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**University Senate**

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

**MINUTES OF MEETING**

**November 14, 2016**

**ATTENDANCE:**

**Presiding:** Dr. Joseph Riotto, University Senate President

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Art, Brian Gustafson; Biology, Ethan Prosen; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Counseling Department, Dennis Lin; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Amy Rady; Earth & Environmental Science, Deborah Freile; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, David Blackmore; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Mathematics, Freda Robbins; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; 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:** Jeanette Ramos-Alexander; African/Afro American Studies; Alumni, Jane McClellan; ; Chemistry, Bumjung Kim; Economics, Ivan Steinberg; Early Childhood Ed., Regina Adesanya; ESL; Marketing, Susan Williams; Media Arts; Physics, Chris Herbert;.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Natalia Coleman, Marilyn Ettinger, Audrey Fisch, Lee-Ann Halbert, Robert Prowse, Joseph Riotto, Michelle Rosen, Cordelia Twomey, Rubina Vohra.

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Katherine (Katie) Aquino, Queen Gibson, Denise Serpico,

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT**: Cynthia Vazquez.

**STUDENT SENATORS PRESENT:** Grisselle Hernandez.

**STUDENT SENATORS ABSENT:** Patricia Chambers, Sierra Williams.

**STUDENT SENATORS-AT-LARGE PRESENT:** Collin Officer, Corinne Reilly-Ferretto.

**STUDENT SENATORS-AT-LARGE ABSENT:** Jennifer Hernandez, Leman Kaifa.

**University Senate Meeting Minutes**

**University Senate Meeting #3 for AY 2016-2017**

**Monday, 14 November 2016, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:05 PM

**I. Moment of Silence**

Senate President Riotto requested a moment of silence to honor Syasia McBorroughs, a senior who was co-majoring in Early Childhood Education and History.

**II. Clicker System Test:** Passed

# III. Approval of Agenda

Motion made and seconded to approve agenda.

Motion made and seconded to amend the order of the agenda to add the Faculty University Promotion Committee to the agenda under New Business.

Amendment approved

Amended Agenda approved

# IV. Approval of Minutes

Motion made and seconded to approve the minutes of the 17 October Senate Meeting.

Minutes amended to correctly report that the resolution concerning the Mid-Term Progress Reports had passed unanimously.

Minutes approved

**V.** **Announcements**

Senate President Riotto made the following announcements and referred Senators to the back of the agenda for additional announcements.

1. The NJCU Foundation Board and President Sue Henderson invite you to the STARS celebration on December 1, 2016 from 12:00 to 2:00 p.m. in the GSUB Multipurpose Room. For more information, please see the email sent October 20, 2016.
2. Dr. Carlos Hernandez, Dr Anna Villafane, and Ms. Judy Torres will be guest speakers at the Council of Hispanic Affairs on Wednesday, November 16th: 11:50 a.m. for the Puerto Rico Flag Raising. It will take place at Hepburn Hall front lawn. Also, at 12:10 CHA Scholarship Award Presentation will in GSUB Multipurpose Room B. Guest speaker to follow. For more information, please contact Nancy Gomez.
3. Congratulations for the Psychology Department. Dr. Jim Lennon recently announced that the NJCU School Psychology Program has received Full Accreditation from the International School Psychology Association (ISPA) through 2021. The program now holds Full Approval from the National Association of School Psychologists, National Recognition from the Council for the Accreditation of Educator Preparation, and International Accreditation from ISPA. The international accreditation team cited the program strengths as including the hierarchically-structured organization of course offerings, emphasis on action research, strong collegial relationship with practica and internships supervisors, close supervision of candidates, and consistent search for program improvement. NJCU School Psychology Program became the fifth program in the United States to receive International Accreditation from ISPA. Dr. Frank Nascimento headed the accreditation process for NJCU.

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

1. Senate Administration Coordinating Committee (SACC) Report

Three (3) Health Sciences Department Program Title Changes were approved by University Senate on Monday, 17 October 2016; subsequently, SACC approved on Monday, 17 November, the aforementioned title changes with no adjustments. They were approved as is from the Senate.

1. The Senate Standing Committee Chairpersons for AY 2016/2017 are as follows and if not announced please send the information to the Senate office:
   1. **Committee on Instructional Technology** – Dr. Max Herman
   2. **Curriculum & Instruction Committee** – Dr. Erin O’Neill and Dr. Michele Rosen, Co-Chairs
   3. **Elections Committee** – Dr. Chris Carnahan
   4. **Faculty & Professional Staff Affairs Committee** – Dr. Natalia Coleman
   5. **Graduate Studies Committee** – Dr. Chris Shamburg
   6. **Planning, Development & Budget Committee** – Prof. Marilyn Ettinger and Dr. John Laski, Co-Chairs
   7. **Student Affairs Committee** – Dr. Joyce Wright
2. At the last Senate meeting, we still needed additional members to serve on the NJCU Judicial Board to adjudicate student discipline cases as delineated in the NJCU Code of Conduct. In addition to Dr. Esther Nir of the Criminal Justice department who was announced at the last Senate meeting, we now have 3 more volunteers:
   1. Pat Boyle, Fire Science
   2. Lee-Halbert, Health Sciences
   3. Ke (Helen) Li, Marketing

Once again, thank you for your service.

1. A number of additional recent “charges” have been given to Senate Standing Committees and they are as follows:
   1. **Committee on Instructional Technology** was hereby given the charge to
      1. Review and understand the decision to no longer publish on line or printed the Master Course List (MCL). It appears the lack of a MCL has particularly impacted students’ registration.
      2. Obtain an understanding of the “status” of New Jersey City University’s web-site. That is, there has been considerable amount of concern from students, faculty, administrators and the community at large due to the lack of functionality of the web site to assist the aforementioned.
   2. **Academic Standards Committee** was hereby given the charge to review the current policy for “Mid-Semester Grades.” An example of the current policy that had been distributed. Therefore, should this policy be expanded to include other “letter grades” etc. or basically maintain the current policy? One can also inquire as to the time the "grades" are requested to be inputted into GothicNet. Also, the committee should research other academic institutions and communicate with EAB.

The committee was asked to please respond so that the committee's report will be available for the December 5th Senate meeting. Therefore, the Senate Executive Committee needs to have the report by the Monday before (i.e. November 28th).

* 1. **Faculty & Professional Staff Affairs Committee** was “charged” to review, understand, provide comments, and report out on the two attached files sent to them:
     1. The draft covering the Social Media Guidelines
     2. The draft of the Social Media Policy
  2. **Planning, Development & Budget Committee** was hereby given the following two charges:
     1. Obtain budget and actual fiscal financials (for example) fiscal year ending June 30th) for the AY2015-2016, AY2016-2017 and change (any variances for them);
        1. Identify reserves, restrictive and/or unrestrictive
        2. Identify category variance in excess of 10% and explain them in detail
        3. Any other pertinent information deemed appropriate

The PD&B report should not be delayed if 6-30-16 is unavailable

* + 1. Review the Feasibility of the Academic Re-Structuring at New Jersey City University that the "Task Force" has presented to the Senate.

In particular, the feasibility of establishing a College of Science and Health in terms in terms of finances and comparison to structures of comparable institutions.

The PD&B is also reviewing the BFA in Dance proposal.

1. As mentioned at the last Senate meeting and in the minutes just approved, the Senate Executive Committee met with the Provost and Dr. Nurdan Aydin and we were working on updating the new course program procedures which have also been circulated with the Provost/Deans/Chairs. With that said, we have “Charged”, simultaneously the following two committees:
   1. **Curriculum and Instruction Committee** is hereby given the charge to review, understand, provide comments and its position/status on the attached proposal Please coordinate with Graduate Studies Committee.
   2. **Graduate Studies Committee** is hereby given the charge to review, understand, provide comments and its position/status on the attached proposal. Please coordinate with Curriculum and Instruction Committee.

Therefore, both committees will be looking at this item simultaneously and report to the Senate.

**VII. University Senate Standing Committee Reports**

1. **Graduate Studies Committee –** Dr. Chris Shamburg, Chairperson

The report was an update on the committee’s recent activity (See attachment #1 for details).

Question: Has there been any progress on digitizing the submission process?

Answer: This process is pending. May have an update to present at the next Senate meeting.

Question: Will C+I be receiving the restructuring proposal?

Answer: Yes. Once PD&B has done its work the proposal will move to C+I and GSC simultaneously.

1. **Student Affairs Committee –** Dr. Joyce Wright, Chairperson

This was a follow up on the Academic Grievance Form based on recommendation from the May Senate meeting. (See attachment #2 for details). The form is intended to lend some structure so students know what they need to do prior to moving a grievance forward. It was noted that the process does not currently address If the instructor or chair doesn’t respond what happens? It was suggested that the form be made into a fillable pdf.

The question was asked about what to do during times when calendar days are problematic. Is there a rationale for not changing calendar days to business days? The rationale was that the form was taken verbatim from the student handbooks (undergraduate and graduate).

Motion and seconded to approve the form with a change of “university business days” in place of “calendar days” throughout the document.

The intention of the motion is to change the policy not just the form. This would need to go through SACC. Perhaps the whole policy needs to be looked at, not just “how many days”. Parameters need to be clearly stated whether calendar or business days.

The role of the Dean of Students was discussed as these policies are coordinated with the Dean of Students. The Dean of Students is a member of SACC so would be able to voice concerns at that time. It was noted that the Dean of Students doesn’t have any authority in this process. Appeals go up the academic ladder.

It was pointed out that there are two different issues: 1) approve the form to clarify the process as it exists and 2) review the entire process. Separating the two issues was suggested.

Substitute Motion and seconded to clarify the current process for the students that we 1) approve this form as is and furthermore that 2) we charge the appropriate committee with investigating the process for possible revision.

Immediately informs the students of the current process and allows time for the appropriate committee to review the process. The form could then be published because it reflects the policy as is.

Point of Order: If we are voting on the form separate from other discussion, then voting on the original motion first is the correct order, then we can vote on the second half of the substitute motion.

Motion to Call the Question

Motion Passed (29/13) Question is called

Motion Passed (27/16)

Motion to charge the Student Affairs committee with investigating the Academic Grievance/Appeal Procedure and making recommendations to improve the process and to report back by the February Senate meeting.

First thing they need to look at is the change the Senate just passed. There will be incongruence between the handbook and the form. The form still has 45 days for the student to start the process so there is still ambiguity. This is why editing forms in the Senate is a terrible way to make policy. This change was not urgent. This has been policy for years.

It was suggested that the Student Affairs committee will now be debating which version to use. It was noted that the change to the form still has to pass SACC. Therefore, until SACC approves it, the old rule applies and after SACC approves it, it applies across the board.

Motion Passed (36/8)

**VIII. University Promotion Committee** - Dr. Joseph Moskowitz

Motion made and seconded for the following resolution:

**Whereas** the faculty promotion procedure sets out a calendar for the work of the University Promotion Committee (UPC);

**Whereas** the faculty promotion procedure is university policy and procedure;

**Whereas** the administration has not called the initial meeting of the UPC this year;

**Be it resolved** that the senate calls upon the administration to call the initial meeting of the UPC so that it can commence its work and copies of this resolution, if passed, shall be delivered to the Provost’s and President’s office within 24 hours.

The first meeting of the UPC has not been called and it has a deadline tomorrow. It was asked if the deadline could be extended to after the first committee meeting in light of the resolution. The dates deadlines are in a negotiated document, so any changes would need to be agreed to by Administration and the Union. Hopefully that would happen at the meeting.

Motion Passed (37/4)

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 3:14 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 GSC Report to the Senate November 14, 2016

#2 Student Grievance Form November 2016