

**University Senate**

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

**MINUTES OF MEETING**

**February 11, 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; 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, John Donnellan; Mathematics, Gunhan Caglayan; 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; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Women’s & Gender Studies, Jennifer Musial; Special Education, Patricia Yacobacci.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Jermaine McCalpin; Alumni, Jane McClellan; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; Educational Technology, Chris Carnahan; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Manuela Caciula; Literacy Education, Mary McGriff; Marketing, Rick Lee; Physics, Chris Herbert; Professional Security Studies, Laszlo Molnar;

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

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

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:**

**STUDENT SENATORS PRESENT:** Nermeen Girgis, Sophomore Class VP.

**STUDENT SENATORS ABSENT:**

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

**STUDENT SENATORS-AT-LARGE ABSENT:** Kiara Espinosa.

3-3-2019

**Meeting #5**

**Approved**

**University Senate Meeting**

**Monday, February 11, 2019**

**Gothic Lounge (H-202)**

Meeting called to order by President Shamburg at 2:13 p.m.

**I.         Audience Response System Test**

 Successfully completed.

**II.       University Senate Meeting Agenda**

 Motion (made and seconded): to approve.

 Motion: passed.

**III.      University Senate Meeting Minutes of November 19,** **2018**

 Motion (made and seconded): to approve.

 Discussion: The food pantry announcement should have stated “call the Office of Campus Life [not the Office of Veteran Affairs] if you have questions.”

 Motion: passed.

**IV.      Announcements:**

Attendance at Senate meetings in Fall 2018 was at a historic high and set a new record**.**

 1. Fitness Survey.

 Please take a few moments to complete the brief survey on fitness, exercise and wellness emailed on Friday, February 8, 2019 at 10:01 a.m.

 2. Black History Month

 NJCU is celebrating Black History Month 2019: A list of events appears on the back of your agenda. They include:

 Black Girl Magic Day at NJCU on Tuesday, February 12th (11:00 a.m. – 9:00 p.m.) in GSUB Multipurpose Room A/B/C. The Celebration of Black Girls and Women includes vendors, guest speakers & Black Women DJs spinning all day. Please see the emails of January 31, 2019 for the list of events and exhibits.

 The closing Black History Month guest speaker: Jeff Tweedy, co-founder and president, Sean John. He will speak Thursday, February 28th (2:00 p.m. – 4:00 p.m.) in GSUB Multipurpose Room B.

 3. Heart to Heart

 Heart to Heart: Health and Awareness Fair will take place Wednesday, February 13, 2019 (12:00 noon – 2:00 p.m.) in GSUB Multipurpose Room A.

 4. NJCU Knight Runners

 “NJCU Knight Runners” will have a team in the April 14th Rutgers Unite Half Marathon. We currently have 12 team members. There is still time to register for the half marathon and join the NJCU Knight Runners.

 5. General Education Symposium

 The Gen. Ed. Symposium will celebrate students’ critical and creative work in General Education courses: The 2nd Annual Gen. Ed. Symposium will be held 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.

 6. Presented by the NJCU Foundation

 The NJCU Foundation presents The Jersey City Leadership Awards celebrating Jersey City’s Impact Makers on June 6, 2019 (6:00 p.m. for cocktails and 7:00 p.m. for dinner) at the Liberty House in Jersey City. For more information please email foundation@njcu.edu or call extension 3489.

 7. Congratulations

a. The students of NJCU’s chapter of the National Society of Leadership and Success awarded the Excellence in Teaching Award to David Blackmore, professor of English and the coordinator of Latin American, Caribbean, and Latino Studies, and to Jean Georgiou, assistant professor of counseling education.

b. Natalia Coleman was honored in the Vanguard Series for her work in cancer research. See the email “NJCU in the News” of Friday, December 21, 2018.

c. President Henderson ascended to the position of chair of the NCAA Division III President’s Council and was elected Vice-Chair of the NCAA Board of Governors.

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

 1. President’s Report on SACC Meeting

 This is an update on the Senate Administrative Coordinating Council (SACC). On December 12th, the Senate Executive Committee (SEC) met with the administration as the Senate Administrative Coordinating Committee.

 **a. Agenda**

 The agenda items are agreed upon by both the administration and the Senate President. The administration would not discuss the following topics because they said they are labor issues.

* Applied Learning
* Resolution to Share the Rubrics for Tenure and Promotion
* Resolution on Over-ruling of Votes on Chairs
* Resolution on Mini-grants
* Resolution on Sabbaticals

 According to the Senate Constitution, the SEC has the right to bring issues to the attention of the Board of Trustees.

 We did cover some major items of interest including program approvals, the grade cancelation policy, and administrative evaluation:

 **b. Program Approval**

 The following two programs were approved:

 Masters in Science in Financial Technology

 Multidisciplinary Program (B.A./M.A.) in Teacher Education with Triple Certification

 **c. Exhibition Space at Guarini Library**

 Exhibition Space in the Congressman Frank J. Guarini Library will be in the queue of the capital budget for next year.

 **d. Administrative Evaluation**

 SACC discussed the Senate’s resolution on a system for faculty and staff input in administrators’ evaluation. The administration is concerned about confidentiality and about the system adding a layer of bureaucracy to the existing evaluation system. It was noted that other state universities in New Jersey have administrative systems with faculty and staff input. The administration said that they would look at what other schools do, and the President Henderson will discuss the issue with Julia Basile, Associate Vice President of Human Resources.

 **c. Class Cancellation Policy**

 The administration said that registration for Fall classes was kept open later than usual in the hope of increasing enrollment. The cancellation of fully enrolled classes was a procedural glitch. The class filled between the notification of cancellation to the registrar and the implementation of the actual cancellation. The administration asserted that a request to cancel a class of 15 or more students did not leave the College of Arts and Science Dean’s office. This glitch has been addressed. The administration’s class cancellation policy was sent to the Senate and was distributed.

 **d. Resolution on Reading Day**

 The administration agreed that there will be two readings days each semester starting Fall 2019.

 **e. Resolution on Common Hour**

 The administration agreed to honor the common hour on Mondays from 2:00 p.m. - 4:00 p.m. by not scheduling any classes. The administration discussed adding another common hour on Wednesday from 2:00 p.m. - 4:00 p.m. The SEC expressed some concerns about the additional common hour.

 **f. Provost Search Committee Composition**

 Two Senate resolutions recommended highly the inclusion on the search committee of: 1) elected professional staff and 2) SGO representation of students. They were not part of the original membership of the search committee. The administration noted that there will be multiple layers to the search, and the ‘spirit of the resolutions’ will be seen in ensuing rounds.

 **g. FPSA and Senate approved Emeriti Advisory Council**

 Administration will accommodate the concerns about the role of the Senate concerning the Emeriti Advisory Council.

 **h. Resolution on Infosilem Recommendations**

 The administration agreed with our criticisms and recommendations about Infosilem. They are looking at another program that would be complement Infosilem and assist with predictive analytics.

 **i. Resolution on Policies coming to the Senate**

 There was not enough time to cover this topic. The Senate’s resolution will be discussed at the next SACC meeting.

2. Vacancies on Senate Standing Committees:

The following vacancies exist on Senate Committees:

 1 person needed to serve on the Academic Support & Services Committee

 1 person needed to serve on the Committee on Instructional Technology

 1 person needed to serve on the GECC – Someone from CAS is needed

 1 Person from the COE is needed on the Academic Standards Committee

An e-mail blast will be sent seeking volunteers.

3. Graduate Assistantship Task Force

A volunteer for the Graduate Assistantship Task Force is needed. Anyone who is interested should contact the Senate Office.

4. President Henderson Advocated for Hispanic Serving Institutions in D.C.

On behalf of the Senate I would like to thank President Henderson for her national advocacy of issues important to NJCU. On February 6th she was in Washington, D.C. and participated in a Congressional briefing on behalf of the Hispanic Association of Colleges and Universities advocating to extend funding for the Hispanic Serving Institution - STEM program (more information is available at https://www.hacu.net/NewsBot.asp?MODE=VIEW&ID=3021)

5. Ad Hoc Doctoral Handbook Committee

The Ad Hoc Doctoral Handbook Committee submitted its revised doctoral handbook to the Senate office. The proposed handbook was sent to Graduate Studies Committee for review. I would like to take this opportunity to thank each of the committee members for their work.

Min Chou

J. D. Jayaraman

Remberto Jimenez

John Melendez

Joseph Moskowitz (co-chair)

Robert Prowse

Sairah Qureshi

Kathleen Rennie (co-chair)

Michelle Rosen

Wanda Rutledge

Laura Wadenpfuhl

Debra Woo

Laura Ziegler

6. Department Elections

Elections for departmental senators are coming up and should take place in April. Secret ballots should be used. New terms for senators begin at the May Senate meeting.

 7. The Center for Latin American, Caribbean, and Latinx Studies

 The Center for Latin American, Caribbean, and Latinx Studies was approved by Senate’s Curriculum & Instruction committee and has been forwarded to the Planning Development & Budget (PD&B) committee for its review.

 8. Departments Merging

 I was recently asked about the policy for merging departments. The same policy for the creation of centers noted above applies. A proposal would be reviewed by an academic officer of the college/school, then sent to the C&I committee and then to the PB&D committee. If approved, it is then sent to the Senate, SACC, and then to the Board of Trustees.

 9. Honorary Degrees

 There is a policy on awarding honorary degrees that needs revision. Developing this policy is in the charge of the Faculty and Professional Staff committee (FPSA). However, considering that the FPSA is currently reviewing sabbatical applications, as well as emeritus and distinguished service applications, I would like to create and to charge an ad hoc committee of 3 people to revise the existing policy and to forward it the FPSA committee. I have consulted with the chair of the FPSA committee on this.

 Motion (made and seconded): to create an ad hoc committee to revise the policy on honorary degrees within 30 business days of being charged, and for the ad hoc committee to forward a draft policy to the FPSA for an expedited review of 10 business days, and then to send it to the Senate for its eventual approval. The committee shall be comprised of the first three eligible faculty and professional staff members who volunteer.

 Motion: passed.

 10. SAT/ACT Requirement Eliminated (see attachment #1)

 In December NJCU Communications sent an email stating that the incoming class of 2020 would not be required to submit SAT or ACT scores for admissions.

 Per the Senate Constitution, the Academic Standards Committee is responsible to “establish and maintain standards and requirements for undergraduates concerning admission,” I would like a motion to charge the Academic Standards Committee with reviewing the policy change to eliminate the SAT/ACT requirement.

 Motion (made and seconded): to charge the Academic Standards Committee with reviewing the policy change to eliminate the SAT/ACT requirement.

 Motion: passed

 11. Temporary Course Approvals (see attachment #2)

 The list of recent courses given temporary course approval is distributed in today’s meeting packet.

 12. Parliamentary Procedures

 Here’s an item that I mentioned in my September President’s Report that I wanted to repeat.

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

* That discussion should be related to a motion. We will avoid introducing a topic without a resolution.
* 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. Also, this does not cover requests for information or points of order.

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

 Discussion of Senate President’s Report:

 What procedure should be followed when a senator leaves a department and/or the university during his/her term? An interim senator should be elected for the remainder of the existing term.

**VI.     Applied Learning Resolution (action item)**

 The SEC is introducing the following Applied Learning Resolution for Senate consideration:

 Motion (made and seconded):

 Whereas, the administration has proposed and is beginning to implement an Applied Learning program outside of the established system of curriculum approval;

 Whereas, in effect, this replacement is a pedagogical departure from the independent learning experiences of direct one-on-one supervision of the Cooperative Education Program, a program which has served our students, with the establishment of cohorts of up to 25 students.

 Be it resolved that the Senate hereby strongly advises each and every academic department to critically and independently assess the pedagogical value of maintaining its Co-op Program, and not to forfeit its independent academic judgment, but to insist the administration follow the established procedures of curriculum approval, and that this resolution be distributed directly to all department/program chairs.

 Discussion:

 1) The dean of the College of Arts & Sciences has directed the A&S departments/programs to vote on his proposed applied learning model. Each department/program casts one vote with the collective result applicable to every CAS department. That process is contrary to NJCU’s well established governance processes in that departments/programs are voting not solely about their own requirements but about imposing requirements on other departments (that are unrelated to general education and/or AUR courses/procedures). 2) At the SACC meeting the administration would not discuss the Senate’s previous resolution about the applied learning model stating it is a labor-negotiations matter and not a Senate/governance matter. If that is true, it is hypocritical for the dean to treat the subject as an academic matter while the provost says it is a negotiations matter. 3) The Media Arts department has discussed the Applied Learning matter and opposes it

 since it will disadvantage their students. Other departments expressed concern about undermining the current co-op program.

 Motion: passed (yes: 41; no: 6).

**VII.     Middle States Update** – Drs. Tracey Amerman & Francis Moran (see attachment #3)

 The Middle States Steering Committee under the leadership of Drs. Tracey Amerman, Sue Gerber and Francis Moran is continuing to draft the university’s self-study report. Working groups for each of the seven accreditation standard are revising their initial drafts and the entire campus is asked to attend open meetings about the drafts, to provide input and to engage actively in the re- accreditation process. There is a webpage with the drafts from each working group. The campus visit by the Middle States team is expected in Spring 2020. To date, the chair of the visiting team has not been determined.

**VIII.  All University Requirement (AUR)** (see attachments # 4 & #5)

Motion (made and seconded): to approve the report and establish an undergraduate AUR in World Languages.

Discussion: The Language Study Taskforce developed the proposal which was previously distributed. Establishing this requirement would advance the university’s internationalization goal and benefit our students. Students who are already bilingual could be exempt by 1) passing a proficiency test and receiving degree credits or 2) signing a statement of proficiency without receiving credit. Probably 75% of our undergraduates would be exempt. Some departmental programs, e.g., Biology, do not have room in their curricula for additional, required credits. Requiring additional will be burdensome. Currently, the *maximum* number of credits which can be required for a baccalaureate degree is 120 unless there is an outside accreditation requirement to the contrary. Additional language skills will create positive opportunities for students, not burdens. How will the proposal impact the accelerated nursing program which is a second degree program and has a condensed time schedule? Three full sections of nursing students are taking a language course this semester, so nursing students are interested in language courses. The proposal does not explicitly provide for departmental exemptions. How will departmental exempts be determined? Students signing a statement as sufficient proof of proficiency in a subject would set a precedent. Language proficiency would be on students’ transcripts and be beneficial.

Motion (made and seconded): to call the question.

Motion: passed.

Main motion: not passed (yes: 21; no: 26).

**IX. University Senate Committee Reports**

**a) Academic Standards Committee (ASC) -** Barbara Blozen, Chair

February 2019

ASC meeting was held 12/17/18.

Attendance: Barbara Blozen, Yi-Yu Chen, Zhimin Wang

Absent: Hanae Haouari, Laurelle Milligan (student representative)

World Language Requirement:

The ASC approved the proposal for a world language requirement.

**b) Curriculum & Instruction (C&I) Committee -** Michael Rotenberg-Schwartz, Chair

Michael Rotenberg-Schwartz, Chair

Grace Wambu

Kevin O’Neill

Pablo Garofalo

Ryanne Soriano, Student Representative

February 11, 2019

 I. The committee approved the proposal for a Center for Latin American, Caribbean, and Latinx Studies.

II. The committee approved the following course proposal:

|  |  |
| --- | --- |
| Course Initiator | Michael Krantz and Michael Wiltsey |
| Originating Department | Professional Security Studies |
| Course Title | Behavioral Analysis & Criminal Profiling |
| Catalog Description | This course will explore a comprehensive approach to behavioral analysis and criminal profiling. It will examine the foundations and methods of profiling and application of such methods to the investigation of various crimes or threats. The course will also address the application of behavioral analysis to our understanding of terrorism. |
| Credits | 3 cr. |
| Course Level | 200  |
| Prerequisites | SECU 150 Introduction to Security |
| Degree Requirements | This course is a department elective |
| Enrollment Cap | 25 |

**c) Faculty & Professional Staff Affairs (FPSA)** - Donna Farina, Chair

Donna Farina (chair, College of Education)

Jason Martinek (secretary, College of Arts and Sciences)

Joe Moskowitz (College of Arts and Sciences)

Denise Nash (College of Professional Studies)

Jeanette Ramos-Alexander (vice chair, School of Business)

Failen Rosa De Los Santos (student)

February 11, 2019

This report covers the FPSA committee meeting of November 30, 2018 as well as committee business conducted via email following that meeting (up through January 31, 2019). It includes two action items.

**1. Sabbatical Feedback Letter (non-action item) -** (see attachment # 6)

The FPSA Committee considers that to serve faculty better, we need to offer sabbatical applicants the opportunity to obtain feedback on their proposals. In order to avoid interference with the sabbatical selection process (that only starts with the FPSA and ends with the NJCU Board of Trustees (BOT)), the Committee’s feedback would only be made available upon request, **after** the consideration of sabbaticals by the BOT.

The Sabbatical Feedback Letter notifies the sabbatical candidate of the recommendation the FPSA Committee forwarded to the Office of Academic Affairs. Furthermore, it informs the candidate of the future opportunity to seek more extensive feedback from the FPSA Committee.

The Senate has a crucial role at NJCU as a partner in shared governance. The Senate FPSA Committee provides sabbatical recommendations that may be distinct from the subsequent recommendations of the Office of Academic Affairs, of the President, and of the BOT. While the FPSA committee considers that the subsequent evaluators should pay close attention to the recommendations from their Senate partner in shared governance, recent events have made clear that there is no guarantee of this.

The faculty sabbatical candidates deserve full transparency about the course of evaluation of their applications, and this separate feedback from the FPSA committee will give the candidates access to the assessment of their faculty peers, as potentially distinct from later assessments down the line.

**2. Riotto Award Guidelines (action item #1) -** (see attachment #7)

The FPSA Committee, following the charge from the Senate Executive Committee (SEC), has drafted guidelines for the Riotto Award. Given the heavy workload of the Committee in the spring semester, a fall deadline has been selected.

The FPSA presents the following motion**:**

Motion (made and seconded):

The University Senate, on the recommendation of the Faculty and Professional Staff Affairs (FPSA) committee, accepts the guidelines for the Riotto Award and calls for nominations for the fall semester 2019.

Discussion: Who is eligible to receive the award? The report does not specify.

Motion to recommit (made and seconded): return to FPSA for clarification.

Motion: passed.

**3. Tenure/Promotion Guidelines (action item #2).**

At its December 10, 2018 meeting, the full Senate approved a resolution from the FPSA committee asking the administration: To honor the resolution concerning tenure and promotion evaluation instruments that was approved by the Senate on Nov. 19, 2018, and to report in writing on this matter to the SEC, for public discussion at the first Senate meeting of 2019.

As of the writing of this report, the FPSA Committee has no information from the SEC about progress on this matter; in addition, no scoring instruments have been made public by the Office of Academic Affairs.

The FPSA presents the following resolution**:**

The University Senate, upon the recommendation of the Faculty and Professional Staff Affairs (FPSA) committee, calls upon the SEC:

To report publically to the full Senate at the first and second meetings of Spring 2019, on any progress made with the administration concerning the multiple resolutions on tenure and promotion evaluation instruments that were approved by the Senate on Nov. 19, 2018 and Dec. 10, 2018.

 Discussion: The SACC report will provide this information so a resolution is not needed.

**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)

February 1, 2019

The PD&B Committee met on January 30, 2019, with a quorum of voting members present, the committee reviewed and made recommendations for the following proposal:

Bachelor of Arts in Sustainability Studies (54 Credits):

The committee has made friendly recommendations to the proposers for further review and clarification.

**X.  New Business**

a. Course Approval

How were 19 courses approved without C&I review? In accordance with the 30-day resolution, when C&I did not meet, partially due to resignations, the proposals were moved forward and automatically approved. All 19 courses were mentioned by name in the Senate minutes. The quality of those courses is a concern to some senators. Committees need to work efficiently.

b. Temporary Course Approval

Courses given temporary approvals are listed in the handout as part of the Senate president’s report. A process to assure that these courses are taught only during the semesters for which they were approved needs to be established.

**XI. Adjournment**

 Motion to adjourn (made and seconded): passed.

 Adjourned at 3:49 p.m.

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachment #1: SAT/ACT Requirement Eliminated.

Attachment #2: Temporary Course Approvals

Attachment #3: Middles States Update (PowerPoint slides)

Attachment #4: Proposal for an All University Requirement of a World Language

Attachment #5 “Why N.J. Students Dominate the U.S. in learning foreign Languages.”

Attachment #6: Sabbatical Feedback Letter

Attachment #7: Riotto Award Guidelines