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**University Senate**

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

**MINUTES OF MEETING**

**December 5, 2016**

**ATTENDANCE:**

**Presiding:** Dr. Joseph Riotto, University Senate President

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Biology, Ethan Prosen; Chemistry, Bumjung Kim; Computer Science, Mort Aabdollah; Counseling Education, Dennis Lin; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Amy Rady; Earth & Environmental Science, Deborah Freile; Health Sciences, Gail Gordon; History, Jason Martinek; Latin American Studies, David Blackmore; Library, Min Chou; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** Accounting, Jeanette Ramos-Alexander; African/Afro American Studies; Alumni, Jane McClellan; Art, Brian Gustafson; ESL; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Susan Williams; Mathematics, Freda Robbins; Media Arts; Physics, Chris Herbert; Psychology, Frank Nascimento.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Natalia Coleman, Marilyn Ettinger, Audrey Fisch, Lee-Ann Halbert, Robert Prowse, Joseph

Riotto, Cordelia Twomey, Rubina Vohra.

**SENATORS-AT-LARGE ABSENT:** Michelle Rosen.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Katherine (Katie) Aquino, Queen Gibson, Denise Serpico,

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT**: Cynthia Vazquez.

**STUDENT SENATORS PRESENT:** Grisselle Hernandez.

**STUDENT SENATORS ABSENT:** Patricia Chambers, Sierra Williams.

**STUDENT SENATORS-AT-LARGE PRESENT:** Collin Officer, Corinne Reilly-Ferretto.

**STUDENT SENATORS-AT-LARGE ABSENT:** Jennifer Hernandez, Leman Kaifa.

**University Senate Meeting Minutes**

**University Senate Meeting #4 for AY 2016-2017**

**Monday, 5 December 2016, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:09 PM

**I. Moment of Silence**

Senate President Riotto requested a moment of silence to honor Ms. Deborah Doctor, long time secretary of the Cooperative Education Department.

Senate President Riotto requested a moment of silence to honor Sarah Butler, a freshman at NJCU, studying Media Arts.

**II. Clicker System Test:** Passed

# III. Approval of Agenda

Motion made and seconded to approve agenda.

Motion made and seconded to amend the order of the agenda to add Election of Department Chairs under New Business.

Amendment approved (33/4)

Motion made and seconded to amend the order of the agenda to move the Motion to Establish NJCU as a Sanctuary Campus to immediately after the Senate President’s report.

Amendment approved (39/0)

Amended Agenda approved

# IV. Approval of Minutes

Motion made and seconded to approve the minutes of the 14 November Senate Meeting.

Motion to amend the minutes to clarify that the original motion had been passed.

Motion passed

Amended Minutes approved

**V.** **Announcements**

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

1. Reminder: President Henderson has announced the opportunity for thirty (30) Professional Staff promotions effective July 1, 2017. The deadline for the submission of applications is January 31, 2017. For additional information, please see the email sent 1 December 2016.
2. A number of concerts have been established; the next one that is coming up is, in fact, tonight:

The NJCU Jazz Ensemble, the premier performing ensemble in the Jazz Studies Department, performs an evening of original compositions and riffs on standards, featuring guest artist Alex Norris (trumpet).

Location: Margaret Williams Theatre

Tonight: December 5, 7:30 p.m.

Tickets: $15/ general admission $5 students and seniors

Other concert events are listed on the back of the agenda.

1. Poets at NJCU: A Reading will be held on 7 December, 1:00 – 3:00 p.m. at the NJCU Bookstore. Hosted by Tan Lin and Megan Flaherty.

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

1. The Senate Executive Committee met with Dr. Dan Julius and Dr. Nurdan Aydin on Tuesday, 29 November. One of the topics covered was sabbaticals. The application for sabbaticals is being updated; therefore, the announcements on sabbaticals will be forthcoming. It is anticipated the deadline for submission will be 31 January 2017.
2. An announcement should be made shortly be made concerning the status of Mini-grants and career development funds.
3. A slight correction is needed on the announcement of the chair of the election committee from the last Senate meeting; that is, we have co-chairs and they are Dr. Chris Carnahan and Dr. Mingshan Zhang. Congratulations!!
4. On behalf of myself and the Senate Executive Committee, we wish everyone a Happy Holiday and Healthy and Happy New Year!!
5. Chairs of the UPC were identified as Dr. Carrie Robinson and Dr. Joe Moskowitz.

**VII. Motion to establish NJCU as a Sanctuary Campus** – Dr. Jacqueline Ellis

Motion made and seconded for the following resolution to establish NJCU as a sanctuary campus:

**Section I**

**WHEREAS,** New Jersey City University’s mission is, in part, to cultivate students’

“understanding of community diversity.”

**WHEREAS**, one of New Jersey City University’s university-wide learning outcomes is to develop “responsible citizenship in a culturally complex world.”

**WHEREAS**, New Jersey City University is located in a community where nearly 10% (an estimated 22,300) residents are undocumented immigrants.

**WHEREAS**, students, faculty, staff at NJCU and our peers across the state, region, and

country are concerned about the recent increase in hate crimes and inflammatory language around the United States.

**WHEREAS** there have been repeated examples of threats against women, LGBTQIA identified individuals, specific ethnic and religious groups, and immigrants during and after a divisive presidential election.

**WHEREAS** proposed immigration policies of the incoming presidential administration

could undermine the safety and security of members of our educational community and

their families, particularly those students, faculty, and staff without the privileges of US

citizenship.

**WHEREAS** Two internal 2011 memos indicate that U.S. Immigration and Customs

Enforcement officers are subject to certain restrictions upon entering college campuses,

and should avoid prosecuting high school and college students.

[https://www.ice.gov/doclib/ero-outreach/pdf/10029.2-policy.pdf](https://webmail.exchange.njcu.edu/owa/redir.aspx?C=WytgB8Srh4K33gzuM0hZBZjqGXswd7WeLuMB-xW3Z1xly9mdyjTUCA..&URL=https%3a%2f%2fwww.ice.gov%2fdoclib%2fero-outreach%2fpdf%2f10029.2-policy.pdf)

[https://www.ice.gov/doclib/secure-communities/pdf/prosecutorial-discretion-memo.pdf](https://webmail.exchange.njcu.edu/owa/redir.aspx?C=TVvQf4_olk_gyzbRq1xVnGj13ovFHrtV8PzBO3-YhNVly9mdyjTUCA..&URL=https%3a%2f%2fwww.ice.gov%2fdoclib%2fsecure-communities%2fpdf%2fprosecutorial-discretion-memo.pdf)

Enforcement actions covered by the policy include arrests, interviews, searches, and

surveillance for the purposes of immigration enforcement.

**SECTION II**

**THEREFORE,** the NJCU senate requests that the university administration take the

following actions, to the extent legally possible:

1. Develop a protocol to make NJCU a *Sanctuary Campus*, in order to protect the safety

    and security of our students, faculty, staff, and the broader community.

2. Ensure that the identities of undocumented members of our community continue to

    be protected.

3. Refuse all voluntary information sharing with ICE (U.S. Department of Homeland

   Security Immigration and Customs Enforcement) and CBP (U.S. Customs and Border

   Protection) across all aspects of the University to the fullest extent possible under

  the law.

4. Instruct public safety to refrain from collaborating with ICE for the purposes of

    immigration enforcement.

5. Refuse ICE physical access to all land owned or controlled by the University

6. Commit to providing adequate mental health services for our students, including

    mental health professionals who have competency in working with politically

    marginalized communities.

7. Cultivate an environment of institutional support by creating a center for

    immigration and undocu-DACA students that will provide confidential legal,

    financial, and counseling assistance, training for faculty, staff, and administration.

8. Implement a forum for ongoing feedback from students, faculty and staff about

    campus climate and additional future actions to protect the safety and dignity of the

    NJCU community.

9. Take these measures during the current semester so that DACA students can be

    assured of institutional support.

Discussion: All speakers were in favor of the motion. Many of our students are the recipients of the benefits and privileges of the DACA law. That law may be overturned which may be part of the reason that the national movement to establish sanctuaries across the country began. This is also a complex safety issue; undocumented students may be afraid to report crimes or to come forward as witnesses to crimes.

Previous and current students shared their stories and comments in support of the resolution. Having sanctuary communities/campuses is integral to our communities and to our humanity. Everyone deserves to feel safe and to connect with others. We are asking to feel safe and to have the sense of belonging.

The President of the Union informed the Senate that the Union will support anything/everything that the administration does in terms of trying to move some resources to help in terms of creating legal assistance and all the other types of assistance including establishing the Union office as a safe space until the administration comes up with an additional space to allow for students who are undocumented to feel safe, secure, and to be supported fully.

The Multicultural Department made the following prepared statement: The Multicultural Department’s reason for existence is to foster high quality education of immigrant children and English language learners by training their teachers. We unequivocally support the initiative of Dr. Ochoa-Winemiller and others to make NJCU a sanctuary and we thank her for bringing this to the Senate.

Motion Passed (39/4)

**VIII. University Senate Standing Committee Reports**

1. **Faculty and Professional Staff Affairs Committee** – Dr. Natalia Coleman, Chairperson

The report was an update on the committee’s recent activity.

1. The committee has reviewed the following items:
   1. The **Requirements for Emeritus Status Nominations** (See attachment #1 for details). The documents have been sent to the SEC. The application deadline is 30 January 2017
   2. The **Social Media Policy** and **Social Media Guidelines**. The committee’s comments have been sent to the SEC.
2. The committee met with the SEC and discussed: mini-grants, SBR, honorary degree, and how the committee activities are related to the NJCU Senate constitution.
3. The committee is compiling files containing all documents used and committee meeting minutes to pass along to the next iteration of the committee.

Question: Is this the committee that looked at the ad Hoc committee report about the Q+A regarding DPC? If so, what is the status of that report?

Answer: Yes. The committee reported out on their review in March 2016. The Report has been forwarded to the President’s Office.

Question: Could both Emeritus status and the Distinguished Service Award be applied for at the same time with a single application?

Answer: These are separate processes so two applications.

Discussion largely revolved around the Policy for Granting Emeritus Status and the Distinguished Service Award.

It was asked if the status of Emeritus was merely honorific or if there were rights and responsibilities associated. In the past, the status was associated with email and library privileges. The Provost would like to make it a more significant honor.

It was noted that there do not appear to be specific criteria for the awarding of Emeritus status. Other issues about Emeritus status discussed included the following:

* Limiting it to those with a rank of Full Professors only or perhaps to Associate and Full Professors It was noted that some individuals do not apply for promotion and Emeritus status is a way for their colleagues to honor them.
* Limiting it to tenured faculty who have been in residence for a certain period of time.
* If the criteria were to remain open, would the catalog use different designations or simply list everyone as Professor Emeritus?

The intention of the document was to create a single clear policy for the process of granting Emeritus status and the Distinguished service award. The work was not intended to make substantive changes to the process or criteria.

It was noted that the document should list the privileges and responsibilities of Emeritus status.

Motion and seconded to accept the committee’s report that includes the Policy for Granting Emeritus Status and the Distinguished Service Award.

Motion passed 30/9

Motion and seconded to ask the committee to look at the Policy for Granting Emeritus Status and the Distinguished Service Award and consider the recommendation of criteria, benefits and rights that would come with Emeritus status.

Motion passed 40/4

1. **GECAP – General Education Committee for Assessment and Policy** –

Dr. Barbara Hildner, Chairperson – GECAP

Dr, Joshua Fausty, Director – General Education

The presentation was a revised report/action plan based on Senate feedback from the 17 October 2016 meeting. The plan proposes an adjustment in the formation of annual assessment teams for the evaluation of selected learning goals for the General Education Program. See attachment #2 for details.

Currently, teams are put together annually from volunteers. The plan would formalize the process by splitting the assessment team into four divisions (one for each mode) composed primarily of faculty from the departments that offer courses in that mode. Department representation would depend on the number of courses offered in the mode (taking into account factors such as department size).

Some expected benefits include increased area expertise in the assessment teams, increased inter-rater reliability, increased faculty understanding and confidence in the assessments, the ability to better target faculty development, and the current mechanisms for ensuring anonymity will be preserved. Additionally, having members drawn from the departments would encourage the discussions that would keep assessment and General Education evolving.

Discussion: Concerns were raised that the plan may unintentionally exclude individuals or discourage participation (for example, by those faculty in Colleges/Schools that don’t offer Gen Ed courses). It was never intended to diminish the idea that departments outside those that offer Gen Ed courses have a legitimate perspective in assessment. Additional volunteers would be welcome on each team and no volunteers would be turned away. The intended goal is try to increase participation by acknowledging the current members and involving the departments. The Gen Ed director would be happy to push for participation from all four Colleges/Schools. Also, as time goes on more courses will hopefully be coming through from the other Colleges/Schools.

The distribution of the modes and outcomes among the courses was discussed. There is distribution across the modes. Regarding the outcomes, Critical Thinking is the majority choice but there is a distribution across the outcomes with Critical Thinking, Written Communication, and Oral Communication being the most common and the other three outcomes having lower numbers.

It was noted that the assessment rubrics themselves needed to be reviewed and revised. This has been happening and will continue to happen. It was noted that one major problem for inter-rater reliability was the assignment prompts. The prompt issues came in two main categories. First, the prompts were often missing so the assessment team did not know what the students were required to do. Second, the prompts often did not require the students to do what the rubrics were assessing.

Motion to Call the Question

Motion passed; Question called

Motion to accept the GECAP report

Passed (31/8)

1. **Graduate Studies Committee –** Dr. Chris Shamburg, Chairperson

The committee reviewed and endorsed for approval two courses. Both courses had enrollment caps of 20 students. See attachment #3 for details.

Courses Passed

1. **Planning Development and Budget Committee** – Prof. Marilyn Ettinger andDr. John Laski, Co-Chjairs

A brief report to present the results of the November 22nd meeting of the committee. Please see attachment #4 for details.

* 1. The committee reviewed and endorsed the program proposal for the **(MS) Reading Specialist Program**.
  2. The committee is still reviewing the **BFA in Dance** application.
  3. The committee received a briefing from Dr. Aaron Aska, VP for Administration and Finance, about the 2016 and 2015 Financial Reports of NJCU.

**IX. Election of Department Chairs** – Dr. Rubina Vohra

The following motion was made and seconded:

Since the Senate Constitution recognizes shared governance as a principle followed at NJCU and since the Senate Constitution also mentions the Senate’s right to discuss and review all policies which affect academic objectives, I call upon the Senate to pass the following resolution:

**Resolution:**

The Senate calls upon the University’s administration to accept the recommendation of a department’s faculty, as expressed through a departmental election, when there is a vacancy in the chair’s position even when the vacancy arises in the midst of an academic year.

Currently, the rule (in the contract) states that when the term of the chair expires, the election will be held by April 30th and the new term begins in the Fall. There is nothing written about if a vacancy arises in the middle of a term. It has been past practice that when a vacancy arises in the chair position in the middle of the academic year, the department elects the chair and that person finishes the unfinished term. In the past departments have elected chairs and the University accepted that unfinished term. On 16 November, the Economics department elected a chair (Dr. Vohra) to resume responsibilities for the Spring semester. The administration is denying the departments will for a chair for the Spring semester based on a technicality.

The motion was ruled Out of Order by the Parliamentarian because discussion of chairmanship is under the purview of the Union based on the Faculty Handbook and the collective Bargaining Agreement.

The ruling was challenged based on:

* Wording in the Preamble and Section I: Articles A and G of the Senate Constitution;
* Belief that the selection/acceptance of a department chair is an academic and shared governance matter
* The Senate’s right to express its view and recommendations

There was disagreement on whether this is an academic or Union issue, or even if the two were mutually exclusive in this case. It was agreed that the Senate is free to discuss and offer its opinion about any academic related matter. However, the motion does not express the Senate’s opinion; it tells the administration to do something. The wording is incorrect to be in congruence with the constitution.

The wording of the resolution was amended from “The Senate calls upon the University’s administration to” to “It is the opinion of the Senate that the University’s administration” (see below for clarity). Parliamentarian agreed that the new wording would be In Order.

**Revised Resolution:**

It is the opinion of the Senate that the University’s administration accepts the recommendation of a department’s faculty, as expressed through a departmental election, when there is a vacancy in the chair’s position even when the vacancy arises in the midst of an academic year.

Concern was expressed about how the motion and the presenter were handled.

Motion to Table until next Senate meeting, placed under Old Business, so that we can find out what transpired and with the revised wording above vote up or down as appropriate at that time.

Motion passed; discussion Tabled

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 3:58 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 FPSA- Draft Policy for Granting Emeritus Status

#2 General Education Assessment-Action Plan

#3 GSC report 12-5-2016

#4 PD&B – Senate Report December 2016