



Jersey City, New Jersey 07305-1597

University Senate – P336

MINUTES OF MEETING February 6, 2012

ATTENDANCE:

Presiding: Dr. Joseph Riotto, President University Senate

DEPARTMENTS PRESENT: A. Harry Moore, Harriet Phillip; Alumni, Jane McClellan; Art Department, Dennis Raverty; Biology, Ethan Prosen; Business Administration, Michael Cole; Chemistry, Ken Yamaguchi; Criminal Justice, William Calathes; Early Childhood Ed., Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership & Counseling, Jane Webber; Educational Technology, Cordelia Twomey; English, Alina Gharabegian; Fire Science, Kevin Malley; Fitness, Exercise and Sports Dept., Cheryl Swider; Geography/Geoscience, Deborah Freile; Health Sciences, Lilliam Rosado; History Department, Jason Martinek; Library, Min Chou; Mathematics, Freda Robbins; Media Arts, Vera Dika; Dept. of Multicultural Education, Donna Farina; Music, Dance & Theater, Donna Connolly; Nursing, Denise Branchizio; Philosophy/Religion, Sabine Roehr; Physics, Alberto Pinkas; Political Science, Joseph Moskowitz; Professional Security Studies, Bill Soo Hoo; Sociology/Anthropology, Max Herman; Women's & Gender Studies, Catherine Raissiguier.

DEPARTMENTS ABSENT: African/Afro American Studies, David Mulumba; Computer Science, Thomas Liu; Elementary/Secondary Ed.; ESL, Anne Mabry; Latin American Studies; Literacy Ed., Jeanette Parsons; Modern Languages, Aisa Said-Mohand; Psychology, Patrice Dow-Nelson; Special Education, Zandile Nkabinde.

SENATORS-AT-LARGE PRESENT:

Deborah Bennett, Basanti Chakraborty, John Collins, Christopher Cunningham, Marilyn Ettinger, Robert Golinski, Rosamond Hooper-Hamersley, Karen Ivy, Joseph Riotto, Rubina Vohra, Patricia Yacobacci.

SENATORS-AT-LARGE ABSENT: Jack Egan

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Betty Gerena, Bette Goldstein, Cynthia Vazquez

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: Martha Behman

STUDENT SENATORS PRESENT: Jane Sepulveda

STUDENT SENATORS ABSENT: Corrado Devincenzo, Ivy Barnes, Genesis Nunez

STUDENT SENATORS-AT-LARGE PRESENT: Michael Faivush

STUDENT SENATORS-AT-LARGE ABSENT: Maria Gomez, Frank Fernandez, Aurora Estavez

University Senate Meeting Minutes
University Senate Meeting #5, For AY 2011-2012
Monday, February 6, 2012, Gothic Lounge

The President, Dr. Joseph Riotto, called the meeting to order at 3:02 p.m. Dr. Riotto requested a moment of silence in memory of Mr. Willis Caldwell, an employee for 21 years at NJCU in the Parking and Transportation Division, who recently passed away.

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 Senate meeting minutes of the December 5, 2011 Senate meeting. The motion was seconded and the minutes were unanimously approved.

III. Announcements:

President Riotto read the following announcements:

- 1) **PIANO CONCERT FUNDRAISER - AN ELEGANT EVENING OF PIANO MUSIC:** Please join us for a Scholarship Benefit Concert Featuring NJCU's most talented Piano students on Thursday, February 9 at 7:30 PM in the Margaret Williams Theatre. Student Admission is free so please advise your students. For more information, please call Lori Summers at X3489.
- 2) **CONGRATULATIONS** to the Division of Student Affairs, in particular, Dr. Melendez and his staff on the Divisions of Students Affairs Newsletter **KnightLines**. This brief publication provides an update on many of the initiatives that have been the focus of the Student Affairs Division over the past fall semester, and highlights the activities of specific programs and staff members at the University.
- 3) In continuing its mission of making Shakespeare accessible to all, Actors Shakespeare Company at NJCU presents Shakespeare On Screen, a series of free screening of films based on or inspired from a play in the canon. At each screening one ASC Resident Artist will share a beloved film with our audiences in an informal, friendly setting, Q&A and discussion are encouraged. Light refreshments will be served and donations are accepted. There is one this Sunday, February 12th at 3pm in Grossnickle Hall room 144. What a better way to celebrate Abraham Lincoln's birthday.
- 4) On February 1st NJCU kicked off Black History Month with a flag raising, opening ceremony and Panel Discussion in the GSUB and on February 8th, 12-2 pm, GSUB 129 – presents Black Cinema Wednesday with the featured film: "Guess Who's Coming to Dinner".
- 5) On February 13th Ta-Nehisi Coates, a blogger and senior editor for The Atlantic Monthly who writes about culture, politics, social issues, race and

black history will be featured in NJCU'S 2011-2012 University Lecture Series at 4:00 PM in the Gothic Lounge (H202). For more information, please call X3425.

- 6) "Margaret Murphy, A Ten-Year Survey: Decoding the Marketplace, Coupons, Dollar Stores and eBay," the first exhibit to simultaneously showcase painting and mixed media works on paper by the accomplished Jersey City artist, will be shown Monday, January 30th – to March 7 in the Harold B. Lemmerman Gallery. For more information, please call X2197.
- 7) INTRODUCING THE NJCU ACADEMIC PASSPORT for STUDENTS: CAMPUS WITHOUT BORDERS "The Signature Experience." Please see the various e-mails being sent out on the "Passport Opportunity": each time a student attends an event marked Passport Opportunity they will have their passports stamped and earn various gifts –For more information please call X3001 and check emails for the exciting events going on here on campus.

Dr. Riotto referred the Senate to the back of the meeting agenda for additional announcements.

IV. University Senate President's Report

- 1) President Riotto invited faculty to nominate themselves or others to the new committee, Program Assessment Coordinating Committee (PACC), consistent with the Committee for Ongoing Student Learning Assessment. The committee will provide oversight to program assessment across the three colleges as well as the annual cycle of One Goal, One measure Per Year Process. Dr. Riotto requested that interest should be directed to Dr. Sue Gerber by email at sgerber@njcu.edu or x3042.
- 2) On behalf of the C & I Committee, an updated "REQUEST FOR PERMANENT COURSE APPROVAL OR COURSE CHANGE" is in process. In accordance with the process, the Senate office will forward it to the Graduate Studies Committee and the Registrar Office for their review. It is basically a "Format and Font" adjustment; however, additional input is requested before the full body of the Senate votes on its acceptance at the March Senate meeting.
- 3) Dr. Riotto announced that the Senate Executive Committee appointed Bernie McSherry to replace Jeannette Ramos-Alexander, who is on sick leave. Professor McSherry will fill out the term until the next reorganization meeting that takes place in May. The Senate showed support of the appointment with a vote of 30 for and no opposing votes.
- 4) Dr. Riotto was asked by Mr. Al Ramey to read the following statement on behalf of Dr. Henry Coleman, Chair of the NJCU Presidential Search Committee:

First, I offer greetings to the members of the New Jersey City University (NJCU), and I thank Professor Riotto for his willingness to serve as my surrogate in sharing this update with you.

NJCU Board Chair Perez has selected a search committee that is representative of the NJCU community. That committee received its charge from Chairman Perez during its first meeting, which was held on Thursday (2/3/12).

The target date for the committee to complete its work is July 2012. Of course, that date does not signal the end of the search process. The search committee will make a recommendation to the NJCU Board of Trustees. It will be the responsibility of the Board to select the next leader, negotiate a contract, and determine the actual start date for the new president.

The search committee will be assisted in its work by Mr. Al Ramey, the Secretary to the Board of Trustees, and by Dr. Arnold Speert, the former president of William Paterson University and a consultant with AGB Search. AGB Search has been engaged by the Board of Trustees to assist the committee during the search process and the presidential transition. The work of the search committee will be greatly facilitated by the efforts of these two individuals.

NJCU is a wonderful institution, with a record of significant accomplishments. These accomplishments have resulted in large part because all elements of the NJCU community worked together toward a common goal.

The next president must also bring that same commitment to the University's mission, its commitment to excellence and diversity, and to furthering the cooperative climate that has contributed to NJCU's past successes---where students, members of the faculty and staff, and alumni have all contributed, and each played an important role.

I was very impressed and encouraged by my colleagues on the search committee during our first meeting. Without exception, everyone contributed useful thoughts and suggestions during our discussion.

The first meeting of the search committee was largely devoted a discussion about what the committee needs to do to identify highly qualified candidates and then encourage them to apply. We also discussed the steps and actions that the committee would need to undertake to meet the target date.

While this search necessarily requires a degree of confidentiality regarding the applicants, the Search Committee noted during our discussion that every reasonable effort should be made to keep the NJCU community informed as to the progress of our efforts. The members of the NJCU community can also be of assistance during this process by helping to spread the word and encouraging qualified candidates to apply.

If we all work together during this process, I am confident that we will find a candidate that will help NJCU to continue to fulfill its mission and to reach its full potential.

*Thanks, and stay well!
Henry A. Coleman
Chair, NJCU Presidential Search Committee
February 2012*

- 5) President Riotto announced that the General Education proposal is in the Senate C&I Committee and is available on the Arts and Sciences website. He urged everyone to review the proposal.

V. University Standing Committee Reports

1. Curriculum and Instruction Committee - Chris Cunningham.

The following courses were approved by the committee on the dates indicated.

Approved November 17, 2011

College of Arts & Sciences: Chemistry Department

Forensic Science Laboratory

3 credit 100-level minor required course

Catalogue Description:

This course is intended to provide students with practical experience in forensic science. Collection techniques and the characterization of physical evidence are paramount to the prosecution process. The qualitative and quantitative evaluation of physical evidence will be examined by classical and instrumental methods.

College of Arts & Sciences: Chemistry Department

Introduction to Nanotechnology

3 credit 100-level major required course

Catalogue Description:

The design, fabrication and application of nanomaterials and the fundamental relationships between the physical properties and structure and material properties will be studied. The aim of the course is to investigate the synthesis and processing of nanomaterials, design and fabrication of nano-devices, and characterization of nanostructures and nanomaterials.

College of Arts & Sciences: Chemistry Department

Introduction to Nanotechnology Lab

2 credit 100-level major required course

Catalogue Description:

This course is the laboratory component to Introduction to Nanotechnology and is intended to provide hands-on exposure and experiences with nanotechnology and nanomaterials. The design and evaluation of such materials will be used to

illustrate important concepts and properties in the microfabrication of these materials and explore nanomaterial properties.

College of Arts & Sciences: Chemistry Department

Materials Chemistry

3 credit 400-level major elective course

Pre-requisites: CHEM 205 and CHEM 2205

Catalogue Description:

The Materials Chemistry course will provide an understanding and appreciation of the structure and properties of new materials at the nanodimensional-level. Important concepts in material science and nanotechnology such as molecular templating, chemical-patterning strategies, molecular electronic components, and new synthetic techniques and analytical tools will also be discussed.

College of Arts & Sciences: Geoscience / Geography Department

Urban Environmental Issues and Policy

3 credit 200-level major elective and minor required course

Pre-requisites: GEOS 109

Catalogue Description:

A holistic approach concerning challenges to the modern urban environment, with a local focus. Technical issues are examined within the context of regulatory policy, including examples of both positive and negative environmental outcomes. Field experiences present evidence of the effects of regulatory policy and decision-making upon the urban environment.

Note: The C&I Committee recommended consultation with the Biology and Chemistry Departments

Approved December 15, 2011

College of Arts & Sciences: English as a Second Language Department

English Composition 1 for Bilingual Students

6 credits 100-level AUR course

Catalogue Description:

This course will parallel the current English Composition I offered by the ESL Program, which fulfills the first semester of the AUR in English. The course promotes academic literacy for Generation 1.5 students, with authentic reading and writing tasks linked to academic coursework.

Note: The C&I Committee recommended consultation with the English Department

College of Arts & Sciences: English as a Second Language Department

English Composition 2 for Bilingual Students

6 credits 100-level AUR course

Pre-requisites: English Composition 1 for Bilingual Students

Catalogue Description:

This course will parallel the current English Composition II offered by the ESL Program, which completes the second semester of the AUR in English. The

writing and research components of an EC II course will take into account the cultural and linguistic challenges unique to the Generation 1.5 population.

Note: The C&I Committee recommended consultation with the English Department

College of Professional Studies: Fitness, Wellness, and Sports Department

Personal Health and Wellness

3 credit 100-level elective course

Catalogue Description:

A personal approach to health and wellness will be explored through self-assessment and practical application to everyday life. The course will focus on health and wellness concepts important in making informed choices about one's physical, mental, and emotional well-being.

Approved December 20, 2011

College of Arts & Sciences: Chemistry Department

Nanomaterial Fabrication

3 credit 400-level major required course

Pre-requisites: CHEM 205 and 2205

Catalog Description:

The design and construction of nanomaterials and the microelectronic fabrication technologies are critical to the success of discovering new materials with novel properties. The fabrication and characterization of nanomaterials and the processing of these materials into nano- and microdevices will be explored.

College of Education: Early Childhood Education Department

Math, Science, and Technology in Early Childhood Education

2 credit 300-level major required course

Pre-requisites: completion of Phase 2 coursework

Catalog Description:

This course is a study of theory into practice, research-based teaching practices, methods and strategies in mathematics, science and technology. Emphasis is placed on the development and implementation of developmentally appropriate practice and instructional materials.

2. Professional Staff Affairs Committee – Audrey Fisch

Dr. Fisch provided the following report:

- 1) Ellen Wayman-Gordon brought the committee an honorary degree candidate endorsed by President Hernandez. The committee approved the nomination with the suggestion that the candidate be asked to hold some kind of a forum/workshop for students during his visit.

- 2) The committee has undertaken a review of the current travel policy and system for implementation. Before making recommendations to VP Bruno, the committee wants to see the experiences of faculty and staff and has created an online survey to survey experiences and opinions (see travel survey in circulation); please encourage your colleagues to complete the survey.
- 3) Mini grants – budget was \$4,000 (down from \$4500 in previous academic year, 2010-2011). We recommended awards totaling \$3,994 to 17 candidates. Ultimately, \$4,169 was awarded to 18 candidates. Many grants were denied because candidates did not submit a travel authorization or because candidates tried to use the mini grant to supplement a \$750 travel award. Clarification of this issue, pending review of travel generally, will be made on next year's application.
- 4) The committee has investigated the issue of determining course enrollment caps. We surveyed the three deans and the VP. Jo Bruno addressed both course minimums and course maximums. She said the general rule is 10 students for an undergrad course, 8 for a graduate course. Re caps, she said online courses are capped at 20; other classes are capped based on the kinds of classes. She and all the deans basically said that decisions about caps and cancellations are made at the discretion of the deans in consultation with department chairs. The committee wishes to emphasize that student needs should be considered when making these decisions.
- 5) Sabbaticals are currently on hold. The committee awaits word on these. Meanwhile, we are hoping to hold a luncheon this spring in which faculty who had sabbaticals during 10-11 will share their work.

During the ensuing discussion, it was noted that sabbaticals along with career development are items currently being negotiated between the union and the state. The union would like the current policy to be in place until the new one is negotiated. An agreement is expected by the end of March. Dr. Bruno stated that she will work with the appropriate committees as soon as the new policy is known. A request was made to inform department chairs and deans about requests for sabbaticals earlier in the process in order to allow for appropriate planning. Dr. Fisch stated that the committee is ready to act as soon as the new agreement is in place.

The travel policy was discussed and questioned. Dr. Bruno stated that the \$750 amount per trip was decided upon by the vice presidents based on the total budget. The question was raised regarding other exceptions to monetary caps on travel and other guideline. Dr. Bruno referred to the existing Travel Policy. She noted that at times faculty, managers and/or professional staff have been requested to travel by the University; there is budget set aside for those trips and the travel expense limitation does not apply. Dr. Fisch reiterated that everyone should complete the travel survey that had been distributed by Dr. Bruno's office

to provide feedback. Dr. Bruno will follow up on the use of travel money by all constituencies and expressed openness to suggestions for a better way to distribute available funds. Concern was expressed by Dr. Ivan Steinberg as president of union local 1839 that limitations on travel would limit participation in academic conferences and research opportunities, and therefore impact promotions. But he also expressed appreciation and support of Dr. Bruno's efforts in this area.

The committee's finding regarding course enrollment caps was questioned: it did not satisfy the original charge to the committee, and the investigation should have included input from other groups, including faculty and students. The originators of the request, Dr. Joe Moskowitz and Dr. Rubina Vohra will speak to the committee directly to provide their input. The item will be addressed at a future Senate meeting under "Old Business."

Dr. Fisch also requested that nominations for professor emeritus be submitted to the committee. The submission should include a CV and three letters from colleagues.

3. Graduate Studies Committee – John Collins

Dr. Collins reported that at the January 23, 2012 meeting the Graduate Studies Committee had no courses to approve. The following two items were discussed, require no action, and were submitted for informational purposes.

Revised Graduate Letter of Recommendation Form:

The Dean of the Graduate Studies and his staff are revising the existing recommendation form to include additional areas and items for recommenders to provide regarding a graduate candidate's skills and abilities to be successful in our programs. The form is consistent with other Universities and Colleges. This form will replace the existing "short form" that many have commented over the years could use some more substance. Hence, the new form is being completed and the GSC has reviewed and supports the revised form.

Continuation of the GRE/MAT Waiver Beyond Spring 2012:

The VPAA requested that we discuss her proposed extension of the GRE/MAT Waiver beyond the Spring 2012 semester. The MDT program request to eliminate it totally due to their need to require portfolios in lieu of the GRE, should now be a matter of practice. All remaining graduate programs will continue to use the criteria developed for the Spring semester waiver into the Summer and Fall 2012 semesters. This is being done ". . . to evaluate the effectiveness of the waiver as it would impact on new graduate student enrollments." The GSC discussed this in detail and supports the extension. We recommend that the VPAA extend through the 2012-2013 academic year so the data would include **all** "new graduate students" for an

entire academic year. It would seem to be a more sound research methodology, instead of cutting the data off mid-year in December 2012.

There was discussion about the effectiveness of standardized tests in predicting success in graduate school. It was noted that undergraduate GPA and individual assessments were more effective. The request was made for a report to the Senate at the end of the waiver period analyzing each for the impact of the waiver. The suggestion was also made to review the application form for possible enhancements. Dr. Bruno stated that requirements for each program will be reviewed and refined with the departments. The motion for the Senate to show support of the policy to waive the standardized test requirement for students applying since December 2011 for matriculation through Spring 2013 was approved, 29 for and 3 against.

VI. Old Business

1) Guidelines and Procedures for Requiring Face-to-Face Final Examinations for Online Courses

Michael Faivush, president of the SGO, presented the results of the survey of students regarding the new policy. 94 surveys were completed and returned. 42% stated they would not register for an online course that required a face-to-face exam; 76% of students stated that their schedules would be negatively impacted; opinions were evenly distributed on the topic of whether test-taking integrity would improve or not.

During discussion, it was noted that the policy states that the requirement for a face-to-face exam must be stipulated in the course schedule, and that arrangements must be made for students who are more than 90 miles from campus. The motion to accept the recommendation of the committee was approved, 20 for and 4 against.

An announcement was made that the online webinar on academic integrity for online exams will be given on Friday, February 17 at 10 AM.

VII. New Business

There were no new business items raised.

A motion was made to adjourn the meeting. The motion was seconded and passed. The meeting was adjourned at 4:44 PM.

Respectfully submitted,
Bette Goldstein