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**University Senate**

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

**MINUTES OF MEETING**

**April 15, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: A.Harry Moore, Harriet Phillip; Accounting, Michael Bell; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Yufeng Wei; Computer Science, Mort Aabdollah; Counseling Education, Dennis Lin; Criminal Justice, Bill Calathes; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; ESL, Anne Mabry; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Management, EunSu Lee; Marketing, Rick Lee; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Jermaine McCalpin; Alumni, Jane McClellan; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Manuela Caciula; Literacy Education, Mary McGriff; Dept. of Multicultural Ed., Donna Farina; Physics, Chris Herbert.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Marilyn Ettinger, Venessa Garcia, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra.

**SENATORS-AT-LARGE ABSENT:** Lorraine Chewey, Christopher Cunningham.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Debra McClary, Cynthia Vazquez.

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:** Denise Serpico.

**STUDENT SENATORS PRESENT:** Maria Tejeda, Sophomore Class President.

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Kyle Izyayev, Alexandra Mack, Nermeen Girgis, Rania Noubani.

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

**Meeting #7**

**University Senate Meeting**

**Monday, April 15 2019**

**Gothic Lounge (H-202)**

Meeting called to order by President Shamburg at 2:09 p.m.

**I.          Audience Response System Test**

Successfully completed.

**II**.        **University Senate Meeting Agenda**

Motion (made and seconded): to approve.

Motion: approved.

**III.      University Senate Meeting Minutes of March 18,** **2019**

Motion (made and seconded): to approve.

Motion: approved**.**

**IV.      Announcements**

1. General Education Symposium

Celebrate critical and creative work done by students in general education courses at the 2nd Annual Gen. Ed. Symposium which will be held on Wednesday, April 24, 2019 10:00 a.m. – 5:00 p.m. in the Gothic Lounge (H202). For more information, please email GenEd@njcu.edu.

1. STEM Alliance

NJCU has joined New Jersey's Liberty STEM Alliance Ecosystem.  This ecosystem is dedicated to enriching STEM opportunities in Hudson County. As part of alliance, NJCU celebrated New Jersey STEM month in March by taking part in “Saturday STEM: Expedition for Kids.” Multiple Pre K-2nd grade students participated. NJCU was also represented at the STEM showcase at New Jersey State House. Dr. Vanashri Nargund-Joshi, associate professor of Elementary/Secondary Education & Biology leads this initiative.

1. Ed.D. in Community College Leadership

The Ed.D. in Community College Leadership at NJCU was accepted into the Carnegie Project on the Education Doctorate (CPED) community. Congratulations to John Melendez and Christine Harrington and the entire Ed Leadership Department.

1. Appointment of Associate Provost

Congratulations to Dr. Nurdan Aydin who was appointed to be associate provost. I would like to thank the faculty who served on the search committee.

Zhixiong Chen

Marilyn Ettinger

Erin O’Neil

Mary McGriff

Haouari Hanae

Lilliam Rosado

Denise Serpico (Chair)

Ivan Steinberg

Cynthia Vasquez

1. NJCU Knight Runners

Congratulation to the NJCU Knight Runners, the elite team of 13 NJCU endurance runners who took command of the Rutgers Unite half marathon and 8K. It was wonderful to see faculty, students, administrators, family and retired faculty running together. The team included:

Anthony Accavallo

Jodi Bailey

Damaris Castillo

Matthew Caulfield

Arturo Flores

Alex Kuziola

Joseph Larramendia

Vanashri Nargund

Yumiko Ogawa

Chris Shamburg

Asmara Tekle

Victor Tuazon

Timothy White

Another run is planned for early Fall 2019.

Other announcements appear on the back of the printed agenda for today’s meeting.

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

1. Senate Administration Coordinating Committee (SACC) Report of the March 27th Meeting

A. Development on Administrative Evaluation

The main concern of the Administration was fairness and confidentiality. The Administration would need a system where all 95 administrators were evaluated, though only roughly half are academic. The administration reviewed what other colleges in New Jersey do. They are asking Julie Basile to look into solutions and to speak at the next SACC meeting. In the interim she will liaison with a representative from the SEC. I appointed Joseph Moskowitz.

B. Senate Constitution and SACC

The SEC reviewed the SACC process from the Constitution, noting the Senate’s ability to request the Board of Trustees (BOT) to consider the matter when no agreement can be reached. The Administration suggested reviewing this with the university counsel.

C. The Applied Learning Model

SACC agreed to discuss and focus exclusively on the academic aspects of the initiative and not to touch on the labor issues. The administration states that there have been no substantive academic changes in Co-Op and therefore there is no need for a curriculum proposal. The SEC disagreed and noted several substantive changes.

D. Center for Latin American, Caribbean, and Latinx Studies

SACC approved the creation of the Center for Latin American, Caribbean, and Latinx Studies.

E. Assessing the Need for an Additional Weekly "Common Hour."

In response to the Senate’s resolution the administration said it will solicit feedback from students and faculty.

This concludes the SACC Report.

Discussion of the SACC Report: The suggestion about speaking with university counsel is only a suggestion and not required. The Senate Constitution provides that the SEC can go directly to the BOT. Individuals can ask to speak at BOT meetings. The SEC raised many objections to the administration’s negative response to the Senate’s resolution about the applied learning model. Pursuant to another Senate resolution, the SEC asked for, but has not received, the rubrics that the administration created for evaluating faculty reappointments and promotions. The rubrics were referenced in the College of Arts and Sciences, 2016-2017 annual goals form that was on the University’s website. The administration is apparently implementing a second common hour already.

2. Presidential Task Force

The Office of the President has initiated the creation of two task forces: one on civility and one on shared governance. Please see your email of April 12th for more information.

3. Program Approval Procedures (see attachment #1)

The new program approval process that was approved last year changed the sequence of approvals. The new process primarily impacts deans and three Senate committees. A memo was sent to the deans and the chairs of the Curriculum & Instruction, Graduate Studies, and Planning, Budget and Development committees about adhering to the new process. The University is currently piloting an online system for program approvals, but until it is operational, we need a paper form. Please review the draft form (that was distributed) and provide any feedback to the Senate Office by the end of the year, i.e., May 16, 2019. A revised draft will be on the Senate’s agenda for our September meeting.

4. Elections Committee Manual (see attachment #2)

The Elections Committee drafted a committee manual which is in today’s handouts. This is the first committee manual, which will help orient and guide future committees. Please review it, and provide feedback to the Senate Office by the end of the year, i.e., May 16, 2019. I anticipate that approval of the manual will be an action item at the September Senate meeting.

5. Gothic Times

I would like to recognize the work that *The Gothic Times* has done to raise awareness of issues on the campus, particularly the series it did about the waitlist at the Counseling Center and the work of Kenise Brown, the news editor and Monica Sarmiento, the editor-in-chief.

6. Emeritus & Distinguished Service Awards

The Faculty and Professional Staff Affairs (FPSA) committee’s recommendations for recipients of emeritus status and the Distinguished Service Awards were sent to the provost via the SEC. One person was recommended in each category.

7. Ad Hoc committee on Honorary Degree

The Ad Hoc committee on Honorary Degree met on March 21st with Senate Vice President Vohra and me. We reviewed their charge and the committee is working on revising the honorary degree policy.

8. Institutional Research Board (IRB) and Academic Support and Services (AS&S) Committee

At the Senate’s March meeting, we passed a resolution charging the Academic Support and Services committee with reviewing the policies and practices of NJCU’s IRB. The AS&S has been charged and has begun collecting data.

9. Online Program Managers

Motion (made and seconded): to charge the Committee on Instructional Technology (CIT) to study the proposed use of Online Program Managers (OPMs) by the University. This may include examining larger trends of OPMs as well as specific proposals at NJCU. Furthermore, the committee will research and give periodic reports to the Senate on new technologies in higher education and specifically those applicable to NJCU.

Discussion: Companies that provide OPMs, such as Academic Partnerships, which NJCU is considering, market university programs, collect lower tuition (which is divided between the company and the university), and may also provide the instructors who are paid less than NJCU’s contractual rate. Students receive degrees with the university’s name even though the university, and its faculty, has limited educational oversight. NJCU faculty and staff should pay particular attention to any developments related to working with OPMs. The Senate’s approval should be required for any partnership or collaboration with an OPM.

Motion to amend (made and seconded): to add the Academic Standards (AS), and the Planning Development and Budget (PD&B) Committees to the charge.

Discussion on the amendment: Online courses may be changed to 8 weeks in length instead of semester long courses. Would faculty be expected to teach consecutive 8-week courses? Are outside companies aware of our professional accreditation requirements? Are OPMs aware of our criteria for being a faculty member? This would create two classes: NJCU faculty and the company’s faculty who would not be responsible to your academic departments. NJCU chairs might not be able to select our adjunct faculty. Our search committee process might be circumvented; student evaluation forms may not be used. Having NJCU faculty supervise a company’s teachers (which is sometimes proposed) does not solve any of the issues already mentioned. Collaborating with an OPM is outsourcing our university’s name to a company primarily motivated by profit. How would our faculty’s intellectual property be impacted? This endeavor should be stopped.

Motion to amend: passed.

Motion as amended: passed.

10. Faculty Handbook

The faculty handbook has not been updated for 10 years. I have spoken to Sue Gerber and the provost and they asked that the Senate initiative the process. The current handbook covers a variety of issues; many are labor-related issues upon which the Senate cannot impinge. However, as it is a faculty handbook, that faculty should have the primary input on what topics it would cover.

Motion (made and seconded): to form an ad hoc committee to initiate updates for the faculty handbook. The committee will solicit feedback from faculty on what they want in the faculty handbook. This may include recommendations about topics that should remain, be eliminated, or be added. The committee will recommend a process to draft current updates and recurring updates. The committee should be comprised of 6 full-time faculty members, at least one from each school/college and no two from the same department. It should also include a professional staff member and a librarian. The committee should elect its own chairperson and report to the Senate at or before the November 2019 Senate meeting.

Discussion: The “current” handbook is dated 2009 and is now being updated to prepare for the Middle State’s accreditation review. Parts of the handbook are directly from the union contract and parsing which parts are contractual is not easy. Is this an exercise of just preparing a table of contents or will it potentially involve policy changes?

Motion to amend (made and seconded): change the first line to read: “initiate updates for a table of contents for the faculty handbook.”

Discussion on amendment: Who will insert the content after the table of contents would be approved? This will be a laborious process. A previous attempt to update the handbook was unsuccessful when the administration and the SEC did not agree on a process. The SEC would not accept the administration’s suggestion that a draft of an updated handbook would be presented to the full Senate for an up-or-down vote and not allow for amendments. The administration, on its own, subsequently created an employee handbook. This motion has the advantage of creating a Senate Committee with membership determined through a Senate process. We need a handbook for accreditation. New faculty are not provided with sufficient documentation to understand university processes.

Main motion as amended: passed (yes - 39; no - 5).

11. Senate Elections

Departmental senator elections should take place this month. Departments will receive a memo about expired terms. Newly elected department senators and senators-at-large start their terms at the May Senate meeting.

This week, a bulletin will be circulated with the names of the remaining and outgoing members on the Senate’s standing committees and include a call for nominations. The Senate reorganization meeting will be Monday, May 6th. Senate terms are two-years.

12. Temporary Course Approvals (see attachment #3)

The list of course receiving temporary approvals was distributed with today’s handouts.

Discussion of Senate President’s Report:

Senator-at-large elections will be conducted electronically on April 23 & 24. The course enrollment cap(s) for temporary courses need to be verified. There is an error on the handout.

A few courses listed as having temporary approval are being offered a second time in Fall 2019 without having received permanent approval. Our policy only permits a temporary course to be offered once. Faculty should submit both a temporary and a permanent approval request simultaneously if you wish to offer a course more than once. Sometimes temporary approvals are received too late to offer a course when originally proposed.

**VI.**       **University Senate Committee Reports**

**a)     Curriculum & Instruction Committee (C&I) -** Michael Rotenberg-Schwartz, chair

Michael Rotenberg-Schwartz, chair

Nava Cohen

Pablo Garofalo

Craig Klien

Kevin O’Neill

Grace Wambu

Ryanne Soriano, student representative

I. The committee approved the proposal for a program modification to the Bachelor of Science in Management.

|  |  |
| --- | --- |
| Proposal Initiator | Yi-Yu Chen |
| Originating Department | Management |
| Program Title | **BS in Management** |
| Program Modification | The purpose of the modification is to address findings from our program review and environment scan report to update course curriculum and assessment structure. The total credits remain the same (24), but the new program will no longer have electives. 4 courses in the 8 course curriculum remain the same; 3 of the guided elective courses have been revised and given title and number changes, and will now be required; 1 new course, Principles of Business Negotiation has been created. |
| Program Curriculum | 24 Credits |

II. The committee approved the program proposal for a Minor in Business Analytics and Data Science:

|  |  |
| --- | --- |
| Proposal Initiator | J.D. Jayaraman |
| Originating Department | Department of Finance and Real Estate |
| Program Title | **Minor in Business Analytics and Data Science** |
| Program Objective | The minor in Business Analytics and Data Science is being proposed to take advantage of the current trend where almost every field from education and business to healthcare is becoming data driven. The minor in business analytics and data science will give students in any major the additional data analytics skills that are increasing being demanded by employers in almost every field. Thus, it will allow students to better pursue career opportunities in their respective majors and give them a leg up when compared to other students who do not have data analytics skills.  The minor in Business Analytics and Data Science program will prepare students with the skills needed to gather, store, analyze and interpret large amounts of data in order to make decisions. The program is designed to cater to the burgeoning need for people with analytics and data science skills in various sectors such as business, education, government, healthcare, and retail. The Business Analytics and Data Science minor will be attractive for students with a major in fields such as math, computer science, professional security studies, economics, sciences (physics, etc.) and all business disciplines.  The business analytics and data science minor at NJCU reflects the university’s commitment to empower a diverse, underserved population and be an institution of higher education nimble in its response to dynamic 21st Century opportunities and challenges. The program also underscores the resolve of the NJCU School of Business to be a data-driven institution. The program will be fully geared towards practice. Students learning experiences will be grounded in real world contexts. Students will learn analytical skills and use software tools that are currently popular in the industry, to find solutions to data analysis problems that are commonly encountered in practice. Students will also learn the ethical responsibilities of working with large amounts of data, which in many cases could be private. Graduates of the  program will be thoroughly prepared to take on lucrative employment in their respective industries. |
| Program Curriculum | 18 credits |

III. The committee approved the following course proposals:

1.

|  |  |
| --- | --- |
| Course Initiator | Jason Martinek |
| Originating Department | History |
| Course Title | **Making History: The Theory and Practice of Public History** |
| Catalog Description | Despite claims we live in an era of historical amnesia, attendance at museums and other historical sites has never been higher. This course covers the theory and practice of public history. It features a signature assignment where you create your own public history exhibit. |
| Credits | 3 cr. |
| Component Workload Hours | 3 lecture |
| Course Level | 300 |
| Prerequisites | 30 credits in Tiers I and II of the General Education Program |
| Degree Requirements | No changes to requirements. Course will serve as a Capstone for the General Education program, and can also be used as elective for History major and minor. |
| Enrollment | 1 section every spring; 15 students |

2.

|  |  |
| --- | --- |
| Course Initiator | Scott Fisher |
| Originating Department | Professional Security Studies |
| Course Title | **Big Data Analysis and Visualization in U.S. National Security** |
| Catalog Description | The ability to collect, analyze, and produce visualizations of open-source data is a critical (and employable!) national security skill set. Using available datasets from the FBI, START/DHS, social media, and elsewhere, students will conduct and present policy-relevant national security research using industry-leading data visualization software. |
| Credits | 3 cr. |
| Component Workload Hours | 3 lecture |
| Course Level | 300 |
| Prerequisites | None |
| Degree Requirements | None |
| Enrollment | 1 section a year; 25 students |

3.

|  |  |
| --- | --- |
| Course Initiator | Graig Klein |
| Originating Department | Professional Security Studies |
| Course Title | **Introduction to International Security** |
| Catalog Description | This course introduces theories and problems in international security and applies them to current events. Topics include the causes and ethics of warm, security policy decisions, balancing offense and defense, and threats from non-state actors, such as terrorists. SECU 155 is recommended before taking SECU 221: Contemporary International Security. |
| Credits | 3 cr. |
| Component Workload Hours | 3 lecture |
| Course Level | 100 |
| Prerequisites | None |
| Degree Requirements | None |
| Enrollment | 2 sections a year; 15 students |

Motion (made and seconded): to approve the modification in the B.S. in Management.

Discussion: The major, inclusive of the specialization, requires 75 credits and with general education the total credits in the program is 120. The program does not include any course offered purely with pass/fail grades.

Motion: passed.

Motion (made and seconded): to approve the Minor in Business Analytics and Data Science

Motion: passed.

**b) Elections Committee (EC) –** Mingshan Zhang, chair

Senator-at-large elections will take place online from 9:00 a.m. on April 23 through to

5:00 p.m. on April 24th. Log on to the Gothicnet to vote. All candidates are listed on the ballots. Voting instructions will be e-mailed to everyone this week. Contact the committee with any questions.

Discussion: Senator–at-large elections do not include nominations from the floor since they are online.

**c) Graduate Studies Committee (GSC)** - Lorraine Chewey, Carrie Robinson, co-chairs

Lorraine Chewey, co-chair

Helen Friedland

J.D. Jayaraman

Freda Robbins

Carrie Robinson, co-chair

Chris Shamburg

March 25, 2019 Report

I. Business Negotiation and Conflict Resolution (New Course)

**Action: *After careful consideration, the committee voted NOT to approve the proposal as submitted.*** The proposal was returned to the proposer/department chair with a request for substantive changes. The course proposal revisions respectfully requested by the GSC are identified below:

|  |  |  |
| --- | --- | --- |
| Proposed Course Level & Title | ACCT 6XX Business Negotiation and Conflict Resolution | |
| Requester | Professor Marguerite Griffin | |
| Department | Accounting / School of Business | |
| Credits | 3 credits | |
| Prerequisites | Accounting students: ACCT 691/ Management students: BUSI 599 or MGMT 695 | |
| Component Workload Hours | Not indicated | |
| Degree Requirements | This course is indicated as both a degree requirement and elective | |
| 8. Rationale: Employers require job candidates to be work ready. In today’s work environment, companies are focused on candidates with both technical and soft skills. The combination of this skills can help a new employee achieve their work goals. This course will assist in developing people skills for our future business leaders in the field of accounting, economics, finance, management and marketing. Whether our students enter the public, private, not-for-profit or government sectors, they will need to be able to achieve their goals by working with others in a variety of situations. Conflict resolution and negotiation creates value for the organization and enables budgets to be created to be signed, products/services to be developed, investigations to be conducted and teams to maximize their work contributions, [SIC]  This course focuses on the power of persuasion and effective negotiations in business situations. Students will learn the psychology of negotiation tactics and moves. Multiple negotiation frameworks will be addressed and students will learn that the outcomes of a negotiation is not always win-win or win-lose. This course will include active demonstrations of how changes in the negotiations context impacts the process and outcomes of negotiations. This course will explore communication strategies across groups and cultures, addressing challenges ranging from gender, culture and diverse backgrounds. Discussions will also demonstrate to business students how financial issues such as budgets, operational issues, fraud investigations and emerging global challenges can be positively impacted by effective negotiations. | |  |
| Committee Feedback:  The committee agreed that the rational provided did not indicate how course content aligned with learning standards or disciplinary competencies to sufficiently demonstrate the significance of the course in the specialization, Organizational Management and Leadership. In addition, the committee noted that while the proposal included great detail related to the “signature Assignment – Grade Negotiation Simulation and Position Statement,” this assignment was not identified in the evaluation section (#16). | |  |

**d) Planning Development & Budget (PD&B)** - Marilyn Ettinger & Joyce Wright, co - chairs

Marilyn Ettinger , co-chair

Joyce Wright, co-chair

Pat Boyle

Max Herman

John Melendez

Ira Thor

Laura Wadenpfuhl

Gabrielle Salcedo, student representative

James White, ex officio

April 4, 2019

The PD&B Committee met on April 4, 2019, with a quorum of voting members present, the committee reviewed and made recommendations for the following proposals:

Chris Shamburg joined the meeting to present the Charge of this Committee.

***Bachelor of Arts in Sustainability Studies*** (54 credit major)

The committee met with Dr. Jung to further discuss the Bachelor of Arts in Sustainability Studies. The BA in Sustainability Studies is a timely and desirable major for our students and Dr. Jung presented the many corporations that are environmentally conscious to support employment. Suggestions for the BA in Sustainability Studies were to include how this major will enhance growth in the Earth and Environmental Sciences Department. John Melendez offered to assist Dr. Jung explore opportunities to predict the numbers of potential students for this major. The committee continues to recommend the consideration of articulation agreements with our community college partners.

***Minor in Sexuality and Queer Studies*** (18 credits)

This proposal is well written and contains a survey of current students indicate an audience/demand for the minor. The committee voted in favor of moving this proposal forward.

***B.S. in Cybersecurity*** (120 credit degree)

The employer driven rationale for this major in Cybersecurity is timely and needed. The committee requests explanation for how the projected student enrollment numbers (50) were obtained and believes that the projection of 50 students in the first year is ambitious. The estimated student enrollment table and the equipment budget lines seem to be miscalculated and affects the projected total expenses and revenue. The budget of 1.2 million dollars over 4 years is high (50 computers and programs), and the committee questioned whether the university’s current resources could be utilized whether there is a potential of grant opportunities for the major purchases? The committee requests consideration and correction of the above items by 4/18/2019 prior to its next meeting on 4/25/2019.

**e) Student Affairs Committee** – Jeanne Ruggiero – co-chair (see attachment # 4~~)~~

Jeanne Ruggiero, Co-Chair

Denise Serpico, Co-Chair

Allan DeFina

John Donnellan

Rubina Vohra

Caroline Wilkinson

Nermeen Girgis, Student Rep.

Lyn Hamlin, ex-officio

April 15, 2019

1. Update from Dean of Students Lyn Hamlin

Two part-time counselors were hired. A survey is being sent out to help assess the needs of the students and Dean Hamlin is in the last stages of completing a search for a social worker in the office.

2. Senate Student Affairs Committee Meeting 3/28/19

The committee met to finalize input regarding the Grievance Form and corresponding policy for grievances. This form has been under development by the committee throughout the 2018-2019 academic year. The current policy steps were, by this committee, placed into a form to assist undergraduate and graduate students to follow the steps of the policy. In addition, we have been working with the IT department to develop an online form through People Soft to allow students to submit their application and supporting materials for consideration. Faculty, department chairs, deans, and the Student Affairs Committee will be able to view the materials, make recommendations, and sign at the appropriate points. This will provide a streamlined and secure method to follow the policy.

**Development of a Form and Proposed Minor Policy Changes**

Current Policy as per NJCU Undergraduate and GraduateCatalogs

Academic Grievance/Appeal Procedure (undergraduate and graduate policy is identical) https://catalog.njcu.edu/graduate/academic-requirements-policies-procedures/academic-grievanceappeal-procedure/

The following procedure is available to resolve academic grievances regarding grading, course requirements, attendance, academic integrity, and other academically related complaints.

The student must submit the academic grievance within (10) university calendar days, of the next semester of the academic calendar (fall or spring) in which the grievance takes place.  The student must accompany the appeal with a clear, succinct statement and compelling evidence that there are legitimate grounds for the appeal. All supportive documentation/evidence must accompany the grievance/appeal. The following steps (1-4) of the Grievance/Appeal Procedure must be followed in sequence.

**Step 1**.  **Faculty Member**: The student must submit in writing, (NJCU email or certified mail) a request for a meeting with the faculty member involved to resolve the situation in question, this meeting must take place within (10) university calendar days of the subsequent semester of the involved grievance (fall or spring). At the conclusion of the meeting the faculty member will inform the student of a decision in writing.

**Step 2**.  **Department Chairperson:**  The Student must submit in writing (NJCU email or certified mail) a written appeal to the appropriate department chairperson within ten (10) university calendar days of notification of a decision pursuant to the previous step (Faculty Member) or upon failure of the faculty member to respond within the prescribed ten (10) university calendar days.

**Step 3**.  **Academic Dean**: The student must submit in writing (NJCU email or certified mail) a written appeal to the appropriate academic dean within ten (10) university calendar days of notification of a decision pursuant to the previous step (Chairperson). The appropriate dean shall provide the student with a written decision within ten (10) university calendar days of receipt of the appeal from Step 2.

**Step 4.** **University Senate Students Affairs Committee**: The student must submit in writing, (NJCU email or certified mail) a written appeal to the University Senate Student Affairs Committee within ten (10) university calendar days of notification of a decision pursuant to the previous step 3, (Academic Dean).

Grievances that are not resolved at the dean’s level may be referred to the Student Affairs Committee of the University Senate for review and decision, which will be forwarded to the Vice President for Academic Affairs for final decision.

The Student Affairs Committee of the University Senate shall deal with student grievances involving grading, course requirements, attendance, academic integrity, and other academically related complaints after Steps 1-4 above have been exhausted.  The committee shall include at least one faculty or professional staff member from each of the colleges and one student.  The Vice President of Student Affairs or Associate Vice President of Student Affairs will serve as a non-voting, ex-officio member of this Committee. The Committee may choose to invite parties involved to meet with the committee to present their positions or to proceed on the written record generated from the appeal process detailed above.

Within (20) twenty university calendar days of receipt of a written appeal from a student, the committee shall (a) determine that the appeal has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of appeal resolution, between the parties involved, and the applicable department chairperson and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within thirty (30) university calendar days of receiving the Student Affairs Committee’s recommendation.

**Final Appeal**:

Only cases that result in expulsion may be appealed to the President. In these cases, the decision of the President is final and there is no further recourse at the University. The charged student will have ten (10) university calendar-days from the date of the decision by the Vice President for Academic Affairs to file an appeal with the Presi­dent of the University. All appeals must be in writing. In cases resulting in expulsion, the President of the University shall render a final decision within twenty (20) calendar-days of receiving the appeal.

***Expedited Timeline:***An expedited timeline (20 university calendar days) will be in effect if the Academic Grievance/Appeal Process affects the student’s graduation status.  This timeline is defined as the entire procedure as completed within 20 university calendar days following the posting of the Spring Grades. Each step (1-4) of the Academic Grievance procedure will be followed except each step will be allotted (5) university calendar days.

Proposed Changes by Student Affairs Committee

We propose the use of a form to provide a step-by-step execution of the current policy. This form, accompanied by supporting materials and containing signatures and responses needs to be used for the process of initiating and responding to the various steps of the grievance process. It will streamline and guide the current grievance/appeal process with minor changes.

* + We propose changing “university calendar days” to “working days” and defined working days as: “For the purpose of this process, the definition of ‘working days’ is days in which the university is open for classes and does not include weekends and holidays during which the university is closed.”
  + We propose that the Chair(s) of the Senate Student Affairs Committee will inform the student of the committee’s decision within 20 working days of the receipt of the grievance. Currently, as per policy, this committee reports its decision to the Vice President of Academic Affairs but does not inform the student.
  + We propose adding **Step 5** to define the role of the Vice President for Academic Affairs. In this step, the student may appeal the decision of the Senate Student Affairs Committee to the Vice President of Academic Affairs. This is in the current policy but needs its own step. See attached form.

Discussion: What is meant by a “clear, succinct statement?” “Compelling evidence” almost establishes a legal standard. The words “clear”, “succinct” and “compelling “ should be omitted. Do “working days“ include summer sessions? The phrase “may not be considered” could have an unintended consequence. Should the dean’s designee be able to make decisions? Shouldn’t the committee’s decision be final in all cases except those that could result in a student’s dismissal? Why should the provost be able to overrule the committee? There should be records of all student grievances and grievances could start at a dean’s office. Grievances should begin with a faculty member not an administrator. The SGA should be asked for input.

Motion (made and seconded): to distribute copies of the committee’s report electronically and to request additional suggestions and issues be sent to the Senate office for transmittal to the Student Affairs Committee for its response.

Motion: passed.

**f) Faculty & Professional Staff Affairs Committee** -  Jason Martinek, chair

Jason Martinek, chair and secretary

Chris Carnahan

Joe Moskowitz

Denise Nash

Jeanette Ramos-Alexander, vice chair

Failen Rosa De Los Santos, student representative

April 1, 2019

This report covers the FPSA Committee meeting of 18 March 2019.

1. Non-Action Item: The committee reviewed recommendations for emeritus and distinguished service. The chair submitted the committee’s recommendations to the SEC on 23 March 2019.

2. Non-Action Item: The committee completed its review of sabbatical applications and prepared individualized rationales for the Provost’s Office as to why an application should be funded or not funded. All materials were submitted to the Provost’s Office on 21 March 2019. The committee chair sent letters to the applicants informing them of the committee’s decision (with an invitation to receive individualized feedback after final decisions have been made).

3. Non-Action Item: The next FPSA meeting is 22 April 2019.

**VII.   New Business:**

**A. SEC Resolutions**

**1. Resolution on Ad Hoc Committee on National Survey Data**

Motion (made and seconded):

Whereas the results of the COACHE Survey were disseminated to the University Community in Fall of 2016 and the results of the “Great Colleges to Work For” Survey were disseminated to the University Community in Spring 2018, and

Whereas this is in the spirit of shared governance and in accordance with section 1b of the Constitution, that says the Senate shall “Shall study and discuss problems referred to it and, where appropriate, make recommendations to the administration”, and

Whereas this data represents a rich and currently untapped resource for University improvement,

Be It Resolved that the Senate form an ad hoc committee on national survey data.   This committee is charged with analyzing the existing data from those two surveys, conducting further research if necessary (e.g. interviews, focus groups, more detailed surveys), and developing recommendations for the University.

The Committee will request that the administration provide the complete data set from both survey results and other appropriate information as needed.

This committee will be comprised of a cross section of university stakeholders.  This will include:

 ·         A diverse group of six full-time faculty from the different colleges (at least one member from each college, no more than one member from the same department)

·         Two full-time professional staff members

·         The Senate President

·         Two students selected by the SGA

·         An invitation to University President to select one administrator

·         An invitation to the Board of Trustees for representation of one of its members

·         An invitation to the Union President for a non-voting, non-participating observer

The full-time faculty and full-time professional staff representation shall be open to all constituents and selected by the Senate Executive Committee.

The written report and recommendations will be delivered by the Ad Hoc committee to the Senate for its consideration at the November 2019 Senate meeting.

Discussion: Complete data means no redactions. Shared governance has not been the administration’s priority over the last few years and now we are trying to catch-up. We already know from the surveys what people think. Will this committee show something different? The committee would make recommendations based on the data. The committee’s recommendations would be presented to the Senate and then to the administration at SACC. Following the town hall meetings at which the results were shared, we were told by the administration they would follow up, but nothing happened. We want the full data report, and we are now taking action. The administration was courageous in presenting the data at those town halls. Now we want to jump start some action since low morale and shared governance were not addressed by the administration since those town hall meetings. President Henderson recently announced the creation of a task force on civility and another on shared governance. Their creation might be a response to concern about a draft of a portion of the Middle States self-study. The resolution we are considering creates a Senate committee unlike the President’s committee which individuals must apply to join. We have no information about the size and membership of that committee. The data which was presented at the town hall meetings were incomplete. Can institutional effectiveness tells us whether the full data set is available? If the ad hoc committee feels the full set of information is not made available, the committee should not undertake this project.

Motion to amend (made and seconded): to add the sentence “ Should the Senate not be convinced that it has received the full set of information, then the ad hoc committee should not proceed.”

Discussion on amendment: If the committee does not proceed, there will only be one response to the survey data. If the administration wished to thwart the work of the committee based on this amendment, it could not present all the data. This amendment is needlessly combative. Statements written on the open response parts of the surveys have not been distributed. The Senate should vote for the amendment because it calls for full transparency and it would empower the Senate. The main motion already requests the full data set.

Questioned called on amendment: passed without objection.

Motion on amendment: not passed (yes - 9; no - 24).

Questioned called on main motion: passed without objection.

Main motion: passed (yes – 26; no- 6).

**2. Resolution on Temporary Course Approval**

Motion (made and seconded):

The Senate calls upon the administration to have the Registrar use a technological ‘trigger’ to prevent temporary courses from being offered more than one semester.  Furthermore, the Senate recommends that if a course proposer plans to have a course which is seeking temporary approval run more than one semester, he or she should submit simultaneously a proposal of full course approval.

Discussion: This is unnecessary since the registrar will not run a temporary course a second time unless the provost grants special permission. The registrar has not stopped some temporary courses from running twice. The 30-day rule eliminates course proposals not being acted on quickly. The motion should be defeated because departments need more flexibility. The 30-day rule doesn’t apply to proposals waiting for action by an individual college’s C&I committee. When the Senate C&I committee returns a course to a proposer, the 30-day clock is reset and starts again. The registrar is already enforcing the temporary course rule for general education courses.

Motion: passed (yes – 18, no – 11).

President Shamburg extended the meeting until 4:15 p.m.

**3 Resolution about Dean not Accepting Invitation to Speak at the Senate**

Motion (made and seconded):

The SEC finds the Dean of the School of Business’s (SOB) refusal to accept the informal invitation of the Senate President to speak to the Senate about the virtual classroom as inconsistent and offensive with our notions of shared governance and transparency. The Senate Executive Committee is formally inviting him to Monday’s Senate meeting (April 15, 2019) to discuss all aspects of the virtual classroom to the entire Senate.

Discussion: After being informally invited, the dean was invited again more formally and he again declined.

Motion to amend (made and seconded): Replace the last sentence with: “The Senate expresses its disappointment that he did not accept the invitation to the April meeting.

Discussion on amendment: The dean said he would speak at the Senate once the virtual classroom is implemented. Speaking after implementation does not provide the Senate with an opportunity to provide input. If the project affects academics and money is being spent shouldn’t the Senate hear about the proposal? If administrators will not speak at the Senate, they are indicating they do not care about our input. The Senate should make noise about this. This resolution would be another piece of evidence for the Middle State’s self-study report. This situation should be announced throughout the entire university. The ad hoc committee on national survey data should look at this resolution and other Senate resolutions about shared governance. The dean’s negative response undermines the President’s announcement creating the task forces about civility and shared governance.

Motion on amendment: passed.

Main motion as amended: passed.

**VIII. Adjournment**

Motion to adjourn (made and seconded):

Motion: passed.

Adjourned at 4:15 p.m.

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachment #1: Program Approval Procedures (draft)

Attachment #2: Elections Committee Manual (draft)

Attachment #3: Temporary Course Approvals

Attachment #4: Proposed Grievance Form