

**University Senate**

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

**MINUTES OF MEETING**

**October 16, 2017**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Jeanette Ramos-Alexander; Art, Ellen Quinn; Biology, Ethan Prosen; Computer Science, Mort Aabdollah; Counseling Education, Yung-Wei Lin; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Dept. of Earth & Environmental Science, Deborah Freile; Educational Leadership, Adele Macula; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Health Sciences, Gail Gordon; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Zui Chih Lee; Mathematics, Freda Robbins; Media Arts, Jane Steuerwald; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** African/Afro American Studies; Alumni, Jane McClellan; Chemistry, Bumjung Kim; Economics, Ivan Steinberg; ESL; Finance; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Amy Rady;.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Karen DeSoto, Marilyn Ettinger, Vanessa Garcia, Lee Ann Halbert, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra

**SENATORS-AT-LARGE ABSENT:** Joseph Riotto.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Queen Gibson, Cynthia Vazquez.

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT**: Denise Serpico.

**STUDENT SENATORS PRESENT:**

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Collin Officer

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

**Meeting #2**

**University Senate Meeting**

**Monday, 16 October 2017**

**2:00 PM – Gothic Lounge (H202)**

**Agenda**

Meeting called to order by Vice President Shamburg at 2:05 pm

Vice President Shamburg expressed the Senate’s prayers for a full recovery of Senate President Riotto as he recuperates from a heart attack.

**I**.         Audience Response “Clicker” System tested successfully.

**II.**        **Motion to approve** the University Senate Meeting Agenda:

Motion: approved.

**III.**       **Motion to approve** the University Senate Meeting Minutes of the September 18, 2017 as presented:

 **M**otion: approved.

  **IV.**       **Motion to approve Parliamentarian**

 As per Article IV, Section 1 of the Senate Constitution, “the president, with the advice and consent of the Senate, may appoint a parliamentarian.” In Dr. Riotto’s absence, Dr. Shamburg nominated Dr. Fran Moran to the position of Parliamentarian for the 2017-18 academic year.

 Motion: approved.

**V.**        **Announcements**

 1. Condolences

 Dr. Shamburg announced the passing of John Melendez’s father, Celso Melendez. There will be a wake tonight (10/16) from 4-8 at Gorny and Gorny Funeral Home in Elizabeth and a Mass tomorrow (10/17) at 11:30 at the Basilica of the Sacred Heart in Newark.

 2. Benefits Workshops

 October is Open Enrollment Period for Benefit Plans. Workshops will take place in Hepburn Hall, Room 104 on: a) October 17th, 9 am- 11 am, b) October 19th, 2 pm – 4 pm, and c) October 25th 1:30 pm- 3:00 pm. Open enrollment ends October 31, 2017. For more information, please contact Human Resources at X2335.

 3. Call for Volunteers for Participation on the MSCHE Self-Study Team

 NJCU is accredited by the Middle States Commission on Higher Education (MSCHE). Every eight years, accredited institutions engage in a self-study process to demonstrate compliance with MSCHE Standards and Requirements. We begin our preparations this semester, which will involve creation of a self-study document and will culminate in a site visit by MSCHE peer evaluators in 2019-2020. There will be an informational meeting from 2:30 pm-3:30 pm at the School of Business Skyline Room. To express your interest, please submit your name to MSCHE2020@njcu.edu by October 23.

 4. Fitbit Challenge

 NJCU is launching the first ever Fall 2017 FitBit Challenge. It’s a program for faculty & staff to track steps and motivate one another to increase their daily activity to reach their personal health and fitness goals. Kick-Off Date: October 23, 2017 and it will last for 6 weeks.

 5. Sister Act

 *Sister Act* will be performed in the West Side Theater on October 20, 21, 27, 28 at 7:30 pm and also on October 22 and 29 at 3:00 pm.

 6. Underground Up

 The Exhibit *Underground Up* will be at the Visual Arts Gallery through

 November 2.

 7. The Gabriel Alegría Sextet

 The Gabriel Alegría Sextet, will perform on Wednesday, October 18th at 1:00 pm as a part of NJCU’s Music@One series in Ingalls Recital Hall Gabriel Alegría is a new faculty member and NJCU’s jazz coordinator. According to *Hot House Magazine* “Alegría and company are reigniting Latin jazz for present and future connoisseurs.”

 8. Martha Colburn

 Integrated Media Arts Program will be hosting visiting speaker artist filmmaker Martha Colburn on Tuesday, October 24th at 7:00 pm. She will speak about her work.

 9. Faculty Fellow Program Special Cohort

 Select faculty members have been invited to join the Faculty Fellows Program cohort that will explore the culture of civic engagement at NJCU. Dr. Saul Petersen, Executive Director of Compass Compact, will oversee the cohort. It will meet the second Friday of each month beginning November 10th. Please confirm your interest by emailing Vaughn Rogers at vrogers1@njcu.edu by October 27, 2017.

 10. Alum Earns Teaching Award

 Lake Riviera Middle School teacher Gary Paxton was named the winner of the Excellence in Education Award, which is presented annually by the 10th Legislative District to an elementary, middle school or high school teacher who best exemplifies commitment and dedication to classroom teaching. Gary earned his teaching certification through the NJCU New Pathways Program and his MA in Ed Tech in 2010.

Additional announcements appear on the back of today’s agenda.

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

 Dr. Shamburg updated the Senate about five major items: The Standing Committees, Status of the All University Requirements, Revised Program Approval Procedures, the Doctoral Policy Taskforce, and Representation of the School of Business on the SEC.

 Dr. Shamburg formally welcomed Sarah Magliulo (Mag Lee ULo), OSP’s Associate Director to NJCU. She started on September 18th the same day as the last Senate meeting and her name was not included on the previous welcome list. Welcome Sarah.

 **A. Standing Committees**

 The work of the Standing Committees is especially urgent during this time. Last week Dr. Shamburg spoke to most of the committee chairs to introduce myself, to get a sense of where they are, and to emphasize how important Dr. Shamburg thinks their work is. Two committees sent in reports—the Instructional Technology Committee and the Academic Standards Committee.

 Dr. Shamburg thanked Max Herman and the rest of the Instructional Technology Committee. They have a series of recommendations, and the SEC would like some time to review them before bringing it to the Senate.

 The Academic Standards Committee elected Vanashri Nargund as chairperson. The committee is working on its charge and should have something conclusive to report by the next Senate meeting.

 Students will be added to Senate standing committees as soon as names are received in the Senate office.

 We still have two openings on the Planning and Budget Committee for a COE and a CAS member. If you are interested in the position, please email senate@njcu.edu.

**B. AUR / ACR**

At the last Senate Meeting the following motion passed:

“SEC will revise the AUR proposal form and approval process for the purpose of creating a new All-College Requirement proposal form and approval process to be presented to the Senate for its review and consideration.”

SEC discussed this and decided to wait for a representation from the School of Business (which is anticipated at today’s meeting) to be elected to the SEC before addressing this issue further.

**C. Revised Program Approval Proposal Procedures**

As reported at the previous Senate meeting, the SEC reviewed the Graduate Studies Committee’s and Curriculum and Instruction Committee’s reports on the proposal for new approval procedures for academic degree programs. The SEC recently forwarded the committees’ feedback to the administration and looks forward to the administration's response. The proposal would make important changes to the procedures for program proposals.

**D. Doctoral Policy Task Force**

All the members of the Doctoral Policy Task Force have been determined. The Task Force’s charge as stated verbatim in the minutes of the April, 2017 Senate meeting is:

“The Doctoral Policy Task Force is charged with reviewing the current Doctoral Handbook, conferring with faculty who are teaching and overseeing NJCU’s existing and recently approved doctoral programs, conferring with appropriate administrators, and presenting a draft of an updated/revised Doctoral Handbook to the Graduate Studies Committee of the University Senate for its consideration. The Graduate Studies Committee shall review, amend, and if appropriate, recommend the revised doctoral Handbook for submission to the full University Senate.”

 **The new members are:**

 Deborah Woo, Administration

 Michelle Rosen, COE

 Remberto Jimenez, Student Representative

 **The other members of the Task Force are:**

 Jayadhurganandh (J.D.) Jayaraman, GSC rep.

 Joe Moskowitz, 2009 Doctoral Policy Task Force rep.

 John Melendez, Educational Leadership

 Kathleen Rennie, Professional Security Studies

 Laura Wadenpfuhl, CAS

 Laura Zieger, Educational Technology

 Min Chou, Library

 Robert Prowse, 2009 Doctoral Policy Task Force rep.

 Sairah Qureshi, CPS

 Wanda Rutledge, SOB

 **E. Representative for the SOB on SEC**

 The Senate Executive Committee had some abrupt changes this year. In the rearrangements, the School of Business does not have an activity member on the Senate Executive Committee, though Joe Riotto is still the president and from SOB.

 One resolution that you will be voting on today is about the creation of a representative from the School of Business to fill in for Joe Riotto in his capacity as SOB representative during his absence. The resolution would create a temporary position that is needed until we can have an SOB representative hopefully, Joe’s speedy recovery and return or through the regular Senate mechanisms. If the Senate votes to create the position, we will have an election immediately for a person to fill the position.

**VII.**     **Motion to Create a Temporary Position on the Senate Executive Committee: “Representative of the School of Business”**

Senate President Riotto's absence, due to illness, has caused a lack of representation for the School of Business on the Senate Executive Committee. The SEC proposes the creation of the temporary SEC officer “Representative from the School of Business.”

 Motion made and seconded: Since Article 3: Section A of the Senate Constitution provides that, "Each College of the University must be represented on the Executive Committee, " and furthermore since Article 1: Section E provides that “The Senate may elect additional officers as its work necessitates," the Senate hereby creates a temporary position of "Representative of the School of Business" until President Riotto returns or until the May 2018 reorganization (whichever comes first).

Motion: approved.

**VIII.**     **Elections Committee -** Dr. Christopher Carnahan, Dr. Mingshan Zhang, Co-Chairs;

 Nominations for the temporary position SEC Representative of the School of Business: Wanda Rutledge; Jeannette Ramos Alexander; Rubina Vohra.

 Dr. Rubina Vohra elected.

**IX.**    **New Business**

1. Midterm Grades

Last year the Senate passed resolutions calling for the administration to adhere to the midterm grading system of P/F grades only. The administration had distributed, last year, a memorandum which specified a different grading system that included additional letter grades. The process indicated in the Senate Constitution for adjusting the grading system was completely ignored.

This year the administration has correctly informed the faculty that the grading system for midterm status is P/F/W. The Senate resolution has been followed by the administrator who oversees the midterm grading system. For the record, it is good to see the Senate and the administration in agreement about this matter.

2. Infosilem Course Scheduling

The Health Sciences faculty described several problems with the Infosilem scheduling system. The days and times of 70% of the courses they submitted were changed. The changes do not meet the needs of students nor the faculty. Other faculty said the Report 65 does not show the Spring 2018 schedule and student registration is about to begin. Early registration has been cancelled. Interim Assistant Provost Karen Morgan replied that a timetable for implementation has been set and that department chairs can still submit scheduling information and changes. Faculty members pointed out they were not receiving scheduling information in a timely manner. Errors include changing day time sections to night times when students are not available and which also resulted in course conflicts. The Senate could gather all these concerns and work through SACC to address them. Concern was also expressed about faculty members being asked to indicate times when they are not

available to teach and being asked to provide personal information, along with supporting documents as proof. One faculty member submitted religious observance as a rationale which was accepted. Faculty members were advised not to submit personal information to departments or to deans and instead to work through the Human Resources Office concerning any health related or personal information.

Motion made and seconded: Delay the implementation of the Infosilem system for one semester.

 Discussion:

Senate cannot stop the implementation of this system and passing this motion would show weakness. We do not know the unintended consequences of such a delay. Dr. Morgan said that the narrative about Infosilem needs to change. She said some changes can still be made for the spring 2018 semester. The purpose of the system, which is being used for the first time at NJCU, is to help students and to improve retention and graduation rates. Dr. Morgan was asked whether classes scheduled in particular time slots can be switched as long as the same time slots are used and she replied, “yes.” She also said instructors listed for particular sections can be exchanged. The purpose of this system is to create a conflict free schedule so that students can proceed to graduation; she added that department chairs and the deans should work back and forth on the schedules. Faculty explained that the day and time changes has already resulted in adjunct faculty not being available and that courses would not be offered as a result and would negatively impact student graduation.

 Friendly amendment to the main motion offered and seconded:

 Ask administration for more timely information about scheduling.

Discussion continued on main motion:

Some departments were previously briefed on the system. What is the cause of the problems? Is it the system itself or the information entered into the system which would be intentional? Dr. Morgan explained that the system creates a schedule based on “non-human factors” and then humans need to look at the schedule and changes can and have already occurred. We should have a different narrative about Infosilem. In response to a question about student input about the students’ desires and needs about the days and times of classes Dr. Morgan replied that department chairs know student desires and can input information into the system but that students had not been asked for their input. Infosilem’s impact on graduate students and on off-campus students was also raised. One faculty member said Infosilem is going to be implemented no matter what we do and it shows administrative incompetence.

Motion made and seconded to call the question:

Motion to call the question: approved.

Main motion: not approved (Yes: 19; No: 25).

“Friendly amendment” withdrawn.

Motion to adjourn made and seconded:

Motion: approved.

Meeting adjourned 3:22 pm.