



Jersey City, New Jersey 07305-1597

University Senate – P303

Meeting #6

UNIVERSITY SENATE MINUTES OF MEETING March 21, 2011

ATTENDANCE:

Presiding: Dr. Joseph Riotto, President University Senate

DEPARTMENTS PRESENT: Art Department, Biology, Business Administration, Criminal Justice, Early Childhood Ed., Economics, Educational Leadership & Counseling, Educational Technology, English, ESL, Fitness, Exercise and Sports Dept., Geoscience/Geography, Health Sciences, History, Library, Literacy Ed., Mathematics, Multicultural Education, Music, Dance & Theater, Nursing, Philosophy/Religion, Physics, Political Science, Professional Security Studies, Sociology/Anthropology, Special Education, Women's & Gender Studies.

DEPARTMENTS ABSENT: A. Harry Moore, Kim Mazyek; African/Afro American Studies, David Mulumba; Alumni; Chemistry, Ze He; Elementary/Secondary Ed., Erik Morales; Latin American Studies; Media Arts, Vera Dika.

SENATORS-AT-LARGE PRESENT: Deborah Bennett, John Collins, Christopher Cunningham, Jack Egan, Marilyn Etinger, Robert Golinski, Rosamond Hooper-Hamersley, Karen Ivy, Joanne Juncker, Rubina Vohra, Patricia Yacobacci.

SENATORS-AT-LARGE ABSENT: None.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Martha Behman, Betty Gerena, Bette Goldstein, Queen Gibson,

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: None.

STUDENT SENATORS PRESENT: Michael Fauvish, Junior Class President

STUDENT SENATORS ABSENT: Claudia Serverino, Senior Class President, Elizabeth DelaSota; Sophomore Class President; Antonio Rodriguez, Freshman Class President.

STUDENT SENATORS-AT-LARGE PRESENT: Fatima Terry, Peter Orozco, Matthew Bratsch, Veronica Garcia

STUDENT SENATORS-AT-LARGE ABSENT: None.

University Senate Meeting Minutes
University Senate Meeting #6, For AY 2010-2011
Monday, March 21, 2011, Gothic Lounge

The President, Dr. Joseph Riotto, called the meeting to order at 3:02 p.m.

- I. **A motion was made to approve the University Senate meeting agenda.** The motion was seconded and unanimously approved.
- II. **A motion was made to approve the University Senate meeting minutes** of the Feb. 7th, 2010 Senate meeting. The motion was seconded and unanimously approved.
- III. **Announcements:**
 - A. For information regarding events taking place in recognition of “Women’s History Month,” call the Speicher Rubin Women’s Center at Ext. 3189.
 - B. NJCU will hold a “Spring 2011 Open House” on Saturday, April 16th from 9:00 a.m. until 1:00 p.m. For further information, call the Undergraduate Admissions Office at Ext. 3234.
 - C. Walter Dean Myers, a critically acclaimed author, will be the guest speaker at the 2010-2011 University Lecture Series on Monday, April 4, 2011, in the Gothic Lounge.
 - D. The Senate congratulates the NJCU men’s basketball team on winning the NJAC championship and going on to the NCAA Division III tournament. The final score was NJCU 72 and Montclair State 67. Marc Brown was selected as the 2011 D3hoops.com Atlantic Region Coach of the Year. He guided the NJCU’s men’s basketball team to an unprecedented 12th NJ Athletic Conference championship and berth in the NCAA Division III Tournament.
 - E. The Senate congratulates Owen M. Ryan, class of 1985 and a managing partner of Audit and Enterprise Risk Services with Deloitte & Touche LLP in New York, on being appointed to the NJCU Board of Trustees.
- IV. **University Senate President’s Report:**
 - A. SACC Meeting: The Senate Executive Committee met with NJCU Administration on Feb. 10, 2011, to discuss several items:
 - 1) The Executive Doctor of Science (DSc) Program in Civil Security Leadership, Management and Policy, (CSLMP)
 - 2) BA in Women’s and Gender Studies
 - 3) Revisions in the NJCU Program Approval ProcessThe approved NJCU Program Approval Process will be posted on the Senate website.
The two new programs were then approved by the Board of Trustees on Monday, Feb. 28th.

V. Senate Standing Committee Reports:

A. Academic Standards Committee

Dr. Jane Webber, Chairperson

Dr. Webber presented the three charges given to the Committee, the tasks, a summary, and recommendations for each charge.

1) Mid-semester grade/process

Charge: The committee was charged with assessing faculty and students possibly in conjunction with the University Assessment Coordinator regarding the importance of the mid-semester grade/process.

Summary: The majority of those interviewed suggested that while the report assisted students in their decision to withdraw from a course, the information could be timelier for academic advisement or assistance.

Recommendations:

-The Committee recommends administering the survey to faculty and students after the mid-semester grade reports are received during spring semester.

-The Committee recommends posting the dates when the mid-semester progress reports will be due on the academic calendars, department meetings, and e-mails so that assignments could be planned around the due date.

-The Committee recommends that the role of the mid-semester grade report be reviewed in studies of university assessment and academic advisement.

Motion: The deadline for mid-semester progress reports should be published on academic calendars and e-mails. **The motion** was seconded and unanimously **approved**.

2) Policy and procedures of adding students after drop deadline:

Charge: The Committee was charged with reviewing the policy and procedures of adding students after the add/drop deadline has passed.

Summary: Faculty members and Deans interviewed agreed that adding a student to a course after the deadline rarely occurs except in emergencies or special circumstances. Faculty and staff suggested enhancements in the procedures including clarification of the use of the add/drop form, submission to the appropriate office, the role of the advisor and chairperson, signatures required, and appropriate student procedures in the process.

Recommendations: The Committee recommends the current policy be maintained and that policy and procedures should be available on the University website and the websites of each college.

Motion: To charge the VPAA to review the policies and procedures regarding the possibility of adding an additional day to the add/drop period. **The motion carried.**

- 3) Policy pertaining to W, WP and WF:
Charge: The Committee reviewed W, WP, and WF, and if the process should remain with the faculty to retain academic integrity.
Summary: The W is an administrative code, not a grade.
Student Input: There is no way to grieve the decision of a dean.
Faculty Input: Yes, the student can grieve a grade if the withdrawal is denied.
Faculty Comment: Students have a long time to withdraw.
Recommendations: The Committee recommends that the current policy be maintained. The Committee recommends the procedures and forms be posted on the university website and the websites of each college.
- Motion:** To maintain the current W policy. The **motion passed**.
Motion: To charge the VPAA to review the policies and procedures for late withdrawal. The **motion passed**, with three voting against the motion.
- 4) Policy and Procedure of adding students to a closed course:
Charge: The Committee was charged with determining the policy and procedure of adding students to a closed course without the assigned faculty member's permission.
Summary: Faculty, administrators, and staff interviewed were satisfied with procedure and emphasized the importance of procedure at the departmental level by the chair with the permission and collaboration of the instructor. Faculty suggested enhancements to the add/drop form and procedures. The form requires the advisor's signature but does not require instructor's or chair's signature for adding a student to a closed course. The Overload Approval signature by the dean could refer to the student's course overload or the instructor's class overload.
Administrative Input: Either the Dean's or the Chairperson's signature is acceptable on admission to a closed course.
Recommendations: The Committee recommends that the current procedures be maintained, that the procedures be posted on the website for each College and that the add/drop form should include a signature line for the chair and the directions for submission.
Motion: That the chair or dean may sign a closed course form.
The motion passed with 29 voting in favor, and 10 against.

B. Elections Committee

Martha Behman, Chairperson

Jo Anne Juncker, Committee member reporting for Martha Behman

The Senate Elections Committee recommends that the University Senate adopt the following procedures and rules for elections:

- 1) Standing Committee members should fulfill two years of service and remain on that committee until the service expires.
 - 2) If a committee member wishes to run for a different committee before his/her term expires, the committee member must resign two weeks prior to any election. The Committee member must notify, in writing, the Chairperson of the Senate Elections Committee, the Secretary of the Senate and the Senate Office two weeks prior to any election.
- The motion passed with one person voting against the motion.

C. Curriculum & Instruction Committee

Ellen Quinn, Chairperson

The Curriculum & Instruction Committee approves the following courses:

- 1) From the William Maxell College of Arts and Sciences:

Math Dept.:

Enhanced Precalculus

4 credit, 100-level course, No pre-requisites

This course replaces Math 165 (Precalculus) which is a 3-credit course.

The “enhanced” course will offer a more thorough grounding in the prerequisites for the study of calculus, particularly trigonometry. The new course will now include selected topics that will accommodate the needs of the science departments for which it will serve as a required course.

Physics Dept.:

Computational Techniques for the Natural Sciences

3-credits, 300 level

Pre-requisites: Phys 230, Math 292, permission of the instructor, junior status

This course reviews areas of mathematics that are regularly used in the natural sciences, including complex variables, Fourier analysis and partial differential equations.

Virtual Instrumentation for Scientists and Engineers

3 credits, 300-level

Pre-requisite: Phys 230 or permission of the instructor.

This course covers the basic principles of virtual instrumentation including use of IEEE GPIB, RS232 interfaces, as well as data acquisition boards.

Physics Seminar I

2-credits, 300-level

Pre-requisite: Phys 230, Phys 321, permission of the instructor, junior status.

This course provides students with the opportunity to present the results of original research, conducted as part of their studies in the physics program or survey literature of current topics in Physics.

Physics Seminar II

2-credits, 400-level

Pre-requisite: Phys 405, permission of the instructor, senior status

This is a capstone course that will provide students with the opportunity to present the results of original advanced research conducted as part of their studies in the physics program during their senior year.

Classical Mechanics

4-credits, 400-level

Pre-requisite: Phys230 and Math 310

This course covers the theoretical foundation of Newtonian mechanics of particles and systems. Topics covered include the theory of small oscillations and mechanical waves, rigid bodies, stability, linearization methods, forced vibrators and perturbation theory, fluids and mechanics of continuous media.

Physics Research

3-credits, 400-level

Pre-requisite: permission of the instructor, approval of the dept. chairperson, junior or senior status.

Students enrolled in this course will, learn how to conduct experimental and/or theoretical research in projects related to their field of interest.

A question arose regarding 3 and 4 credit courses. The C&I Committee did ask the department about the rationale for a 4 credit course.

Point of Order: Constitution says that C&I Committee submits its report directly to the VPAA. President Riotto explained that the C&I Committee is reporting to the Senate as a courtesy and for information only.

A question was raised regarding the course, Computational Techniques for the Natural Sciences. Was interdepartmental approval approved for this course? It was pointed out that it is acknowledgement, not approval that might be required. Procedurally, there is nothing to catch this type of situation. Another question was posed regarding the position of the acknowledgment signature.

D. Graduate Studies Committee

Dr. Helen Hoch, Co-chairperson

Dr. Cordelia Twomey, Co-chairperson reporting

Summer Institute I (EDTC 801) (2 cr.) (Year I, Summer)

This course is the initial intensive summer seminar for incoming doctoral cohort candidates. This is a foundation course which outlines the expectations and practices of the program. It also introduces candidates to the program's mission of preparing effective leaders for an interdependent world.

Principles of Educational Technology Leadership (EDTC 802) (3 cr.) (Year I, Summer)

This course focuses on concepts and strategies necessary for a leader in a technologically rich learning environment. Topics include strategic planning, leadership styles, institutional change processes, and policy issues in educational technology.

Data Analysis and Report Writing (EDTC 803) (3 cr.) (Year I, Summer)

This course will focus on the content and the mechanics of effective data analysis and report writing. Candidates will analyze textual and graphical data from many sources, process data in ways that readers can understand, and generate comprehensive academic and business reports

Global Issues (EDTC 804) (3 cr.) (Year I, Fall)

This course will investigate educational technology through a global perspective. The issues covered will include development strategies, diversity, cultural values, and the systemic role educational technology plays in global economic development. The course will focus on a cross-cultural examination of contemporary academic and workplace skills.

Cross-discipline Studies (EDTC 805) (3 cr.) (Year I, Fall)

The focus of the course is exploration and evaluation of advanced and emergent technologies and the means by which educational and training leaders learn about them and sustain them in a learning environment. This course assists educational and corporate professionals to develop innovative educational and organization practices across disciplines.

Graduate Business Essentials (500-level) (6 cr.)

Designed for preparation for graduate study in business or advancement in management, this is an intensive overview of essential concepts of business, management, finance, strategy, and marketing. Students gain tools, skill sets, and background as the course introduces core graduate-level business thought through targeted lectures and case studies.

Building Meaningful Curriculum/Developmentally Appropriate Practices in Math and Science (600-level) (3 cr.)

This course addresses developmentally appropriate scientific and mathematical pedagogy for young children in pre-K through third grade. Candidates focus on children's plan, project, and activities as opportunities for curriculum development. Candidates plan, implement, and evaluate creative, integrative, and project-based learning experiences. The course includes a 15-hour field experience.

Art Classroom Management (500-level) (1 cr.) (Prerequisites are EDU 301, LTED 330, and Permission ATCP Coordinator)

Candidates acquire knowledge and skills specific to classroom management for art instruction K-12, including special needs and gifted/talented students. Seminars address behavior management specific to an art classroom; health and safety with art materials; classroom organization including "art-on-a-cart" situations; and developmentally appropriate assessment for art production.

The motion to approve these courses was passed. Twenty-five voted in favor, and one against.

The Handbook for Doctoral Programs was approved by the Graduate Studies Committee and will be forwarded to Senators via e-mail. This handbook will be discussed at the next meeting.

VI. Old Business:

A. Constitution:

According to the Senate Constitution, undergraduate courses approved by the C&I committee are to be forwarded directly to the VPAA. To change this procedure, an amendment is needed. The Graduate Studies Committee does not have that prerogative. Courses approved by this Committee must come first to the Senate.

Discussion followed. President Riotto explained the procedure, as stated in the Senate Constitution, for bringing forth an amendment.

Dr. Moskowitz raised a question regarding a Constitution statement that says the Senate has the right to express its views formally on any matter concerning the welfare of the University. According to the Parliamentarian, Dr. Rosilyn Overton, the Senate, according to the Senate Constitution, has the right to express whether or not it agrees with that approval or not. Dr. Overton stated that a resolution regarding the course, *Computational Techniques for the Natural Sciences*, would be in order during this Old Business section of the meeting.

Discussion focused on variations in committee work one year to another, authors on committees, and Senate rules. A suggestion was made to have an Ad Hoc Committee to review these circumstances and establish procedures.

According to Dr. Moskowitz, an Ad Hoc Committee was formed to gather all procedures and placing them in one location. There is a website that has all that they could find. All of the materials can be found on the Political Science website.

Dr. Riggs moved that the VPAA give the Mathematics Department an opportunity to be consulted regarding the proposed Physics course, Computational Techniques for the Natural Sciences, which was approved by the C&I Committee. The motion was seconded. Discussion followed. The question was called. The question was seconded and passed. The motion was passed.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Jo Anne Juncker, Secretary