

**University Senate**

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

**MINUTES OF MEETING**

**October 21, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT:** A.Harry Moore, Harriet Phillip; Accounting, Michael Bell; Jermaine McCalpin; Art, Dennis Dittrich; Biology, Ethan Prosen; Computer Science, Nan Wang; Counseling Education; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Educational Leadership, Adele Macula; 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, Amit Mokashi; Marketing, Rick Lee; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** African/Afro American Studies, Alumni, Jane McClellan; Chemistry; Fitness, Exercise and Sports, Manuela Caciula; Music, Dance & Theatre, Joseph D’Auguste; Physics, Chris Herbert.

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

**SENATORS-AT-LARGE ABSENT:** Christopher Cunningham, 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:**

**DRAFT**

University Senate Meeting

Monday 21 October 2019

2:00 p.m. – Gothic Lounge (H202)

**\***Meeting called to order by President Shamburg at 2:05 p.m.

**Audience Response System Test**

43 clickers were handed out.

Successfully completed the test

**Senate President Introduction:**

All documents for the Senate are now publically available on Dropbox and are accessible through a URL for computer or phone. We would like to be as paperless as possible, regarding larger documents please bring laptops or use their phones to access documents.

**University Senate Meeting Agenda**

Motion to approve

Without objection, the agenda is approved

Motion passed

**University Senate Meeting Minutes of the September 23, 2019 Senate Meeting- -**

Motion to approve the September 23rd Senate minutes

Motion seconded

No discussion

Motion passed

**Announcements**

Congratulations to Dr. Laura Zieger

On October 11th she received the Edge Educational Technology Innovation Award at the Edge Member & Partner Appreciation Day. This award recognizes the achievement of an individual, program, or organization that has demonstrated outstanding creativity, innovation, or risk-taking in the use of educational technology as applied to their field (K-12, libraries, higher education institutions) to advance teaching, learning, research, institutional effectiveness, and student success.

NJCU Musical Theatre: You're A Good Man Charlie Brown

October 25- November 2 West Side Theatre

Based on the characters created by Charles Schulz in his PEANUTS comic strip, this musical brings joy to audiences of all ages through vignettes showing the comical, energetic and endearing lives of these beloved characters: Charlie Brown, Sally Brown, Snoopy and more. $15 general, $5 students and seniors

**13th Annual Rhonda Berry Health & Wellness Symposium**

October 31 12:00 pm—Gothic Lounge

A health awareness event, in remembrance of the life, spirit and commitment of New Jersey City University student Rhonda Berry, who dedicated her life educating and advocating for poor and uninsured women battling cancer. This year's topic: Finding Joy in the Journey: Healing Your Way to Happiness

**University President’s Report**

**A. Harry Moore**

The plight of the faculty, staff, and students at A. Harry Moore should be at the forefront of our minds. They are doing an admirable job under extraordinary conditions. Their enrollment has dropped significantly in this last month. Seven students were pulled by their sending schools and there might be more on the horizon. Also, the school’s prospects of new admissions is dim because of the re-location. They count on 10-15 new admissions every year to maintain enrollment. Since they rely on student tuition (over $70K per student), this is major problem.

To further complicate their situation, as of last Thursday---the faculty seems to have been given some confusing information that I hope we can clarify with the administration. The faculty and staff were given the impression that they are under the Center for Collaborative Education at NJCU. We don’t have such a center. They also have the impression that that they are not part of the NJCU College of Education anymore. First, the creation of centers and moving of programs and departments should come through the Senate and probably the Board of Trustees—we do have university policies on both of these. At the heart of this I’m sure there are good intentions and miscommunication. But I think we should have a resolution that affirms that we do have policies related to the creation of centers and the moving of departments. Also, that we would like written clarification about the Center for Collaborative Education and the relationship between A. Harry Moore and the COE.

Motion

The Senate resolves to affirm the University policies for the creation of centers and the moving of programs. Furthermore, the Senate would like written clarification on the "Center for Collaborative Education" and the relationship between A. Harry Moore and the College of Education.

Motion Seconded

Discussion

Members stated that they want clarification on what the Center for Collaborative Education is and why this was not discussed with the Senate since any new centers or programs should be introduced to the Senate first and probably the Board of Trustees. Members would like written clarification about the Center for Collaborative Education and the relationship between A. Harry Moore and the COE. Members of the Senate also feel that the administration should have discussed the collaboration with the Senate first and feel that the decision to implement this reflects that the administration does not render to get the opinion of the Senate anymore.

Motion to amend the resolution with the sentence:

Since the Senate was not consulted at this current time, the Senate does not recognize the existence for the Center for Collaborative Education.

Motion to amend seconded

Amendment passed

Amended Resolution

The Senate resolves to affirm the University policies for the creation of centers and the moving of programs. Furthermore, the Senate would like written clarification on the “Center for Collaborative Education” and the relationship between A. Harry Moore and the College of Education. Since the Senate was not consulted at this current time, the Senate does not recognize the existence for the Center for Collaborative Education.

**Amended Resolution Passed**

**Chairs on Standing Committees:**

Congratulations to the chairs elected on the standing committees:

Academic Standards Committee – Barbara Blozen and Vanashri Nargund will serve as Co-Chairs

Academic Support & Services Committee – Amit Mokashi, Chairperson

Committee on Instructional Technology – EunSu Lee, Chairperson

Curriculum & Instruction Committee – Michael Rotenberg-Schwartz (Interim)

Faculty & Professional Staff Affairs – Debra McClary, Chairperson

Planning, Development & Budget – Joyce Wright, Chairperson

Student Affairs Committee – Jeanne Ruggiero, Chairperson

 **Substantive & Limited Program Changes**

You were emailed a draft of a policy for substantive and limited program changes. This is very important. Please review with your department or constituents and send to the Senate Office by November 15. This policy should cover what is defined as a substantive change, what is defined as small or limited change in a program, and what the approval process would be for each.

***(attachment #1)***

At the May Senate meeting we began soliciting feedback for a new paper form for undergraduate and graduate degree program approvals, so it would match the policy better. Now that CIM is up and running, we will no longer need it.

**Temporary Course Proposals**

The list of recent temporary course proposals has been distributed.

***(attachment #2)***

 **Search Committees**

I would like to thank all of the faculty and staff who volunteered for Search Committees for the Dean and the Assistant and Associate Provost Positions. I do want to note that the approved university policy for Deans and other Academic Administrators includes one student representative for each search committee.

**Board of Trustees**

In spring 2019 the Senate Executive Committee voted to request a meeting with the Board of Trustees on three items—the administration overriding the election of department chairs, the curriculum changes to Applied Learning, and the refusal of the administration to share the rubrics they use for promotion and reappointment. According to the Senate Constitution, the Senate Executive Committee can request that the Board of Trustees consider Senate items that the administration does not agree to. This request for a meeting was sent via email in April 2019. I made the request in person at the June 2019 Board meeting. I made it again at the September 2019 Board of Trustees meeting. On September 16 Al Ramey told me that there is no mechanisms in the Constitution for a meeting. In early October 2019 a request was made for a meeting in the spirit of shared governance. The Board of Trustees has not yet responded.

**Discussion**

Members of the Senate stated that the request for the meeting not being met by the Board of Trustees should be added to the middle States Report. Members stated that this is the opportunity to speak and express disagreement about the Board of Trustees not meeting . The SGA president asked the Senate to explain the role the Senate plays with the Board of Trustees. Senate president responded saying that the Board of Trustees approves the Senate’s constitution, re the Trustees of the University, and in charge of it. The SGA president then asked the audience to raise their hands if they are tenured. The majority of the Senate raised their hands to his question, and his response to them was that there is power in numbers that affect how the institution is run and therefore more tenured faculty need to be involved and be heard at Board of Trustees meetings.

**Rules of Order Highlights**

One of your handouts is a “Rules of Order Highlights”. ***(attachment #3)*** I thought it would be helpful to have a guide as we work. I’ll review them quickly and please feel free to ask me. I did consult with Fran Moran, the Parliamentarian, whom I’d like to thank. It discusses that any business to discuss should come in the form of motions and that any member can bring up new business. Also, that each member has a right to speak twice for ten minutes and that any senator can appeal the Senate President’s ruling.

Discussion

A member of the Senate asked about non-senators speaking. The Senate President said that the practice is that anyone can speak at the Senate and that would continue, but that the Constitution says that non-senators could be subject to limitations.

**End of President’s Report**

**IRB update**

Presentation by Dr. Vaseashta – Executive Director Office of Research Grants and Sponsored Programs. ***(attachment #4)***

Dr. Vaseashta presented an overview of the office mission with university departments regarding the IRB application process.

He reminded everyone that submission of applications must be completed in its entirety to be considered for review.

He also reminded everyone to be cognizant of deadlines

Members asked Dr. Vaseashta who appoints members for the IRB board?

Dr. Vaseashta stated that faculty volunteer and represent different disciplines however SEC members stated that they have never seen anyone volunteer for the IRB board.

Members asked Dr. Vaseashta if he could put the process of which people get selected for the IRB board in writing.

Dr. Ashok stated that he can and that the process is on the website

A member reminded the Senate that the Academic Supporting Committee is reviewing the IRB issues, and that a survey will go out stating all of the issues.

A member asked if a copy of the decision chart can be given.

Dr. Ashok stated that it is on the website and stated that the investigator does not have to submit a decision chart.

Another member stated that if the student is no longer allowed to be the PI then what happens if the faculty member leaves? He added that if the proposal for data collection goes to the IRB then no one will have access to it therefore can a regulation be provided for this?

Dr. Ashok stated that he can provide a regulation although it’s the faculty’s responsibility to make sure there is continuity for the student.

**Curriculum Inventory Management (CIM) Update**

Presentation by Dr. Karen Morgan, Interim Assistant Provost ***(attachment #5)***

During the presentation it was presented that CourseLeaf Platform was chosen to create a digitized form for course and program approvals.

The dynamic of the CIM program is that its central database is integrated with People Soft.

An interesting feature allows for one to see the changes recommended for courses or programs.

It was stated that questions should be sent to curriculum@njcu.edu

A member asked if there is any reference in the process that refers to the Senate.

Dr. Morgan stated that there is still a technical issue with this but they are trying to resolve it.

Another member also asked if the course in CIM is related to more than one department does it check for the collaborative department?

Dr. Morgan stated that she will look into it and that possible revisions can still be made where the program stops for each reviewer.

The proposer would see the reviewers comments and comments are public.

A member stated that if someone can make changes (substantive changes) in the proposal process that there is an issue. The resolution made speaks to this issue.

Dr. Morgan stated that she understands the sentiment and believes changes can be made but doesn’t believe that anyone would make changes.

**University Committee Reports**

**Curriculum & Instruction Committee**

Report attached by Dr. Michael Rotenberg-Schwartz – Chair. Presented by the Senate President

***(attachment #6)***

Motion to Amend 30-Day Rule to 60 Days (Distributed at the September Meeting for Previous Notice)

The University Senate hereby amends the policy adopted in October 2018 regarding the length of time Senate Committees have to respond to and take actions on all proposals they receive from to 30 days to 60 days.

b. Each reference to “30 days” will be changes to “60 days” in both the October 2018 resolution and the policy explanation presented at the March 2019 Senate meeting.

c. The remainder of the policy and explanation remain in effect.

d. This amendment will be effective immediate on approval by the University Senate.

Motion seconded

Discussion

A member disagrees with the motion and stated no explanation is given as to why the days want to be changed to 60 days. Other members agreed to this statement.

A member stated that the change in days is due to proposals given within the 30 days that have not been vetted for errors therefore changing it to 60 days would allow for more quality in the proposal. Once the proposal is submitted you cannot fix the errors. Members from the floor feel that the obligation for proposals to be forwarded in 30 days are ultimately for benefit of the students, therefore prolonging it is an issue. Members explained that better quality feedback must be given when proposals are submitted and that the focus should not be how fast feedback is given. Members also reminded everyone that if you don’t have time to do the work then you shouldn’t volunteer on the committee. Another member stated that the commitment to get the proposals reviewed and forwarded in 30 days is based on the commitment of those on the committee.

A Member made a motion to call the question. The motion was seconded.

The vote to call the question passed.

\*Vote: 19 Yes / 23 No –Resolution does not pass

**Discussion on Report**

A member stated that one course is a 500 level course, he asked why would the 500 level course be a capstone course for an Undergraduate program?

It was stated that one course had question marks and that the issues are reflective of forwarding the proposal within the 30-day mark.

It was noted that once it goes to the provost we cannot correct any errors because proposals are not being reviewed carefully and instead the focus is to forward it based on the 30-day rule. It was noted that upper level administration will see the lack of quality and are hopeful that courses will improve as they go through the process for review.

**GECAP**

Report given by - Dr. Jason Martinek, Chairperson

 (**Attachment #7 GECAP Changes to the New Course Guidelines)**

Action Item: We recommend minor modifications to the New Course Guidelines to reflect the current assessment protocols of the General Education Program and current learning outcomes language. Please see the track-edited attachment for specifics.

Motion Seconded

No Discussion

Motion – Passed

**Senate President - requested to extend meeting time for 15 more minutes**

**Graduate Studies Committee:**

Dr. Christopher Carnahan and Dr. John Melendez, Co-Chairs

**(Attachment #8)**

There are two action items, one to approve the doctoral handbook and the other to approve the Capstone Seminar in Global Management as a graduate class.

Doctoral Handbook

**(Attachment #9)**

<https://www.dropbox.com/s/9jpjsooyte8c4aw/Doctoral%20Policy%20Handbook%20Senate%205.17.19.docx?dl=0>

The Senate President noted that has asked the union to review pages 14, 27, and 31 with the administration since they touch on labor issues.

Motion: To approve the Doctoral Handbook, with the note that those pages will be under review.

Motion Seconded

No Discussion

Motion Passed

Capstone Seminar- Global Management

The Grad Studies Committee asked for a second to approve the course

The motion was seconded

Discussion

A member asked if the Capstone course is for undergraduate students or graduate level students. The committee chair stated that it is graduate level. A member asked why is it being offered to an undergraduate program. Dr. Morgan replied that the current system in place does not preclude 500 level for graduate students only. The course offered follows under current structure. Another member stated that there should be no double dipping between Graduate level and Undergraduate level courses. It was noted that there is a motion addressing this concern about 500 level courses on the agenda. It was also noted that the Senate should not change a course without the approval of the proposer, however it was stated that changes cannot be made on proposal once its submitted. There was a discussion that this would pass if it was not a 500 level course. There was a request for a vote by clicker.

**Motion did not pass**

**Planning Development & Budget Committee Report:**

Report given by Dr. Joyce Wright – Chair

(**Attachment #10 PD&B Committee Report)**

The following three programs require approval:

* BS in Cyber Security
* MS in Nursing with a Specialization in School Nursing Major
* GIS Major

**BS in Cyber Security**

Motion to approve after revisions are submitted

Motion seconded

Approved

**MS with a Major in Nursing and a Specialization in School Nursing**

Motion to approve

Motion seconded

Motion Approved

**BS in Geographic Information Science (BS-GIS)**

Motion to approve

Motion seconded

Discussion

The committee reported that Ben Rohdin stated that NJCU would be the only school offering this. A member stated that the document reflects 50 students per year so is the vote based on the previous document or an updated document. A member stated that he did not see the updates with the finance changes. SEC board members stated that the following three courses are specifically listed as general ed required courses so it sets up a precedent what general ed courses can be taken toward their degree.

Motion Approved

**Student Affairs Committee Report**

Dr. Jeanne Ruggiero, Chairperson

**(Attachment #11 Student Affairs Committee Manual)**

The committee Submitted the Student Affairs Committee Manual for Approval.

Motion to approve

Motion seconded

Motion approved

Senate President states that due to the time remaining items will be placed earlier on the agenda for the next senate meeting.

Motion to adjourn

Motion seconded

Motion approved

Meeting ended 4:24pm

**Respectfully submitted by,**

**Ms. Cynthia Vazquez,**

**Secretary of the University**

Attachment #1: Substantive & Limited Program Changes Policy

Attachment #2: Temporary Course Proposal List

Attachment #3: Highlights of Rules of Order

Attachment #4: IRB Presentation

Attachment #5: CIM Update

Attachment #6 C&I Committee Report

Attachment #7 GECAP Changes to the New Course Guidelines

Attachment #8 Graduate Studies Committee Report

Attachment #9 Doctoral Handbook **(see link above)**

Attachment #10 PD&B Committee Report

Attachment #11 Student Affairs Committee Manual