

**University Senate**

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

**MINUTES OF MEETING**

**September 24, 2018**

**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; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; Educational Leadership, John Melendez; Educational Technology, Laura Zieger; Elementary/Secondary, Vanashri Nargund; Dept. of Earth & Environmental Science, Hun Bok Jung; English, Corey Frost; ESL, Anne Mabry; Finance, Zhimin Wang; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Manuela Caciula; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Management, Wanda Rutledge; Marketing, Rick Lee; Mathematics, Freda Robbins; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Professional Security Studies, Laszlo Molnar; Psychology, Frank Nascimento; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Jermaine McCalpin; Alumni, Jane McClellan; Fitness, Exercise and Sports; Literacy Education, Mary McGriff; Physics, Chris Herbert; Sociology/Anthropology, Max Herman;

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

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

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:** Mince John.

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Keion Jackson.

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

**Meeting #1**

**University Senate Meeting**

**Monday, 24 September 2018**

**2:00 PM – Gothic Lounge (H202)**

**Minutes**

Meeting called to order by President Shamburg at 2:10 p.m.

**I.       Audience Response Voting System Test**

 Successfully completed.

**II. University Senate Meeting Agenda**

Motion (made and seconded): to approve: passed.

**III.     University Senate Meeting Minutes of the May 21,** **2018**

 Motion (made and seconded): to approve: passed.

**IV. Appointment of Parliamentarian**

Motion (made and seconded): to approve the appointment of Dr. Fran Moran as Senate Parliamentarian for the 2018-2019 academic year: passed.

**V.     Announcements**

1. Town Hall Meetings

Tomorrow, September 25th, President Henderson is holding town hall meetings about the “Great Colleges to Work for” survey results: Session 1 is 10:00 a.m. – 11:30 a.m. and session 2 is : 2:00 p.m. – 3:30 p.m. in the Gothic Lounge (H202).

1. Vice President/ Chief Financial Officer Finalists

From this Wednesday (9/26) to next Friday (10/5) you can meet the finalists for the position of Vice President/ Chief Financial Officer. Check your email of Friday, September 21st for details.

1. Dr. Samuel H. Steinberg Presentation

Tuesday, September 25th at 4:00 p.m. Samuel H. Steinberg, Ph.D., Assistant Professor of Biochemistry and Molecular Biophysics at Columbia University, will present “Programmable Genome Engineering Using CRISPR Technology”. This will be in the GSUB - Multipurpose Room C.

1. Dr. Vanness Valdes Presentation

Wednesday, September 26, 2018, Dr. Vanness Valdes, Associate Professor of Spanish and Portuguese at The City College of New York – CUNY, will speak on "Archives of the African Diaspora: The Life and Legacy of Arturo Alfonso Schomburg" in the Gothic Lounge (H202) at 4:00 p.m.

1. 2nd Annual Latin American Colloquium

There is “Call for Papers” for the 2nd Annual Latin American Colloquium. The call for abstracts is currently open. A formal invitation will be forthcoming. The colloquium is scheduled for April 4th, 2019.

1. Dr. John Creswell Presentation

Tuesday October 16th Dr. John Creswell, the co-director at the Office of Qualitative and Mixed Methods Research at the University of Nebraska and author of 12 books on research methods, will give a talk from 1:00 p.m.-2:00 p.m. in GSUB, Multipurpose Room C.

1. Stroke Awareness and Prevention Event

Thursday October 25,from 10:00 a.m. to 4:00 p.m. recent 2018 undergraduate public health education alumni, who have banded together as “Life’s Next Chapter Foundations” will hold a stroke awareness and prevention event.  “The Stroke of Life” will be held in the GSUB lobby will feature local community health providers and organizations and free health screenings. Two proclamations will be presented to designate October 25th as “Stroke Awareness and Prevention Day” on both the city and state level.  Mayor Steven Fulop and Assemblywoman Angela McKnight will be presenting the honors at 1:00 p.m.

1. NJCU Open House

NJCU Open House will take place Saturday, October 20.

1. Convocation

Convocation will take place Wednesday, December 5th.

1. Dr. Daniel J. Julius

Dr. Daniel J. Julius, our provost, will return to faculty at the completion of 2018-19 academic year. I would like to thank him for his service and dedication to NJCU.

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

1. Senator at Large

I would like to welcome Chris Cunningham as senator-at-large. With a recent vacancy of Senator at Large, Dr. Cunningham was the next highest vote getter.

2. Senate Executive Committee

We have a new member of the Senate Executive Committee, Student Government Organization (SGO) President Rania Noubani. She could not make it here today, but she will be here next meeting. Student representatives will be added to the Senate Standing Committees at the October senate meetings.

3. Senate Standing Committee Charges

Dr. Vohra and I have met with several standing committees to give their charge and make suggestions for committee manuals. Committee manuals will be user guides for committees. The purpose of the committee manuals is to facilitate transitions on the committees and to share the committee practices with the NJCU community. The committee manuals are 'living documents' and can be revised subject to the approval of the Senate. The manuals need to be reviewed and approved by the entire Senate.

4. Elected Chairs of Senate Standing Committees

Committee on Instructional Technology: EunSu Lee

Elections Committee: Mingshan Zhang

Faculty & Professional Staff Affairs: Donna Farina

Student Affairs Committee: Jeanne Ruggiero and Denise Serpico, co-chairs

Academic Standards Committee: Barbara Blozen

Congratulations to all the newly elected committee chairs.

5. Standing Committee Vacancies

I would like to nominate Dr. Caroline Wilkinson from the English Department to the Student Affairs Committee. Any objections? So moved.

Vacancies:

a. Student Affairs Committee - (1) from the College of Education (COE)

b. Academic Support & Services Committee – (1) from any college/school

c. Committee of Instructional Technology – (1) from any college/school

d. General Education Curriculum Committee - (1) from the College of Arts and Sciences (CAS)

e. Curriculum & Instruction - (2), one from the College of Professional Studies (CPS) and one form COE

All committees should function with their existing members. Please do not wait for the vacancies to be filled. If you are interested in being nominated for any of these positions, please contact the Senate office.

 6. Associate Provost Search

The Associate Provost Search is progressing well. The committee has done an initial review of the all of the applicants. Denise Serpico is the search committee chair. Denise was elected by the Senate as a representative of professional staff.

7. New Program Proposal Procedures

The new program approval process has been approved and is in effect.

8. Safety, Security and Sustainability Working Group

Thank Colleen Finnegan for serving on the Safety, Security and Sustainability Working Group as the Senate representative.  The group’s mission is “to enhance the safety, security, and sustainability of the campus community.” A new Senate representative is needed.  If you’d like to volunteer, please send your name to Donna in the Senate office.

9. SACC Report: Senate President’s Report of the June 4, 2018 SACC Meeting

On June 4th the Senate Administrative Coordinating Committee Met (SACC) met. The following is my report of that meeting. The following topics were discussed: Items for the March 2018 SACC Meeting, Program Approvals, Courtesy Titles, Applied

Learning, Sabbaticals, Administrators on Faculty Search Committees, Resolution on Policies Coming to the Senate, and Administration Evaluation.

**Items from March SACC Meeting:**

A. Emeritus and Distinguished Faculty Policies.

Discussion continued on the proposed Emeritus and the Distinguished Faculty policies. The administration said that these policies do not need to go to the Board of Trustees.

There was not closure on the wording of the provost’s role, vis-a-vis the nominees for emeritus policy, and that this issue could be concluded by email. The administration wanted the wording of the provost’s role of ‘forwarding’ nominees clarified. The discussion on this issue continued during the summer.

The Senate’s original document states: ‘The provost will forward, within twenty days of receipt by the Senate Executive Committee (SEC), a list of recommended nominees to the President for consideration.” Via a subsequent email the provost struck out “forward” and added “review the names, and if he/she approves, will send.” This change would have the policy reads:

The provost will ***review the names, and if he/she approves, will send***

within twenty days of receipt by the SEC, a list of recommended nominees to the President for consideration.

The SEC does not agree with this change.

B. Program Approvals

 *1. Graduate Program*

 The program modification for Master of Business Administration (MBA)

 *2. Undergraduate Programs*

 Because the resolution for Senate approval of these four programs was contingent on the re-review and approval of the C&I Committee, the SEC would like it noted that it did not have an opportunity for a final review before Senate approval.

 BS in Sports Management

 BS in Entrepreneurship

 BS in Hospitality Management

Over the summer the fourth program BS in Business Analytics and Data Science which was conditionally approved by the Senate was re-reviewed by the C&I committee. It was reviewed by the SACC via email on September 13th.

C. Courtesy Faculty Titles

The Administration said that it is not currently pursuing a courtesy title policy.

D. Applied Learning

The Administration did not want to discuss this issue as it is part of a grievance. Their point is that it cannot be bifurcated.

E. Sabbaticals

The SACC discussed the Senate’s resolution that the four applicants for sabbatical leave who were not approved, but whose proposals were deemed “excellent” by the Faculty and Professional Staff Affairs (FPSA) committee, be immediately granted sabbatical leave for the period they requested.

The SEC articulated the concern that the FPSA committee’s recommendations were not followed and that there is a need for more transparency in the process after it leaves the Senate.

The administration stated that there are other factors to consider, such as budgets and staffing. For example, if multiple faculty from a small department are recommended by the Senate, it would not be feasible to grant them all because of the effects on schedules and teaching.

F. Administrators on Faculty Search Committees

The SEC reiterated the position articulated in the Senate that having administrators on search committees is redundant, as the administration has the decision at the next step. Also, there can be a chilling effect, especially on untenured faculty, on a search committee who would be hesitant to speak candidly about candidates in the presences of an administrator.

The administration noted that the Employee Handbook would have to be amended and asked for more details on the procedures that this resolution would entail.

G. Resolution on Policies Coming to the Senate

There was a discussion on the scope of the Senate with an emphasis on the section of the Constitution which states that the Senate Shall “initiate policy and has the right to discuss and review all University policies which may affect its academic and educational objectives, subject to approval by the President and Board of Trustees of the University.”

H. Administrative Evaluations

We discussed the value of IDEA. It is used at NJCU for faculty and at other institutions for faculty and administrators. Other institutions in New Jersey have a form of administrative evaluation.

Issues of the scope of the Senate were discussed. There was a concern about confidentiality. There were questions about the specific administrators who would be evaluated. The administration would like more time to review the Senate’s proposal in detail.

I. Infosilem and Emeriti Council

The SEC and the administration did not get a chance to discuss the Infosilem recommendations nor the recommendations to the Emeriti Council.

We will schedule a subsequent SACC meeting to continue discussion on all of the above issues.

The rest of the Senate report is brief, as I sent a state of the State of the Senate Report out last week to the Senate, so I don’t have much to add except to emphasize that I will work hard to move he meetings along more expeditiously.

10. Parliamentary Procedures

There are a few rules of parliamentary procedure that I will emphasize.

* That discussion be related to a motion. We will avoid introducing a topic without a resolution.
* Also, only senators can make motions, so please—if you have an issue or idea—please speak to your senator. A motion can be made under new business. Whenever possible, please send it to the Senate office before the meeting so it can be distributed beforehand.
* We will also endeavor to keep discussion on a motion to two times per person; of course this can be changed with a vote to limit or extend debate, if the Senate feels that more discussion from individuals would be beneficial.

By following these three rules, I think we can cover more ground in a quicker and more thoughtful way.

11. Student Government Organization (SGO)

I would also like to emphasize that I met with Rania Noubani, the new SGO president and we are both eager to have students participate more in the Senate.

12. Temporary Course Approvals (see attachment #1)

At the last meeting I said that I would provide an update on temporary course approvals—there is a list that was distributed, which will also be in included in the minutes. There will also be a resolution by the SEC relating to this at the end of the meeting

Questions about the Senate President’s report:

Written reports of all SACC meetings are included in the minutes of Senate meetings. The status of the Senate’s faculty emeritus proposal is that it has not been approved, the SEC did not agree to the provost’s changes; discussion on the emeritus policy should continue at the next SACC meeting; most of the emeritus policy seems to have been agreed to.

The SACC report mentions that the proposed emeritus and distinguished service award policies would not need to be sent by the university president to the NJCU Board of Trustees for approval. However, Standard VII of the Middles States’ standards for accreditation states that there be “a legally constituted board that: …[subsection d] oversees at the policy level… the establishment of personnel policies and procedures, the approval of policies and by-laws….” Clarification, in writing, will be sought on the procedure for establishing policies at NJCU.

Last year’s Senate’s motion calling for the granting of additional sabbaticals for the current year, for those applicants that the FPSA committee high recommended, was not followed by the administration as far as the Senate is aware. Is there a Senate effort to address the reasons that the administration provided for not implementing the Senate’s resolution? The FPSA is working on a proposal to improve the sabbatical review process.

**VII.     President Henderson’s Welcome and Updates (**see attachment # 2)

 President welcomed the Senate and addressed the Strategic Priorities for this academic year. The priorities are extensions of the previous strategic plan (rather than starting a new strategic plan) include: 1) Student Success: Improving Student Learning Outcomes, First Year Programing, Mental Health and Wellness, and Student Leadership Development; 2) Workplace Excellence: Communication, Recruitment and Retention of Faculty and Staff, Shared Governance, and Trust and Mutual Accountability; 3) Engagement and Branding: Website Redesign, Athletics, Arts Center, and Fort Monmouth, and 4) Revenue Growth: Auxiliary Services, Events Services, Professional Education and Lifelong Learning, and Grants and Sponsored Programs.

While discussing the strategic priorities she mentioned that: students select a college to attend based on the programs which are offered; the alumni love NJCU; thank you for everyone’s work and efforts; enrollment is a bit down this year due to fewer transfer students and fewer students retained after their freshman year; the NJCU graduation rate has increased to 39%; increased means of financial support for students, the developmental courses are being looked at; Orientation to College(OTC) course for new students; block scheduling is expanding; class attendance is crucial for student success; the early alert system for students needing assistance, a common read (of a Trevor Noah book) is part of OTC and this year’s convocation; Campus Compact; Vista grants; the revised process for approving new programs, the high graduation rate in the TRIO program, planning for the new arts center, the Board of Trustees passed a compensation policy for administrators, an agreement with the Joffrey Ballet, and several other initiatives currently underway.

Comments & Questions: Dr. Henderson said, in response to a question, that cultural competency, student engagement, pedagogical training, and peer-to-peer engagement are being addressed and will be on the vice presidents’ meeting agenda. In answer to another comment, Dr. Henderson said that reaching out and connecting with students with mental health needs is being addressed. Another questioner asked about the relationship between class size and the initiatives about treating students as individuals. Dr. Henderson noted that the research on class size is “all over the place” and that she can provide a compendium of research about the topic and that we look at related data about our peer institutions.

**VIII.   University Senate Standing Committee Reports:**

**1. Faculty & Professional Staff Affairs (FPSA)** – Dr. Donna Farina – Chair

Dr. Donna Farina, Multicultural Education, COE

Dr. Jason Martinek, History, CAS, FPSA secretary,

Dr. Joseph Moskowitz, Political Science, CAS

Ms. Denise Nash, Nursing, CPS

Prof. Jeanette Ramos-Alexander, Accounting, SOB, FPSA vice chair

Student Representative: TBD

September 10, 2018 Report

 1. Criteria for Visiting Scholars

On June 26, 2018 the “Criteria for Visiting Scholars” draft document was sent by the Senate president to the FPSA Committee for review.

In general, the committee considers it a step forward that procedures and guidelines for the conferral of the status of Visiting Scholar are being proposed. The Senate has distributed the committee’s recommended revisions of the draft document [see below “Comments Concerning: Criteria for Visiting Scholars - draft document]. Furthermore, the committee recommends the creation of an application form; the committee awaits the opportunity to review the application form created.

Motion (made and seconded): The Senate endorses the recommendations of the Faculty and Professional Staff Affairs Committee. The Senate asks the Provost to revise accordingly the “Criteria for Visiting Scholars” draft document and to create an application form for review by the FPSA Committee.

Motion: passed.

 2. Sabbatical Application Guidelines and Procedures

The committee discussed how to improve the review process for sabbatical applications. The provost and deans have been invited (11 Sept.) to the FPSA meeting of 12 October to clarify procedures and expectations; the committee endorsed extending this invitation following a suggestion by the provost in August 2018.

The committee is working on a rubric and other materials that would be provided to candidates prior to submission of applications; it is the committee’s opinion that having more transparent evaluation tools would benefit candidates. In addition, the committee will provide candidates with feedback following the submission of its recommendations to the provost.

Action: The Faculty and Professional Staff Affairs Committee requests that the NJCU community submit all suggestions, comments, and relevant information on the sabbatical application process, to assist the committee in creating a rubric and other materials toward a more transparent evaluation.

The committee asks that the SEC and Senate president disseminate this request to the university community via email. Comments can be emailed to dfarina@njcu.edu or to any FPSA committee member. The deadline for receipt of comments is October 10, 2018.

 3. Mini-Grants

During the past academic year, the FPSA Committee requested (more than once) information about the Mini-Grants competition from the provost; however no information has been received. As far as the committee can determine there has not been a Mini-Grants competition since the 2013/2014 academic year.

Motion (made and seconded): The Senate asks that the Provost reinstate the Mini-Grants competition for the 2018/2019 academic year, and that he forward the necessary information to the Faculty and Professional Staff Affairs Committee.

Motion: passed.

 4. Tenure/Promotion Guidelines.

The FPSA Committee tabled a discussion of tenure/promotion guidelines and procedures across campus, but plans to revisit the topic during this academic year.

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 University Senate Faculty and Professional Staff Affairs Committee (FPSA)

September 10, 2018

Comments Concerning:

Criteria for Visiting Scholars (draft document[See attachment # 2]

On June 26, 2018, Senate President Chris Shamburg forwarded to the FPSA Committee a draft document, **“Criteria for Visiting Scholars.”** He directed the committee to “review the attached policy …, and make recommendations as … appropriate.”

**Point 1 of the draft document:**

(a) More precise application deadlines are needed.

Instead of, for example: “at least one semester prior to the time such person wishes to be considered for Visiting Scholar,” substitute, for example: “four months prior to the start date of the Visiting Scholar position.” International scholars do not necessarily know the semester schedules of U.S. universities.

(b) Create an application form for the FPSA to review.

**Point 2 of the draft document:**

We recommend that the approved visiting scholar should always have an affiliation with a department.

**Point 3 of the draft document:**

We recommend that the approved visiting scholar should always have “a clearly articulated research or teaching project.” No one should be considered for Visiting Scholar status without such a project.

**Point 4 of the draft document:**

A tacit denial due to no recommendation being provided leaves the applicant in uncertainty. If an applicant is denied the status of Visiting Scholar, he/she should be denied in writing.

**Point 7 of the draft document:**

Add the language, “Upon approval” to the beginning of the sentence.

**Point 12 of the draft document:**

Change the language to:

“Exceptions to the above may be made by the President or Provost when unusual or exceptional circumstances are presented. In such cases, all parties—department committees, department chairs, dean, and any other relevant persons—shall be informed and reasons provided why an exception was made.”

**2. Planning, Development & Budget Committee (PD&B)**

Prof. Marilyn Ettinger (interim chair)

Prof. Pat Boyle

Dr. Max Herman

Dr. John Melendez

Mr. Ira Thor

Ms. Joyce Wright

Mr. Wilton Thomas-Hooke (ex officio)

September 24, 2018 Report

Members of the PD&B committee conferred by e-mail during the week of September 10 to review the revised program proposal from Special Education and Multicultural Education, for a five-year, triple-certification B.A./M.A. degree.

The revised proposal was returned to the committee on August 15, 2018. It was accompanied by assurances that the program meets the New Jersey Department of Education rules and requirements concerning the allocation of graduate credits to a program conferring a B.A. degree.

Therefore, with a quorum of voting members, the committee voted to approve the proposal and move it forward.

**IX.        Unfinished Business**

**1.   Faculty & Professional Staff Affairs Committee (FPSA)** – Dr. Donna Farina, chair

 The University Senate Faculty & Professional Staff Affairs Resolution – May 2018

Transparency and Adherence – University Policies

Motion (made and seconded): Transparency and adherence to University policies are shared values of the NJCU administration and faculty; in addition, these values are expectations for Middle State’s accreditation. The Senate calls upon the provost and/or the deans to immediately provide, to the Senate and faculty, the unpublished rubric(s) that were used to evaluate sabbatical applications. These rubrics are not part of the approved sabbatical guidelines and were not made available to sabbatical applicants, to the NJCU faculty, nor to the Senate Faculty and Professional Staff Affairs (FPSA) Committee.

Discussion: Provost stated he met with most of the applicants who were denied sabbaticals, and also that he would vote for the motion; but he does not believe that a motion is necessary. He also said there isn’t a single rubric but a general set of criteria.

Motion: passed

**2.   Ad Hoc Doctoral Handbook Committee** -

2017-2018 Report

Members:

Ms. Min Chou, Library

Prof. Jayadhurganandh Jayaraman, Finance, SOB

Dr. Remberto Jimenez, Literacy Education, COE

Dr. John Melendez, Ed. Leadership, COE

Dr. Joseph Moskowitz, Political Science, CAS, co-chair

Dr. Robert Prowse, MDT, CAS

Ms. Sairah Qureshi, FES

Dr. Kathleen Rennie, Marketing, SOB, co-chair

Dr. Michelle Rosen, Literacy Education, COE

Dr. Wanda Rutledge, Management, SOB

Dr. Laura Wadenpfuhl, English, CAS

Dr. Deborah Woo – Dean (Interim), COE & CPS

 Dr. Laura Ziegler, Ed. Technology, COE

The Committee would like to report to the Senate that we meet each month during the academic year 2017-2018 and have been reviewing, page-by-page, the current doctoral studies handbook. We hope to complete our work in Fall 2018 and to forward a recommended, updated handbook to the Graduate Studies Committee during the Fall 2108 semester.

**X**.   **New Business**

**1. Motion for Reviews Requiring Actions from a Committee**

 **Dr. Donna Farina, Senator, Multicultural Education**

Background

During Spring 2018, the Senate passed a motion that requires committees to complete their review of proposals for new programs within thirty days (specified deadlines for review are now “binding” as per the Senate minutes of February 12, 2018). If a Senate committee does not complete its review, the proposal can be moved on to the next step in the program approval process.

Currently no deadlines exist for other matters that come before Senate committees for review and require a signature or other specific action. Good examples of this are course proposals or proposals for a university-wide requirement.

Motion (made and seconded):

Given that Senate committee membership is both an honor and a responsibility that needs to be fulfilled, and

Given that Senate committees are charged with carrying out important duties that affect both faculty/staff and NJCU students, and

Given that delays in Senate committee action are detrimental to the university community,

Beginning immediately with the 2018-2019 academic year, all Senate committees have a binding timeline of thirty days to review matters that come before them and require action. If a committee cannot complete its review in thirty days, then the matter under review will proceed to the next level.

Discussion: “Committee action” includes returning a proposal to the proposer; when the item is returned to the committee, the clock begins again. What about committees such as student affairs or a grievance matter that might be on a different timeline? What about situations when the Senate’s C&I has many proposals? Is this motion fair to C&I? What if Committees cannot complete their reviews? Curriculum committees have many course proposals to review and they cannot complete all that work in only 30 days.

Motion to amended main motion (made and but NOT seconded): increase “thirty days to review” to “sixty days to review.”

Discussion on main motion continues:

What about the months of December and January when more than thirty days pass between most committee meetings due to the winter break and Winterim sessions? How would the summer break be treated?

Motion to amend main motion (made and seconded): add, “One time, committees can request a two week extension subject to the approval of the SEC.”

Discussion on amendment: Does the motion apply to the college/school C&I committees? How does this proposal effect all the proposals submitted last year?. This entire subject disempowers the Senate’s C&I committee. Vetting course proposals by the college/school curriculum committees should be sufficient. The CAS C&I committee has vacancies and needs time to get going this year. Between the scheduled department meetings on 12/17/2018 and the next department meeting on 1/28/2018 there are more than thirty days. Between the Senate meeting scheduled for 12/10/2018 and the next Senate meeting on 2/11/2018 there are 62 days. If this motion passes, proposals submitted mid-December will move out of committees and be approved simply because meetings are not scheduled more frequently in this year’s approved university calendar. More committee meetings could be held electronically. One C&I committee received 28 proposals in one day; is this proposal realistic? Committees need to work differently. The quality of proposals is the reason for delays and thus establishing deadlines does not address the problem.

Motion to amend: not passed.

Discussion on the main motion continues: Committee meetings could be held electronically. When a committee returns a proposal to the submitter, the clock would be reset. If this motion passes, all proposals which C&I currently had for more than 30 days are automatically approved.

Motion (main motion as originally presented): passed (yes -19; no -16).

Dr. Shamburg extended the meeting for up to 15 additional minutes.

**2) Motion for Reporting Temporary Course Approvals**

 **Dr. Joseph Moskowitz, SEC**

Motion (made and seconded) The Senate President shall provide at each Senate meeting a written list of all courses that received temporary course approval since the previous Senate meeting. For each course the list shall include, at least, the course number, title, credits, workload designation, enrollment cap, and the one semester/session during which the course can be taught.

Motion: passed.

**XI**.   **Adjournment**

Motion to adjourned (made and seconded)

Motion passed.

Meeting adjourned 4:00 p.m.

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachment #1: Temporary Course Approvals

Attachment #2: President Henderson’s PowerPoint Presentation

Attachment #3: Provost’s Office: Criteria for Visiting Scholars - DRAFT