



Jersey City, New Jersey 07305-1597

University Senate – P336

MINUTES OF MEETING

March 4, 2013

ATTENDANCE:

Presiding: Dr. Joseph Riotto, President University Senate

DEPARTMENTS PRESENT: A. Harry Moore, Harriet Phillip; Alumni, Jane McClellan; Art, Brian Gustafson; Biology, Ethan Prosen; Business Administration, Bob Matthews; Chemistry, Robert Aslanian; Computer Science, Thomas Liu; Criminal Justice, Bill Calathes; Early Childhood Ed. Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership & Counseling, Yumiko Agawa; Elementary/Secondary, John Bragg; English, Alina Gharabegian; Fire Science, Kevin Malley; Fitness, Exercise and Sports, Cheryl Swider; Geography/Geoscience, John O'Brien; Health Sciences, Lilliam Rosado; History, Rosamond Hooper-Hamersley; Library, Min Chou; Mathematics, Freda Robbins; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Marc Dalio; Nursing, Denise Branchizio; Philosophy/Religion, Sabine Roehr; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Bill Soo Hoo; Psychology, Patrice Dow-Nelson; Sociology/Anthropology, Max Herman; Special Education, Carol Fleres; Women's & Gender Studies, Catherine Raissiguier.

DEPARTMENTS ABSENT: African/Afro American Studies, David Mulumba; Educational Technology, Laura Zieger; ESL, Anne Mabry; Latin American Studies; Literacy Ed., Jeanette Parsons; Media Arts, Vera Dika;

SENATORS-AT-LARGE PRESENT: Cindy Arrigo, John Collins, Christopher Cunningham, Jack Egan, Marilyn Ettinger, Robert Golinski, Karen Ivy, Joseph Riotto, Rubina Vohra,

SENATORS-AT-LARGE ABSENT: Deborah Bennett, Basanti Chakraborty, Patricia Yacobacci.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Bette Goldstein, Naomi Wright, Cynthia Vazquez,

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT:
STUDENT SENATORS PRESENT:

STUDENT SENATORS ABSENT: Jennifer Melgar, Melany Ledezma, Ugo Agomoh, Alvert Hernandez

STUDENT SENATORS-AT-LARGE PRESENT: Christian Diaz

STUDENT SENATORS-AT-LARGE ABSENT: Jan Aguilos, Ernesto Espin,

University Senate Meeting Minutes
University Senate Meeting #6, For AY 2012-13
Monday, March 4, 2013, Gothic Lounge

The Senate President, Dr. Joseph Riotto, called the meeting to order at 3:06 p.m. He requested a moment of silence for Mr. Bruce Leaphart, CWA member and employee at the A. Harry Moore School, who passed away suddenly on Tuesday, February 26th. He also requested that speakers state name and affiliation when recognized to speak.

- I. A motion was made to approve the University Senate meeting agenda.** The motion was seconded and was unanimously approved.
- II. A motion was made to approve the Senate meeting minutes** of the February 11, 2013 Senate meeting. The motion to amend the minutes, Section V, fifth paragraph, by replacing the beginning of the sixth sentence (beginning with “The union president”) to read:

The union president indicated a concern over a lack of formal AFT representation on the committee and questioned issues of shared governance relating to the committee’s work;

The amended minutes were unanimously approved.

III. Announcements:

President Riotto read the following announcements:

- 1) Reminder: On behalf of Dr. Audrey Fisch and the Faculty & Professional Staff Affairs Committee, mini-grant applications are due today. You may download the application at minigrants@njcu.edu. Please see the e-mail sent by VP Bruno on Tuesday, February 26, 2013 4:09 PM
- 2) Come and celebrate the Music, Dance & Theatre’s JAZZ FACULTY CONCERT: the Music of Art & Pepper & Eleven will be performing tonight at 8:00 PM in Sozio Rehearsal Hall. For more information, please call X2025.
- 3) Senate congratulations to the Business Administration Department on receiving verbal notification last week of being reaccredited by ACBSP.

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

IV. University Senate President’s Report

President Riotto stated that the Senate would like to thank Dr. Henderson for NJCU’s All Campus meeting held on Feb 14th that was web streamed live. He also stated that the Curriculum and Instruction and the Graduate Studies Committees meeting dates for Spring 2013 are listed at the bottom of their reports.

(a) Class Scheduling

President Riotto presented the proposed scheduling grid, revised to show three-hour scheduling blocks which are now represented Monday through Saturday. He also reported that feedback from the students who attended the student forum to review the proposed schedule had been positive. President Riotto then re-introduced the motion to endorse the new scheduling grid that had been tabled at the last meeting until this meeting for the Senate. A point of order was raised that President Riotto should first complete his report, and that full discussion and vote should take place under “Old Business.” It was agreed that the discussion and vote would proceed as presented in the agenda.

A motion was made and seconded to amend the original motion to state that the Senate recommends the implementation of the new scheduling grid with the following understanding:

- (1) Blended classes can meet in whatever pattern that is pedagogically sound and uses resources efficiently;
- (2) No on-campus classes will be scheduled during university time;
- (3) Four hour courses can be taught over two days or fewer.

A revision to the amendment to offer the same amended motion without item (1) above was offered and not accepted. The original amended motion was defeated, with 19 votes for and 20 against.

A motion was made and seconded to state that the Senate recommends the implementation of the new scheduling grid with items (2) and (3) above. The motion was unanimously approved.

A motion was made and seconded for the scheduling task force to revisit and consider best practice to provide a two hour block for union and university meetings. This motion passed, with 19 votes for and 16 votes against.

(b) Business Administration

President Riotto reported that the following committees had approved the change of the Business Administration Department into a School of Business consisting of four departments: College of Professional Studies Curriculum Committee; and the Senate Planning, Development and Budget, Graduate Studies, and Curriculum and Instruction Committees. Professor Marilyn Ettinger, Chair of the Business Administration Department, presented a report summarizing the rationale, including numbers of majors. The report included a list of NJCU sister institutions, all but two of which have a College or School of Business. Christian Diaz, president of the Student Government Organization, student Senate representative and member of the Senate Executive Committee, and Business major, presented his support of the proposed changes.

President Riotto requested a vote for the Senate to approve the transition of the Business Administration Department into a School of Business, with four departments. The motion was unanimously approved.

(c) Board of Trustees item

Dr. Riotto reported that there was a resolution at the recent Board of Trustees meeting that established a joint Bachelor of Science program in Health Information Management, between NJCU and UMDNJ. Upon noticing this item prior to the Board executive meeting, the issue was raised that the program did not go through the Senate. Information was provided that students in this program would take ONLY the General Studies credits at NJCU and the balance of this highly specialized program would be taken at UMDNJ. It was acknowledged, and mutually agreed to, that the Senate would be involved in any joint 4 year college/university program in the future. Also, the anticipated enrollment in this highly specialized program is expected to be minimal.

A motion was made and seconded that all new proposals for articulation agreements for new four year programs go through the Senate. The motion was unanimously passed. It was agreed that the Senate will be informed of all other articulation agreements.

V. University Standing Committees

a) Curriculum & Instruction Committee – Dr. Chris Cunningham, Chairperson

Dr. Cunningham presented the following report:

Approved December 14, 2012

College of Arts and Sciences: Philosophy and Religion Department

Ancient Philosophy

3 credit 200-level elective

Catalogue Description:

This course provides a history of ancient Western philosophy, covering the period from its first beginnings in the Presocratics, through Socrates, Plato and Aristotle, to later Greek and Roman thought.

Approved February 15, 2013

Proposal of Business Administration - School of Business

The faculty of the Business Administration Department proposes the Department be converted into four independent disciplinary specific

departments, each with its own chairperson. This proposal also includes the establishment of the School of Business to house the above four departments.

With this proposal having no significant changes in courses or academic programs, the Curriculum and Instruction Committee recommends approval to the University Senate consistent with our colleagues from the Planning, Development and Budget Committee on April 23, 2012 and the Graduate Studies Committee on September 24, 2012.

College of Arts and Sciences: Philosophy and Religion Department

Philosophy and Film

3 credit 200-level elective

Catalogue Description:

This course combines the philosophical analysis of classical and contemporary films with the close reading of some seminal texts of the philosophical tradition, tracing the philosophical content of movies, but also thinking from a philosophical perspective about film as a medium of philosophy.

College of Arts and Sciences: Music, Dance, and Theater Department

Music Business Law

3 credit 300-level required course for the Music Business major

Prerequisite: Arts Management I MDT 384 and Arts Management II MDT 385

Catalogue Description:

This course covers the legal practices and laws relating to the music business: agreements for live performances, record deals, artist management, band and business partnerships, publishing, and video productions. Additional topics include music rights and licensing, online marketing, digital rights management, sampling, copyright law, ethics, and labor unions.

(b) Graduate Studies Committee – Dr. John Collins, Chairperson

Dr. Collins presented the following report:

The Graduate Studies Committee met on February 11, 2013 (all members were present) and the following program changes were approved:

Proposal of Business Administration Department - Graduate Certificate in Professional Financial Planning and the Master of Science in Finance

The faculty of the Business Administration Department proposes minor changes to the existing Graduate Certificate in Professional Financial Planning and the Master of Science in Finance with a Specialty in Professional Financial Planning.

With this proposal having no significant changes in courses or academic programs, the Graduate Studies Committee recommends approval to the University Senate consistent with our colleagues from the Planning, Development and Budget Committee on November 29, 2012.

The Senate voted unanimously to approve the proposed changes to the Master of Science in Finance with a Specialty in Professional Financial Planning, and to the Graduate Certificate in Professional Financial Planning.

(c) Elections Committee – Dr. Louise Stanton, Chairperson

Dr. Stanton presented following reports:

(1) Guidelines for Search Procedures for Administrators with the Rank of Dean

The Elections Committee reviewed the “Guidelines for Search Procedures for Administrators with the Rank of Dean” and herein is our recommendation.

Pursuant to our role in the Constitution,

(5) The Elections Committee shall devise practical election procedures and supervise and administer all elections involving the Senate. It shall further devise and implement procedures to maximize the constituency's participation in Senate elections.

We recommend the following change:

Section 2. Search committees will be formed by University-wide elections:

a. The elections for Senate representatives to the Search Committee will be supervised by the Elections Committee of the University Senate.

A motion was made to approve the recommended change. A substitute motion was submitted and seconded:

Motion that the University Senate conduct an election to form an ad hoc committee, with representation across the campus, to complete a comprehensive revision of the “Guidelines for Search Procedures for Administrators with the Rank of Dean.” The eventually formed committee would seek guidance from the AA/EEO officer to ensure that the language of the new guidelines is in line with current EEO practices. In addition, the ad hoc committee would see the approval of the University Senate for the new

guidelines, as well as the approval of the Senate Administration Coordinating Committee (SACC).

The substitute motion passed, 20 to 4.

(2) Elections for Senators-at-Large

Dr. Stanton presented the following report:

Charge to the Elections Committee to consider whether or not to continue the past practice of not allowing senators to vote by absentee ballot at the Reorganization Meeting.

Decision

After deliberations, the Election Committee concludes that the Constitution, and past practices do not allow for voting by absentee ballot. We further conclude that the issue of whether or not to allow voting by absentee ballot in the future is a matter that would be a highly unusual if not unique practice among legislative bodies, which require in person voting only. (To our knowledge, state voting laws allow voting by absentee ballot for registered voters in all elections. Legislative bodies, on the other hand, have their own rules, and to our knowledge, most if not all require in-person voting.)

The practical effect of our decision is that an absentee ballot, submitted by a Senator-at-Large, for the May 2012 Reorganization Meeting elections will not be allowed. This means that the election results of the May 2012 Reorganization Meeting of May 7, 2012 remain intact.

Deliberations

The Election Committee acknowledges that there are written and unwritten rules governing elections by the University Senate. The written rules are in the Constitution, the unwritten rules consist of past practices passed along by officers and past Election Committee members.

Several provisions of the Constitution are applicable. Article II--Membership, Section 2 and Article III--Organization, Section 3(b)—selection of committees, and 3(c) (5)—standing committee, each have something to say about elections. These provisions are silent on the use of absentee ballots. In addition, the Election Committee was provided with the “10 rules” for the elections at the Reorganization Meeting. The “10 Rules” are listed in the “University Senate Meeting Agenda, Meeting #8, May 7, 2012. These rules are silent on voting by absentee ballots.

We also carefully considered the Senator-at-Large’s claim that the Senator-at-Large’s absentee ballot count. The Senator-At-Large asserted two points, first, if a Senator is not available, an alternate may vote; and second, in the absence

of an alternate senator, the mail-in voting rules under Robert's Rules of Order prevail in University Senate elections. The Constitution does not provide for alternate to Senators-at-Large. The Constitution is silent on mail-in voting. The committee consulted with a former Senate Parliamentarian and former chair of the Elections Committee for an interpretation of how Robert's Rules work with the Constitution. According to Robert's Rules, the Constitution prevails over Roberts Rules. The Constitution provides that if a senator is not available, the alternate may vote. Senators-at-large do not have alternates. Therefore, an absent Senator-at-Large cannot vote.

For all the foregoing reasons, the Elections Committee concludes that existing rules, elections practices for University Senate Reorganization Meetings, and our knowledge of voting in legislative bodies do not allow for voting by absentee ballot.

It was noted that allowing for alternate Senators-at-Large would require a change to the Senate constitution.

A demonstration was provided of the new, automated electronic voting procedures which will be implemented for the April election of senators-at-large, to be held on April 15 and 16, 2013.

d) Student Affairs Committee – Dr. Cindy Arrigo, Chairperson

Dr. Arrigo submitted the following report:

The Senate Executive Committee charged the Student Affairs Committee to constitute a Task Force to review and possible revise NJCU's *Academic Integrity Policy*.

Issues of concern:

1. The current *Academic Integrity Policy* references administrative penalties (academic probation, suspension, expulsion) but provides no process or timeline for those penalties.
2. The current *Academic Integrity Policy* references an administrative process for keeping records about violations but provides no systematic process for that record keeping and no process or timeline for notification regarding repeat violations.
3. Academic integrity training and assessment is not institutionalized.

A task force that included a union representative, students, alumni, administrators, faculty, staff and a visiting scholar was constituted. The task

force met, considered suggested revisions and draft documents, and divided into working subcommittees.

Training Subcommittee: Kim Dudas, Cindy Arrigo, Lynn Hamlin
Communication/letters Subcommittee: Keith Feigenson, John Melendez, Jane Webber, Naomi Wright
Process Subcommittee: Ethan Prosen, Audrey Fisch, Tamara Cunningham, Abhishek Amin, Lynn Hamlin
Students and Standards Subcommittee: Anita Persaud, Alix Duarte, Andrew McCabe (recently joined)

VI. New Business

Mr. Christian Diaz introduced Mr. Julian Moore, SGO representative. Mr. Moore described and requested support for a bill that is currently before the New Jersey Legislature to provide tuition equity for undocumented students who are state residents. Currently these students are legally allowed to attend colleges in New Jersey, but must pay out-of-state tuition.

A motion was made, seconded and passed to adjourn the meeting. The meeting was adjourned at 5:14 PM.

Respectfully submitted,
Bette Goldstein