White did that deferred principal payments to 2027 and beyond in order to generate near-term cash flow relief. Unless the State of New Jersey decides to defease all of our debt, which is unlikely, NJCU will have to continue making its annual debt service payments until the debt is

- retired. A portion of our debt will be retired in 2035, with other portions retiring over subsequent years through 2051.
- iii. The Committee had additional questions for Mr. Durant. Revenue from Westside real estate
 1. Currently how much revenue do we receive from the Westside real estate projects?
 2. What is the expected yearly revenue from the Westside real estate project in the future?
 - a. FY 24 - \$1.2 million annually – guaranteed as part of a ground lease; it is the aggregate of the ground leases.
 - b. In negotiations for the disposal of several of these properties.
 - c. Expect over \$50 million gross (in cash) which must be approved by the state.
 - d. Projected to have only 22 days of cash on hand by July 1.
 - e. \$154.6 million is the long-term debt.
 3. Will the school be using this money exclusively to pay off the debt?
 4. Are there any additional real estate lease projects planned for Westside?
 - a. Acebo: Considering developing empty spaces in collaboration with the state. Current investments focus on already-developed properties.
 5. Why is the outstanding debt (\$154.6 million) excluding the foundation?
 - a. Acebo: Foundation has its own debt; West Campus housing is a subsidiary of the Foundation. He will provide that debt number for future meetings.
 - iv. Reviewed and approved the merger proposals for African American Studies, Latin American Studies, Caribbean Studies, Latinx Studies, Women & Gender Studies.
 - v. **Motion:** To approve the template for New Program Budget Proposal for major programs was reviewed and updated by the committee. All committee members have voted to move this budget template for new programs forward as an action item for the May 1, 2023, Senate meeting. See below.
 1. **Approved**

Recommended Template for New Program Budget

Tuition and Fees

Academic Year	New Students Enrolled	Transfer Students	Continuing Students Based (Based on attrition rate) ¹	Graduating Students	Total Students FTE Equivalents ²	Projected Revenue based on Credits Hours per year ³
Year 1						
Year 2						
Year 3						
Year 4						

- 1) Continuing students should be projected with consultation of the university attrition rate, per cohort or school from the Office of Institutional Effectiveness (2022-2023).
- 2) 1 FTE (Full Time Equivalent) students
- 3) Projected Revenue, calculate the number of credit hours to be taken each year & current tuition rate from this link: <https://www.njcu.edu/admissions-aid/tuition-fees/undergraduate-tuition-fees>

Expenses

Academic Year	Faculty Salary Full time & Part Time	Winter/Summer Salary	Marketing	Library Expenses	Administrative Support	Totals
Year 1						
Year 2						
Year 3						
Year 4						

Salary Based on current year.

Net Income Summary			
Academic Year	Revenue	Expense	Net Income
Year 1			
Year 2			
Year 3			
Year 4			

Please include a Budget Narrative

Marketing plans: Weblink: <https://www.njcu.edu/directories/offices-centers/marketing-and-communications>

Any necessary equipment

Library Resources

Grant Monies (If applicable)

VII. Ad Hoc Committee Reports

- a) **Ad Hoc Steering Committee on Academic Integrity**, Dr. Meriem Bendaoud & Dr. Venessa Garcia, Co-Chairs [02fAd Hoc Academic Integrity report 5-1-2023.pdf](#)
 - i. **Recommendation:** The Committee is requesting a list of people overseeing sunsetted departments by Summer II.
 - ii. **Recommendation:** The Committee requests that the SEC task the Planning, Development & Budget Committee to develop a budget model for merged

departments. The concern is that the merged department maintains separate line items for each discipline to allow effective operation.

b) **Ad Hoc Committee Evaluation of Performance for Individual**

Administrators and Managers, Ms. Ivelisse Cruz & Dr. Joe Moskowitz, Co-Chairs [02gAd Hoc Evaluation of Perform. Committee Report.pdf](#)

1. **Motion:** The committee seeks the Senate's authorization to continue its work during the 2023- 2024 academic year. Joseph Moskowitz, 2nd Chris Shamburg. **Approved**
2. Requested and received from the provost a non-voting participant from the provost's office: Lourdes Sutton.
3. Received and reviewed the reports of previous University Senate Committee's which explored the topic of faculty/staff input to the administration about individual administrator's performance.
4. Gathered NJCU (New Jersey City University) job descriptions for the positions of provost, dean, associate dean, and assistant dean.
5. Decided to initially focus upon the Division of Academic Affairs.
6. Gathered and reviewed relevant survey instruments from several colleges and universities.
7. Considered conducting a pilot study with a survey instrument once it decides upon a survey instrument.
8. Will develop a Qualtrics survey and work with The Office of Institutional Effectiveness (OIE) on the mechanisms.

c) **Ad Hoc Strategic Planning Committee**, Dr. Chris Shamburg, Chairperson [02hStrategic Planning Ad Hoc Report 5-1-2023.pdf](#)

1. Distributed survey on NJCU mission; n=160 responses.
2. Will distribute to alum and students.
3. In mid-May, will have the results of the survey.

VIII. New Business

- a) Asked that the Election Committee give nominees in contested positions an opportunity to speak. Not to be applied to the May 2023 election.
- b) **Ad hoc Committee on Retention:** Will be conducting most of its business between now and the end of June. Will come back to the Senate with recommendations. Campus Conversations will be a focus. Want to engage in summer outreach to encourage students to return. Will focus on the Counseling Center, which is very low staffed: a director and one counselor.

Adjourn: 3:37 pm

Submitted respectfully by
Venessa Garcia
Senate Secretary