[](http://www.njcu.edu/)

**University Senate**

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

**MINUTES OF MEETING**

**September 23, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** African/Afro American Studies, Jermaine McCalpin; Art, Brian Gustafson; Biology, Ethan Prosen; Computer Science, Nan Wang; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Educational Leadership, Christine Harrington; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; ESL, Anne Mabry; Finance, Zhimin Wang; Fire Science, Walter Nugent; Dept. of Earth & Environmental Science, Hun Bok Jung; Health Sciences, Erin O’Neill; History, Jacob Zumoff; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Music, Dance & Theatre, Joseph D’Auguste; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Professional Security Studies, Laszlo Molnar; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** A.Harry Moore, Harriet Phillip; Accounting, Michael Bell; Alumni, Jane McClellan; Chemistry, Yufeng Wei; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; Fitness, Exercise and Sports, Manuela Caciula; Marketing, Rick Lee; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Physics, Chris Herbert.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Christopher Cunningham, Marilyn Ettinger, Christopher Shamburg, Carol Shansky, Rubina Vohra, Yufeng Wei.

**SENATORS-AT-LARGE ABSENT:** Venessa Garcia, Jeanette Ramos-Alexander.

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

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

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

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Ricky Cruz,Kiara Espinosa, Alexandra Mack, Giselle Prado.

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

**University Senate Meeting**

**Monday September 23, 2019**

**2:00 p.m. – Gothic Lounge (H202)**

**\***Meeting called to order by President Shamburg at 2:06 p.m.

**\***Moment of silence for the passing of Dr. Chris Wessman of the English Department.

1. **Audience Response System Test**

Successfully completed

1. **University Senate Meeting Agenda**

**Motion** **(made):** To approve the agenda

**Discussion** to revise the agenda

**Motion to amend** **(made and seconded**): Amend the agenda to include an Interfolio Resolution after the A. Harry Moore Resolution

1. **University Senate Meetings Minutes of May 6th 2019**

**Motion (Made and seconded):** Passes without objection

1. **Announcements**

* **Provost Introduction -** Dr. Tamara Jhashi
* **Artist Gallery Talk and Discussion:** September 24th 11:30 a.m. – 12:30 p.m. Visual Arts Gallery and the Auditorium (B08)
* **Open House**: Saturday, October 12, 2019 at 9AM
* **Congratulations** to Joel Katz of the Media Arts Department.  His film *The #1 Bus* premiered at the Loews Theater on Saturday September 21st.
* **Congratulations** to Dr. Carrie Robinson of the Education Leadership Department whose "special efforts and commitments to educational leadership" were recognized by the National Policy Board for Educational Administration for her work as a program reviewer.
* **Introduction of New Faculty**: 17 New Faculty members were welcomed to NJCU.   Their names and departments were posted on the announcements for reference.

**Senate President’ Report**

* **Motion to appoint Senate Parliamentarian** – Dr. Fran Moran

1. **State of the University Senate** - An email was forwarded on September 11th

* **Standing Committee Chairs**
* The following people who are serving as Committee Chairs:
* **Elections Committee** – Gita Sharma
* **Graduate Studies Committee** – Co-Chairs: Christopher Carnahan and John Melendez

**Students on Standing Committees**

* A list of students to serve on the Senate standing committees will be distributed soon.
* Ricky Cruz, the New SGA president was welcomed to the Senate Executive Committee. The Senate congratulated him on an excellent speech at Convocation.

1. **Temporary Course Approvals**

* A list of Temporary Course Approvals were distributed (attachment #1)

1. **Senate Elections Committee Manual**

* **Motion**: To appoint the following nominees for the two Ad Hoc Committees be approved.
* **Motion Passes without objection.**
* **The Ad Hoc Committee on National Survey Data:**

Joe Moskowitz, Political Science – CAS

Sujin Song, Management – SoB

Rubina Vohra, Economics – SoB

Peggy Griffin, Accounting – SoB

* **Ad Hoc Committee to Initiate Updates the Table of Contents on the Faculty Handbook**

Kathleen Mahoney, Nursing – CPS

Jennifer Musial, Women’s & Gender Studies – CAS

Sungbeen Park, Management – SoB

Jeanette Ramos-Alexander, Accounting – SoB

Yufeng Wei, Chemistry – CAS

Anna Scanniello, Fire Science - PS

***\*These committees were given a deadline submit report before the November meeting.***

* **Motion**: To move the deadline to the December meeting.
* **Motion passes without objection**

1. **Shared Governance Taskforce**

* In an April 12 email the Office of the President announced a University Wide shared governance Taskforce deployed “to strengthen [the University’s] commitment to…shared governance”.
* Dr. Shamburg is on the taskforce with faculty and administrators.
* An index was distributed in order to communicate the Senate’s essential role in shared governance to the taskforce for the Senate Constitution.  It lists the issues and responsibilities of the Senate. (attachment #2)

1. **Senate Elections Committee Manual**

* The Elections Committee Manual was distributed last April for comment to the Senate.  It was developed with the Elections Committee and shared electronically for feedback for the committee.
* No feedback was given.
* **Motion:** To approve the Elections Committee Manual
* **Motion passes without objection**.

**Draft Policy for Substantive and Limited Program Changes**

* A motion was made three years ago to formalize changes in the program.
* The same motion was re-submitted last year and it missed the 30 day rule.
* The next level is the Senate. A draft copy of a policy was distributed to everyone.  It was asked that a discussion occur with the department and send all suggestions to the Senate Office. The SEC will collect the feedback and develop a draft to be voted on.  (attachment #3)

**Online Program Managers**

* Last April the Senate charged three committees with reviewing the proposed use of Online Program Managers i.e. (an outside vendor charged with managing our online courses and programs).
* After a discussion with the Provost, the university will not pursue the use of online program managers.
* **Motion:** To rescind the charge to investigate online program managers from the Planning, Budget, and Development Committee, the Academic Standards Committee, and the Committee on Instructional Technology.
* **Motion passes without objection**

**Department Name Change**

* SACC approved two (2) Program Proposal via email in May

-Modern Languages Department - *Minor in East Asian Studies*

-Earth & Environmental Sciences - *Bachelor of Arts in* *Sustainability Studies*

* After the last Senate meeting the C & I Committee approved a name change.
* **Motion:** To approve the department name change

Original name: Modern Languages Department

New name: Department of World Languages and Cultures

* **Motion passes without objection**

1. **University President’s Report** President’s Presentation to the University Senate – September 23, 2019 ( attachment #4)

* During the report, a reminder was given that Middle States will be visiting March 29th to April 1st
* The SEC asked when was the last loan issued for the university. The President said 2006 was the last loan for 41 million for the Science Building Project.
* No further questions were asked

1. **University Senate Elections**

* **Search committee for the Dean of the College of Education:**
* **Five faculty of the COE are needed for the search committee**
* Nominations taken on the floor – None
* The following faculty were nominated. ***Those that have an \* sign were voted to be on the COE search committee***

\***Dr. Allan DeFina**

Dr. Adele Macula

\***Dr. John Melendez**

\***Dr. Erik Morales**

Dr. Zandile Nkabinde

\***Dr. Muriel Rand**

\***Dr. Laura Zieger**

* **One additional faculty from another division are needed for the COE search committee.**
* Nominations taken on the floor:

Dr. Boseman nominated Donna Ho-Shing (CPS Nursing)

* The following faculty was voted to be on the COE search committee

\* **Dr. Donna Ho-Shing, Nursing**

**\* Dr. Carol Shansky- MDT**

* **Two Professional Support Staff are needed for the COE search committee**.
* Nominations taken on the floor - None
* The following were already nominated: ***Those that have an \* sign were voted to be on the COE search committee***

\***Alison Maysilles** – Enrollment Management

\***Ella Rue** – Marketing and Communications

* **Search committee for the Asst. Provost for Student Success**
* **Faculty are needed for the search committee**
* The following were already nominated**:**

**-** Jermain McCalpin

- Sungbeen Park

- William Westerman

* The following were voted to be on the search committee for Asst. Provost:

**Christine Harrington** – Educational Leadership

**Jermain McCalpin –** African Studies

**Sungbeen Park -** Management

**William Westerman –** Sociology & Anthropology

* **Committee was approved**
* **Two Professional Support Staff are needed for the Asst. Provost search committee**
* The following were already nominated. ***Those that have the \* sign were voted to be on the committee:***

Kathleen Banks – University Advisement Center

**\* Allison Maysilles –** Enrollment Management

**\* Venida Rodman –** Women’s Center

Anna Scanniello – Fire Science – PS

* **Search committee for the Asst. /Assoc. Provost for UG Education**
* **Faculty are needed for the search committee**

**The following were already nominated:**

**-**Meriem Bendaoud, Biology

**-**Ashley Lyon, Art

**-**Laszio Molnar, PSS

**-**Walter Nugent, Fire Science

**-**Jennifer Pax, Sociology/Anthropology

**-**Sujin Song, Management

**-**Li Xu, Finance

* **Nominations taken on the floor:**  Dr. Adele Macula **was nominated**
* **All of the nominations were voted on the Search Committee for Assistant/Associate Provost**
* **Two Professional Support Staff are needed for the search committee**
* **Theta Pavis-Weil, Enrollment Management**

1. **A Harry Moore Resolution**

* **Motion (made and seconded):** NJCU Senate affirms to sustain and strengthen the A Harry Moore School
* **Motion passes without any objection**

1. **Interfolio System**

* In accordance with the University Senate’s “right to discuss and review all University policies which may affect its academic and educational objectives” and in the Senate’s role “as a channel of communications” a point was made to bring sense of the Senate resolution about implementation of the Interfolio system.
* **Note from Senate President:** Please keep in mind the Senate cannot impinge on the Union’s responsibility to negotiate conditions of employment. We do have the ability to express ourselves formally on any matter concerning the welfare of the University.
* The 2nd point of the resolution was discussed as a point of concern

“*In contrast to the past application process, Interfolio will not permit applicants for re-appointment and/ or promotion to respond substantively to each of the recommendations of their DPC’s, department chairs, deans and/or VP’s”.*

* **Motion –** To go on record to address the 2nd point of the Interfolio Resolution (refer #2 of Interfolio System Resolution Document) (attachment #5)
* **Motion (made and seconded)**

**Discussion:**

* Expression from the senate floor thought that candidates can respond to the DPC and Chair. The candidates can see the recommendation however the candidate cannot give substantive responses.
* Office of the Provost responded that if the policy is written to reflect that the candidates have a right to submit additional documentation, then it’s acceptable however it is believed that there is no written policy about this.
* It was discussed that people in the past have submitted letters in response to the recommendation where the letter may have been received by people who are higher in the chain of the approvals. claims to his knowledge no one has ever denied to respond
* General agreement that it has been the practice than an applicant be allowed to comment on their submission.
* Presently the DPC is omitted from the calendar that currently exists. When it’s omitted it takes away from the process.
* A question was posed that if there is no vote by the DPC or the chairperson does not check and it is left blank does the portfolio go to the next level?
* Office of the provost explained that no individual vote is included in the process.

The resolution should reflect that the vote should be by committee and by the chair.

**Motion passes**

1. **University Senate Committee Reports**
2. **Curriculum and Instruction Committee**

* Dr. Michael Rotenberg-Schwartz, Chairperson recommended that the 30 day rule for proposals be amended to 60 days due to the challenging time constraint of the policy.
* **Motion: (made and passed)**

That the amendment reflect a change from the 30 day policy to 60 days in both the October 2018 resolution and the policy explanation presented at the March 2019 Senate Meeting.

* Amendment was accepted to change the existing rule of 30 to 60 days for new programs only.
* It was reported that the revision and renaming of the Minor in International Studies be changed to Minor in Global Studies
* **Motion (made and passed)**
* **The following two program proposals were approved by the C& I committee:** (C&I report - attachment #6)
* BS and minor in Geographical Information Science
* Interdisciplinary Minor in Sexuality and Queer Studies
* **Motion to approve both proposals (made and passed)**
* **The following course proposals were approved with minor edits and forwarded to the provost office for review.**

**-** Capstone Seminar of Global Studies

**-** Tax Planning

- Financial Planning for Retirement, Benefits and Education

- Essentials of professional Financial Planning

- Capstone Financial Planning Case Study

- Principles of Estate and Insurance Planning

- US National Security Interests in East Asia

* **The C & I committee approved the following with title and level changes in Pre-requisite modifications**
* MGMT 243 – Global Management
* BUSI 272 Investment Principles and Analysis
* **The C& I committee approved the following proposal for a change in credits for** LTED 350 – Early Childhood Reading and Language 2 to 3

**As a point of information, the Senate President noted that 500-level courses must be approved by C&I and Grad Studies.**

1. **GECAP – Update** (attachment #7)
   * + Dr. Jason Martinek, Chairperson reported that based on fall 2018 data for Written Communication Outcome, students at Tier I and II need to enhance their skills in areas of content, conventions, sources and mechanics. He proposed implementing faculty development sessions using blackboard to address these areas.
     + **Motion (made and passed)**
2. **Graduate Studies Committee Report**
   * + Dr. Chris Carnahan and Dr. John Melendez were selected to be Co-Chairs for 2019 -20 academic year.
     + Dr. Melendez reported that the GSC reviewed and approved five course proposals *(refer to GSC report document for courses – attachment #8)*
     + **Motion (made and passed)** – to approve all five course proposals
     + Dr. Melendez proposed that in the written documentation for course proposals that a notation be added to reflect a lecture or a lab. He expressed concern that the notation is important because it affects FAS’s
     + **Motion (made and passed**)
     + Dr. Melendez will revise and re-submit

d). **Planning, Development & Budget Committee** **Report (attachment #9)**

* + - Dr. Joyce Wright, Chairperson reported the following:
    - GIS Minor proposal *–* ***Approved*** with minor adjustments
    - GIS Major Proposal – ***Not approved*** – Suggestion to implement as a minor and evaluate the student numbers before moving to a Major Program proposal.
    - BS in Cybersecurity - ***Pending*** – Dr. Kutub Thakur will come to the next meeting to explain estimated student enrollment and request Capital expenditures

**PD & B New Proposals**

* + - MA of Science with Major in Nursing & Specialization in School Nursing – ***Not approved*** - Committee is asking for additional information.
    - Second Degree Non Accelerated Nursing Program – ***Not approved***

The committee is requesting to compare other NJ colleges that also have the same format in order to explain the proposed student numbers.

* + - Marketing Analytics Minor (UG) **– *Not approved*** – Committee is asking for additional information to review the projected enrollment over a 5 year period.
    - MBA with Major in Marketing Analytics ***– Approved***

1. **Unfinished Business**

* **Monday – Thursday Course Pattern**
  + - During the last meeting a motion came up to explore a Monday-Thursday course option starting in fall 2019, but time ran out for further discussion.
    - **Motion: (Made and seconded)**

Monday-Thursday course option be sent to the Academic Support and Services Committee, who oversees scheduling for review and further discussion.

1. **New Business** 
   * + Information Item/Previous Notice
     + 500 Level Course Policy – Dr. Joe Moskowitz
2. **Adjournment** 
   * + **Motion: to Adjourn (made and seconded)**
     + **Motion – Passed**
     + **Adjourned at 4:12pm**

Respectfully submitted by,

Ms. Cynthia Vazquez

Secretary of the University Senate

Attachment #1: Temporary Course Approvals List

Attachment #2: Constitution Index

Attachment #3: Draft Policy for Substantive and Limited Program Changes

Attachment #4: University Senate President’s Report (PowerPoint Presentation)

[**https://tinyurl.com/sept19UPresPres**](https://tinyurl.com/sept19UPresPres)

Attachment #5: Interfolio Resolution

Attachment #6: C&I Committee Report

Attachment #7: GECAP

Attachment #8: Graduate Studies Committee Report

Attachment #9: PD&B Report