



Jersey City, New Jersey 07305-1597

University Senate – P336

MINUTES OF MEETING

December 2, 2013

ATTENDANCE:

Presiding: Dr. Karen Morgan Ivy, President University Senate

DEPARTMENTS PRESENT: A. Harry Moore, Darlene Britt; African/Afro American Studies, Antoinette Ellis-Williams; Art, Janet Pihlblad; Biology, Ethan Prosen; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Early Childhood Ed. Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership & Counseling, Vaibhavee Agaskar; Educational Technology, Chris Carnahan; Elementary/Secondary, John Bragg; English, Joshua Fausty; ESL, Anne Mabry; Finance, Bernard McSherry; Fire Science, Kevin Malley; Fitness, Exercise and Sports, Quoc Tu; Geography/Geoscience, Anna Cieslik; Health Sciences, Lilliam Rosado; History, Rosamond Hooper-Hamersley; Library, Min Chou; Management, Wanda Rutledge; Mathematics, Freda Robbins; Media Arts, Kathryn D'Alessandro; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Marc Dalio; Nursing, Gloria Boseman; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Psychology, Patrice Dow-Nelson; Sociology/Anthropology, Max Herman; Special Education, Carol Fleres; Women's & Gender Studies, Jacqueline Ellis.

DEPARTMENTS ABSENT: Accounting, Jeanette Ramos-Alexander; Alumni, Jane McClellan; Chemistry, Robert Aslanian; Latin American Studies, Liza Fiol-Matta; Literacy Ed., Fran Levin; Marketing; Modern Languages, Cora Lagos; Philosophy/Religion, Sabine Roehr; Professional Security Studies, Bill Soo Hoo;

SENATORS-AT-LARGE PRESENT: : Cindy Arrigo, Deborah Bennett, Michael Cole, John Collins, Christopher Cunningham, Jack Egan, Marilyn Ettinger, Audrey Fisch, Karen Ivy, Joseph Riotto, Rosemary Thurston, Rubina Vohra,

SENATORS-AT-LARGE ABSENT: None.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Bette Goldstein, Angela Arriaza-Jarquín, Cynthia Vazquez, Naomi Wright.

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: None.

STUDENT SENATORS PRESENT: None.

STUDENT SENATORS ABSENT: Andrea Suarez, Keira Broadway, Carmina DelFierro

STUDENT SENATORS-AT-LARGE PRESENT: Samir Zaroui

STUDENT SENATORS-AT-LARGE ABSENT: Maria Gomez, Jonathan Cabrera

University Senate Meeting Minutes
University Senate Meeting #4, For AY 2013-2014
Monday, December 2, 2013, Gothic Lounge

The Senate President, Dr. Karen Morgan Ivy, called the meeting to order at 3:07 p.m. A moment of silence was observed in memory of Professor Jeni Estill, adjunct professor in the Music, Dance & Theater Department where she taught music courses for over 25 years, and beloved sister of Dr. Ann Estill, Professor Emeritus.

- I. Audience Response “Clicker” System Test:** Several votes were taken until it was demonstrated that all distributed clickers were functioning.
- II. A motion to approve** Dr. Wanda Rutledge as temporary parliamentarian was approved.
- III. Approval of Agenda:** A motion was made and seconded to accept the agenda. The following addition to “New Business” was proposed and accepted: Role of faculty senate regarding decisions regarding released time for faculty research. The motion to approve the agenda as amended carried.
- IV. Approval of Minutes:** A motion was made, seconded and passed to accept the minutes of the November 11, 2013 Senate Meeting.
- V. Announcements:** Dr. Ivy read the following announcements
Conversation on Black Masculinity and Emancipation: Educator, activist and cultural critic Darnell L. Moore will be the guest speaker in the Lee Hagan African Studies Center African Heritage Colloquium Series on December 3rd from 12:00 – 2:00 pm in Michael B. Gilligan Student Union Multipurpose Room C. For more information, please call extension 3524. **(email sent November 20th NJCU: around campus newsletter)**

M. Jerry Weiss Center Lecture: Seymour Simon will be featured in the M. Jerry Weiss Center Lecture Series on Tuesday, December 3rd from 5-7 pm in Multipurpose Room C of Gilligan Student Union. For more information please call extension 3548. **(email sent November 20th NJCU: around campus newsletter)**

Congratulations were offered as follows:

NSF TUES Grant Will Provide Advanced Geoscience Equipment: Dr. Nurdan Aydin, an associate professor and chair of the Department of Geoscience/Geography, was awarded a National Science Foundation Transforming Undergraduate Education in STEM (TUES) grant for “Enhancing the Earth and Environmental Science Curricula in a Minority-Serving Institution by Integrating a Particle Size Analyzer.” The \$176,722 grant will provide for the purchase of a particle size analyzer for use in undergraduate Geoscience courses and research, providing students with valuable career training.

Dr. Dudas Selected as 2014 Elsevier Exceptional Nurse Educator: Dr. Kimberly Dudas, an assistant professor of nursing and coordinator of the Accelerated Track Program, will be presented the 2014 Elsevier Exceptional Nurse Educator Award for Classroom Teaching on January 3 in Las Vegas. Dr. Dudas' selection from a field of 60 candidates involved a peer-review process.

NJCU's Chemistry Club Places First in Undergraduate Outreach competition: As the first-place winner of "Energy: Now and forever," a chemistry expo sponsored by the American Chemical Society at Liberty Science Center in recognition of National chemistry week, the NJCU Chemistry Club was named the "Sister Marion Jose Smith Undergraduate Outreach Champion for 2013" and was awarded the grand price of \$175. More than 60 students from eight universities competed.

Phyllis Szani Is NJCU Employee of the Month: Phyllis Szani, associate vice president for information technology, has been named Employee of the Month. A 27-year employee, Ms. Szani oversees the planning and management of technology resources and services for NJCU. She leads a staff of 35 IT professionals across multiple units, including voice and data networks, systems administration, information systems, help desk, and web services.

Two Basketball Players Selected as Athletes of the Week: Senior swingman Walik Albright of Jersey City (men's basketball) and sophomore point guard Kiana Briggs of Paterson (women's basketball) were the NJCU Athletes of the Week for November 11-17. Mr. Albright won the award for the eighth time in his career while Ms. Briggs took home the honor for the first time.

VI. President's Report:

President Ivy reminded attendees wishing to speak to the General Education Program Proposal to sign the Request-to-Speak sheet at the check-in table. Index cards were also available to use for any written amendments to be offered to the sections being discussed.

- The Senate-Administration Coordinating Committee (SACC) approved the Undergraduate Recomputation Policy that was approved by the Senate at its April 8, 2013 Senate meeting, and the Fresh Start Policy that was approved by the Senate at its May 6th 2013 Senate meeting. These two policies are on the agenda for the Board of Trustees meeting this evening.
- In a memo dated 7 November 2013, Dr. Sue Henderson requested that the Senate work on the following charge this year:

Create and implement a Quantitative Reasoning and Speaking and Writing Across the Curriculum in conjunction with the new General Education to be incorporated into the new curriculum and within the various majors.

In support of this charge, a motion was made and seconded to establish an ad hoc committee composed of seven members: five faculty members with a maximum

of two members from each college and no more than one faculty member from any one department, one professional staff representative and one appointment from VPAA office to serve as ex-officio, non-voting member. The charges of this ad hoc committee will be to:

1. Create and implement a Quantitative Reasoning, Speaking and Writing Across the Curriculum in conjunction with the new General Education to be incorporated into the new curriculum and within the various majors.
2. Form and oversee three sub-committees: one each for quantitative reasoning, speaking, and writing.
3. Develop a proposed plan of action and report to the Senate at the Senate meeting on 10 February 2014.

After discussion, the Senate voted to table the motion until the next meeting.

It was noted that the other two charges (review and revision of the Academic Integrity policy for consistency, and review and revision of the course/program approval policy for efficiency), have been referred to standing committees.

VII. Program Proposal: A motion was made and seconded to approve the BA in Geoscience – Earth Science program. The motion passed and the program was approved.

VIII. Senate Standing Committee Reports

a) Committee on Instructional Technology

Dr. Kevin O'Neill, chairperson, presented a summary of the committee's report (attached). A motion was made and seconded to accept the committee's recommendation in the report to reintroduce the communication tool as TechKnow 2.0 and present it as an online portal for both students and faculty on the University website and on all Blackboard shells, with links to all of the resources identified in the report. The motion carried.

b) Curriculum & Instruction Committee

Chris Cunningham, Chairperson, reported the following program and course approvals:

Approved November 22, 2013

College of Arts and Sciences: Physics

Minor in Astronomy

The goal of the Astronomy Minor is to provide students with an understanding of modern science with a focus on Astronomy. The minor gives students a comprehensive overview of the universe, as well as a more in-depth view of some of the aspects of astrophysics. Students who minor in Astronomy will gain a background in Astronomy that focuses on answering the fundamental questions about the origin of human life and the place of humans in the Universe. When the minor is combined with

additional program work in in STEM areas, the Astronomy Minor provides the foundation to pursue graduate work in Astronomy or Planetary Science.

The following is a list of required and elective courses for the Astronomy Minor (20 credits total):

- a. Required Courses (17 credits) -
 - i. PHYS 113 – Introduction to Astronomy (3)
 - ii. PHYS 130 – College Physics I (3)
 - iii. PHYS 1130 – College Physics I Rect. and Lab (1)
 - iv. PHYS 226 – Experimental Astronomy (2)
 - v. PHYS 260 – Observational Astronomy (2)
 - vi. PHYS 448 – Stellar Astronomy (3)
 - vii. PHYS 449 – Solar System Astronomy (3)
- b. Electives (3 credits)
 - i. GEOS 112 – Introduction to Geology (3)
 - ii. GEOS 114 – Introduction to Meteorology (3)
 - iii. PHYS 230 – Physics III (3)
 - iv. PHYS 401 – Principles and Applications of Modern Optics (3)
 - v. PHYS 404 – Nuclear Radiation: Principles and Applications (3)

College of Arts and Sciences: Women's and Gender Studies

US Latina Feminisms

3 credit 400-level elective

Prerequisites: WGST 100 or WGST 130 or instructor permission

Catalogue Description:

This course examines the historical development, theoretical positions, and artistic contributions of US Latinas. Through the study of film, literature, and other cultural products, students explore how Latina scholars, writers, and artists engage constructions of gender, race, ethnicity, class, sexuality, cultural nationalism, and colonialism to articulate a distinct feminist vision.

Enrollment cap: 25

Dr. Cunningham also made the following announcement:

The anticipated reduction in required credits in the General Education Program has spurred on the development of proposals for a number of exciting new minors. These proposals, however, have pointed to a lack of clarity in the process by which minors are proposed and the manner in which they should be designed. The 2011-2014 University catalog only briefly defines minors as the result of developing “a competence in an academic field other than [a student's] major by taking a sequence of

courses (18 to 24 credit hours),” the majority of which must be in “a different academic department” (29). At its next meeting, the Committee will complete a proposal for guidelines for the structure of and proposal process for new minors. Since all existing departments offering majors have one or more minors already, the new guidelines will primarily be for three other types of minors: cross-disciplinary minors, interdisciplinary minors, and minors in traditional academic disciplines for which the University does not currently have major programs.

b) Graduate Studies Committee

Dr. John Collins, Co-chair, provided the following report:

At the November 18 meeting, the Graduate Studies Committee met and planned for activities in the upcoming semester. Discussed the upcoming GSC schedule to align with the University Senate, Spring 2014:

Monday , January 27, 2014 at 10:00-11:00am	→ Monday , February 10, 2014
Monday , February 10, 2014 at 10:00-11:00am	→ Monday , March 3, 2014
Monday , March 24, 2014 at 10:00-11:00am	→ Monday , April 7, 2014
Monday , April 21, 2014 at 10:00-11:00am	→ Monday , May 5, 2014

Dr. Collins requested that proposals be submitted to the committee 2 weeks prior to the scheduled meeting date in order to be acted upon at that meeting.

VIII. Old Business

General Education Program Proposal

- (1) Dr. Fausty presented the following motions submitted by Sabine Roehr to amend the General Education program proposal:

Motion 1: P. 26, footnote 24 will be revised to read as follows: “Students enrolled in a General Education course that is cross-listed with, or functions as, a major/minor, i.e., departmental, course can choose to count the course either toward the General Education requirements or toward their major/minor requirements.”

The motion was seconded. After discussion, the motion was defeated.

Motion 2: All references in the General Education proposal will be revised for consistency with the decision (in effect) that course designations will remain department-specific.

The motion was seconded. After discussion, the motion was approved

The motion was made and seconded to add the following statement to Appendix 7: "Students enrolled in a General Education course that is cross-listed with, or functions as, a major/minor, i.e. departmental, course

can choose to count the course either toward the General Education requirements or toward their major/minor requirements."

The motion was defeated.

General Education Program Assessment (pages 8, 25, and 32)

A motion to approve program assessment of the General Education Program as described in the proposal was made and seconded. A substitute motion was offered and seconded: An ad hoc assessment committee, with the approval of the ad hoc General Education Executive Committee, shall propose a General Education Assessment plan to the University Senate. The motion carried.

The meeting was adjourned at 4:55 PM.

Respectfully submitted,

Bette Goldstein

**Report of the University Senate
Committee on Instructional Technology
Monday, 2 December 2013**

Charge

The University Senate Committee on Instructional Technology has been charged with “documenting the current status of support services for online students, and action plan with timeline to address any identified deficiencies” and write a report in which the committee makes recommendations based on its findings.

This request was forwarded to the Committee by University President Morgan-Ivy at the request of Dr. Joanne Bruno, Vice President of Academic Affairs, I am forwarding a charge for your committee to consider:

“I had asked an ad hoc committee, the “Short-Term Working Group for Online Learning Evaluation,” to meet last spring and make suggestions regarding how best to address our [Middle States Commission on Higher Education] (MSCHE) Evaluation Team’s recommendations for online course and program effectiveness (May 23, 2013 Executive Summary). Of the key four recommendations, I would like to ask the Senate’s assistance with item #10 “documenting the current status of support services for online students, and action plan with timeline to address any identified deficiencies.” Attached for your convenience is the Executive Summary of the “Short-Term Working Group for Online Learning Evaluation.”

Discussion

After investigating available resources, the findings of the University Senate Committee on Instructional Technology relative to services for online students are as noted in Appendix A.

The findings of University Senate Committee on Instructional Technology are that there are a variety of resources available to students and faculty. Of concern is that it takes a lot of searching around the University website to find these very useful resources.

The Committee discussed a resource that had been in use for the faculty several years ago entitled TechKnow. TechKnow was primarily distributed to faculty via the University email system on an intermittent basis.

Recommendations

There is consensus by the Committee to reintroduce this communication tool as TechKnow 2.0 and present it as an online portal for both students and faculty on the University website with links to all the resources identified in Appendix A. The Committee recommends formatting this portal in a FAQ format with links to the appropriate resource. Additional suggested links would include Open House and Orientation content.

Respectfully submitted,

University Senate Committee on Instructional Technology:

Kevin J. O’Neill, Chairperson
Professor Kevin Malley

Dr. Frieda Robbins
Mr. Daniel Ward

Appendix A
NJCU Services for Online Students

Online Learning

The mission of the Department of Online Learning is to provide quality support to faculty and students engaged in the teaching and learning of fully online, blended, and web enhanced courses and to promote academic excellence in the courses that are offered.

Services provided include:

Student Support:

Pre-and post-semester communication with online learners to provide access to resources and information regarding support as well as to evaluate their online learning experience

In-person, telephone, and 24/7 e-mail support in accessing and using the Blackboard Learn 9.1 learning management system and troubleshooting problems

Student tutorials and resource materials

-Over-the-phone support during office hours (Monday-Friday; 8:30AM-5PM)

-Night and weekend support via e-mail and online support request form.

Phone: 201-200-3449

Fax: 201-200-3445

Online Course Support Form: http://newlearning.njcu.edu/dl/tech_support_form.htm

Online Resources Page: <http://newlearning.njcu.edu/dl/learning.htm>

Online Learning Resources for Prospective Students:

<http://newlearning.njcu.edu/dl/prospective.htm>

IT (Email, GothicNet, WiFi Login Issues)

Help Desk hours of operation are as follows:

(Spring/Fall Semester)

Monday - Thursday: 8:00am - 7:00pm

Friday: 8:00am - 5:30pm

Help Desk Service Level Agreement (SLA)

http://njcu.edu/uploadedFiles/About_NJCU/Governance_and_Organization/Administrative_and_Finance/Information_Technology/Support_Services/HelpDesk-SLA-Employees.pdf

Academic Advisement

By appointment : http://njcu.edu/Undecided_Majors.aspx

OASES

OASES assists students in accessing academic support services, provides general University information, makes available various administrative forms, and coordinates telephone inquiries to the University after 4:30 p.m.

Contact

Location: Michael B Gilligan Student Union, Room 109

Phone: 201.200.2233

Fax: 201.200.2234

Contact Name: Lucenda Cuba

E-mail: oases@njcu.edu

Office Hours*

Spring and Fall Semesters

Monday through Thursday, 2:00 p.m. – 10:00 p.m.

Friday, 8:30 a.m. – 4:30 p.m.

Summer Sessions

Monday through Thursday, 12:45 p.m. – 10:00 p.m.

Intersession

Monday through Friday, 8:30 a.m. – 4:30 p.m.

*Hours are subject to change. To confirm hours of availability or for further information, please contact the office.

Office of Specialized Services

NJCU students with disabilities are provided equal access to college programs through the Office of Specialized Services and Supplemental Instruction (OSS/SI). The OSS/SI serves as a resource for students with mobility, vision, hearing, learning, and other disabilities that may require campus/classroom accommodations.

Fall / Spring Office Hours

8:30 AM - 5:00 PM Student are to call 201-200-2091 to schedule an appointment.

Library Services

The mission of the Congressman Frank J. Guarini Library is to provide services and materials to the students, faculty, staff and community in support of the curriculum and other educational objectives of New Jersey City University, including the learning outcome for information literacy.

Fall/Spring Semester			
Monday - Thursday	Friday	Saturday	Sunday
7:30 AM - 10:00 PM	7:30 AM - 5:00 PM	9:00 AM - 5:00 PM	11:00 AM - 5:00 PM
Summer Sessions			
Monday - Thursday	Friday	Saturday	Sunday

7:30 AM - 9:00 PM	Closed	Closed	11:00 AM - 5:00 PM
Interession Hours			
Monday - Thursday	Friday	Saturday	Sunday
8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	Closed	Closed
The Library is closed on all major holidays.			

Registrar

The Office the Registrar strives to provide excellent customer service and accurate information to students, faculty, administrators, alumni, and the general public in the area of record keeping, course scheduling, graduation clearance, information management and data analysis.

Contact us by Telephone: 201-200-3333

Contact us by E-mail: registrar@njcu.edu

Contact us by Fax: 201-200-2062

Fall and Spring Terms Office Hours: Monday& Thursday 8:30a.m. – 7:00p.m.

Tuesday, Wednesday and Friday 8:30a.m - 5:00p.m.

During Summer Sessions: Monday – Thursday 8:00a.m. – 5:15p.m.

Bursar

The Bursar's Office is responsible for the billing and processing of tuition and fee payments, collection services on past due accounts, third party billings, and the disbursement of excess financial aid and all other refunds.

We work closely with the Offices of Financial Aid, Registrar, Admissions, and Residence Life to coordinate billing and related student services. We also oversees the collection and application of campus-wide cash receipts and bank deposits.

Fall & Spring Semester Office Hours (When Classes Are in Session)

Monday & Thursday: 8:30 a.m. - 7:00 p.m.

Tuesday, Wednesday & Friday: 8:30 a.m. - 5:00 p.m.

Summer Office Hours

Monday - Thursday: 8:00 a.m. - 5:00 p.m.

Online Form: http://web.njcu.edu/sites/controller/content/contact_the_bursars_office.asp

Phone: (201)200-3045

Fax: (201)200-2049

Email: bursar@njcu.edu

Financial Aid

Location: Hepburn Hall, Room 215

Phone: 201.200.3173

Fax: 201.200.3181

E-mail: financialaid@njcu.edu