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**University Senate**

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

**MINUTES OF MEETING**

**February 24, 2020**

**ATTENDANCE:**

**Presiding:** Dr. Christopher Shamburg, University Senate President

**DEPARTMENTS PRESENT:** A. Harry Moore, Harriet Phillip; Biology, Ethan Prosen; Chemistry, Chitra Narayanan; Computer Science, Nan Wang; Counseling Education, Grace Wambu; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Educational Leadership, Adele Macula; Educational Technology, Tracy Amerman; Elementary/Secondary, Vanashri Nargund; English, Barbara Hildner; ESL, Anne Mabry; Finance, Xiaodi Zhu; Dept. of Earth & Environmental Science, Hun Bok Jung; Health Sciences, Danny Schieffler; History, Jacob Zumoff; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Allan DeFina; Management, EunSu Lee; Marketing, Serdar Yayla; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Music, Dance & Theatre, Robert Prowse; Nursing, Gloria Boseman; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** Accounting, Michael Bell; Art, Brian Gustafson; African/Afro American Studies, Alumni, Jane McClellan; Fire Science, Walter Nugent; Fitness, Exercise and Sports, Manuela Caciula; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Christopher Cunningham, Marilyn Ettinger, Venessa Garcia, Christopher Shamburg, Carol Shansky, Rubina Vohra, Yufeng Wei.

**SENATORS-AT-LARGE ABSENT:** Jeanette Ramos-Alexander.

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Alison Maysilles, Debra McClary, Denise Serpico, Cynthia Vazquez.

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

**STUDENT SENATORS PRESENT:** Thyquel Halley

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Ricky Cruz.

**STUDENT SENATORS-AT-LARGE ABSENT:**

University Senate Meeting

Monday, 24 February 2020

2:00PM – Gothic Lounge (H202)

Meeting called to order by President Shamburg at 2:12pm

I. Audience Response System Test

* 45 clickers out
* Successfully completed the test

II. Motion to Approve Senate Meeting Agenda

* + - Motion to approve the agenda by Senate President
    - Without objection, the motion passes

III. Motion to Approve Senate Meeting Minutes

* + - Motion to approve the minutes by Senate President
* Without objection, the motion passes

IV. Announcements

University Town Hall Meeting: Wednesday, February 26th 2 p.m. Gothic Lounge (H202)

This Town Hall will focus on the results of two task force initiatives which were announced in May 2019.

Our Civility and Shared Governance task force committees, comprised of volunteers representing faculty and staff, have been working diligently since September to gather insights from the NJCU community.

Based on your input, these task force committees will deliver their recommendations. These presentations will be followed by a Q&A session. Please make every effort to attend and to participate in this important exchange with your colleagues.

The Student Government Association will be hosting its second annual State of the SGA

This meeting will take place on April 13, 2020 at 2 pm in the Gilligan Student Union Building Lobby to highlight the work SGA has done in the past year and the groundwork for the future of SGA. All members of the NJCU community are invited and welcomed.

Congratulations to Dr. John Melendez

Dr. Melendez was recognized for his leadership in education at a gala hosted by Save Latin America Organization, Los Tres Proceres Antillanos 2020.

Middle States Report – Fran Moran

Dr. Moran stated that the Self Study and full report for Middle states are now available on the NJCU website under President Henderson’s page. He asked that all colleagues read the report before the visit takes place which will take place March 29th until April 1st. A schedule has been created with the evaluation team and although it is not finalized yet, there are allotted times blocked for public forums for students, faculty and staff to attend.

The evaluation team is asking to meet with some of the Senate’s different standing committees related to whichever standard is being reviewed. The Senate Executive Committee for example will meet with the evaluator on standard seven, which is on governance, March 30th. Two o’clock Monday is the time that has been blocked for committees to meet with them for fifteen minutes. April 1st at 10AM will be a public forum where they will provide a read out of their report.

V. University Senate President’s Report

SACC Update:

The SACC approved the Minor in Geographic Information Science (GIS Minor) via email in early February.

That is the end of the SACC Report

Substantive Program Changes

The SEC is reviewing the feedback on the policy for non-substantive and substantive changes for programs. We will have a draft to vote on for the March Senate meeting. Thank you to everyone who gave feedback.

Harry Moore Update/Plan for Visits

We have two days scheduled for faculty to visit AHM. The purpose is to strengthen relationship and to explore possible programs and initiatives, March 24 and 25 from 10-11. If you are interested, please contact the Senate office. I’ll send an email reminder out also.

Ad Hoc Committee on Accelerated Programs

SEC has appointed the following people to the Ad Hoc Committee on Accelerated

Programs:

Dr. Helen Friedland, Special Education – COE

Dr. Ansley LaMar, Psychology – CAS

Dr. Zui C. (Rick) Lee, Marketing – SoB

Ms. Ruth Ortiz, SoB – Professional Staff rep.

Dr. Joyce Wright, Nursing – CPS

As per the motion from the December meeting, they had to produce a report by March.

* Motion to extend the deadline to the April Meeting by Senate President
* Without objection, the motion passes

The Academic Standards Committee and the Committee on Instructional Technology

The Academic Standards Committee is working on the elimination of an SAT requirement as it pertains to admissions as well as the implications it has for placement in various programs.

The Instructional Technology Committee is working on recommendations for online learning.

Both reports will be given in March.

Reading Day Policy Change

I spoke with the administration and the change on Spring 2020 schedule to one reading day. It was made only due to a temporary emergency situation relating to an insufficient amount of class contact hours in the academic calendar. The official policy is that there will be two reading days that will be honored going forward, which was approved by the Senate and the administration.

Sabbatical Eligibility Correction

This year the provost extended the deadline for the sabbatical applications. I would like to thank her for addressing a problem that has occurred for at least the previous two years. In the last three sabbatical announcements, eligibility requirement was for a fulltime faculty member to have completed 7 years. According to the contract, sabbaticals are taken during the 7th year so applicants need to complete 6 years. Scott O’Connor brought this to the Provost’s attention, and she brought me into the conversation. Dr. Jhashi researched it and fixed it.

Temporary Courses

There were seven temporary courses approved since the last Senate meeting. **(attachment #1)**

VI. Resolution for a University-Wide Calendar Committee

Whereas for several years there has been a University-wide calendar committee whose primary work was to coordinate the monthly meetings of the Union, Senate, and Academic departments, AND

Whereas this committee has included representatives from the Deans’ offices, the Registrar, the Union and chaired by the Senate President, AND

Whereas there has not been a written formal charge nor official membership of this committee,

Be it resolved that a University Calendar Committee be officially created jointly by the administration and the University Senate as a Standing University Committee.

Be it further resolved that its membership include a representative from each of the Deans’ offices, the Registrar, the Financial Aid Office, the Center for Leadership & Engagement, the Student Government Association, the Provost Office, University Senate representatives from each of the colleges, the Senate President (Serving as Chairperson), and AFT Local 1839. Each of these offices/constituencies shall select its own representative and determine its representative’s term; and

Be it further resolved that the charge of the committee is to review and advise the administration on all calendars created by the University. This will include, among other things, the development of the University Calendar as well as registration dates, withdrawal dates, payment schedules, and course cancellation dates. The committee will also coordinate the schedule for the monthly meeting dates of the Senate, Union, and the academic departments. The committee shall be consulted by the administration about any/all changes to its proposed calendar prior to their implementation.

--Christopher Shamburg, Senate President

* Seconded
* Discussion:

An amendment was made “to add the Division of Student Affairs” to the resolution because of the division overseeing orientation and commencement.

* Seconded
* Without objection, the motion passes

A second amendment was made to add to the prior amendment: “To add midterm and final grades and the dates in which they are due.”

* Seconded
* Without objection, the motion passes
* Motion as amended passes

Resolution on Senate Input on the Retention of Administrators

Whereas the Constitution of the University Senate (Article I, Section 1, paragraph e):  states that the Senate “… (b)y its significant participation on appropriate committees, shall advise the Administration … on the retention of administrative personnel at the level of dean and above,” and

Whereas the University Senate created an Ad Hoc Committee on Administrative Evaluation which proposed a detailed plan for faculty and staff input regarding the performance of administrative personnel which was passed by the Senate, and

Whereas the Senate’s Executive Committee and its representative(s) have discussed the plan and alternatives with the University’s senior administration on multiple occasions and quite extensively, and

Whereas the University’s administration replied it will not implement the proposed plan nor consider any alternative system of evaluation of administrators by faculty and staff,

Be it resolved that University Senate calls upon the Administration to propose to the Senate a plan which is consistent with the provisions of the University Senate Constitution in the Spring 2020 semester, and

Be it furthermore resolved the University Senate hereby expresses its dismay regarding the administration’s continued resistance to the creation and implementation of an administrative evaluation system which includes a formal system of input from all of the full-time faculty and staff and thus is a process which would have addressed the University policy as expressly stated in the Senate’s constitution which is a document passed by the Board of Trustees.

--Senate Executive Committee

* Discussion:

The Provost stated that the resolution may not be grasping the entire picture. She added that there are budgetary constraints and that this administrative evaluation is expensive and the Provost’s budget cannot afford it. She then discussed transparency and stated that if there is something to discuss with her she is available for an open dialogue.

A member of the Senate responded, if IDEA is too expensive, maybe the evaluation can be done every other year and can alternate with a review of the administrators or perhaps we can choose a more inexpensive in house process for evaluating.

The Senate President responded that at a SEC meeting with the Provost she suggested that the Senate research alternatives to IDEA. In December the Senate President charged the Faculty and Professional Staff Affairs Committee with researching alternatives.

It was also stated that although there is a budget issue at this time, that has not always been the opposition offered to us with regard to the administration evaluation tool. Instead various reasons were given, such as there was no need for the evaluation tool because the administrators were already being evaluated by a process. In addition, Middle States is visiting soon and would be the time to reflect on shared governance, therefore making the evaluation tool an important piece of shared governance.

Another member stated that many other universities have an administrative evaluation tool such as William Patterson, NJIT, Rutgers, and Stockton. Accountability goes across the board and it allows for dialogue and self-reflection.

* Motion to call the question
* Seconded
* Motion to call the question
* Motion for a vote by clicker
* Motion passes 43 to 5

VI. Auditory Accessibility Motion (**attachment #2)**

By Jennifer Musial

Reaffirming the Senate commitment to accessibility for all members and attendees; be it resolved that Senate will:

* require speakers (i.e. Senate President, invited guests, and committee chair reports) to use the podium microphone during Senate meetings;
* endeavor to add more microphones to cover audience questions/comments as well as the Senate Executive table;
* investigate the use of live speech transcription services for Senate attendees.
* Seconded
* Discussion:

If the rationale is for public meetings why then are we only discussing Senate meetings? The Senate President suggestion that that should be a separate motion. Let’s try this current initiative, learn, and expand. Another member asked what about those with visual issues? Senate President again stated that that might be best as a separate motion.

* Motion passes

VII. Senate Committee Reports:

*a)*   Ad Hoc Committee to Initiate Updates for a Table of Contents for the Faculty Handbook

Dr. Jennifer Musial, Chairperson**(attachment #3)**

The committee recommended the changes in the attached document and that the following items be added because they were missing from the original handbook:

* Information about electronic changes for title 9
* Information about active shooter training information
* Information about signing up for NJCU alerts including Wall campus
* Online learning including all office units and platforms
* Interfolio information
* Promotion information
* Study Abroad
* Book ordering – Loan policy

Discussion:

It was recommended to add in chapter three under Personnel, Policy and Procedures and under the sub heading where it reads faculty appointments, add a separate line adding information about Librarians and when they’re eligible for tenure. It was suggested that the statement needs to be carefully written since some librarians are hired with faculty appointments and some are not.

There was a motion to amend with the addition of the following:

“That the handbook should include relevant information regarding librarians, faculty and staff”

* Seconded
* Motion to amend passes

Further discussion about the handbook suggested that historically, the administration had the responsibility to revise the handbook and now that the administration has not acted the Senate has needed to take on this responsibility.

Motion made: To include the word Union after Senate on page 1

It should read – “The Ad hoc committee on the faculty handbook call upon the Senate and Union to revise the faculty handbook….”

* Seconded
* Discussion:

A member from the Senate floor addressed that she is in support of the revised resolution. Last semester we moved into Interfolio regarding appointments, tenure and promotion. The union was there every step of the way to ensure that the original processes wouldn’t change due to new technology. The same thing applies with the handbook. The Union can ensure that all policies are current.

* Motion to amend passes

Discussion on the main motion:

Will the handbook be electronically offered online or will it be written and published as a handbook? The reason for the question has to do with revisions going onward. The committee responded saying it will be online with hyperlinks for revisions since information may change.

Another member asked if there is a deadline to finish at the end of the academic year or over the summer? The Senate president suggested creating a new amendment based on the deadline question

A motion to amendment was made to add to the resolution:

It was suggested to add “Most up to date information available hopefully available heading into AY 2020-2021:

* Seconded
* Motion to amend passes

Discussion on main motion continues:

A member stated that middle states will be visiting soon and yet our handbook is over 10 years old. In the past in 2009, there were three faculty members chosen and given release time to complete the handbook. This was done a year prior to Middle states visit not one month prior.

The past provost made a proposal at the time to the Senate that there would be a committee charged with this task and that the committee’s work would be confidential and that when it came to the Senate, there would be a complete up or down vote with no amendments. The Senate said no to this proposal because that is not shared governance. Back then it was on the Administration to make the revisions and now it is on the Senate and Union. We need to provide resources to whomever is taking on this task, not because the Senate was unwilling to do the work. A member responded saying if the work is done over the summer there needs to be compensation.

The provost added that faculty must be included in revising the handbook. There should be a shared task force for the project so we need to re-think the way this is being handled. She would like to see this moving in a rational way.

Motion to approve as amended passes

b) Curriculum & Instruction Committee

- Dr. Michael Rotenberg-Schwartz, Chairperson

The committee approved the minor in Marketing and Analytics -18 credits. They also approved the revisions of the minor in Latin American Caribbean Studies reducing credits from 21 to 18. The committee also approved pending minor edits, six course proposals **(attachment #4)**.

Discussion:

A member stated that they couldn’t tell by the proposal if any of the courses were general education courses. Senate President suggested that going forward general education information will be included for all to review with course proposals.

A member of the SEC suggested that the information about general education should be included in CIM. Everyone should have access to this information. It was then stated that students do not have access to see this in CIM and suggested that the chairs of the committees can download the information on CIM and provide that information to the students. If we want students who are on the committees to have access, then that is something to discuss going forward. Only faculty have access to CIM or their staff.

Because many people send emails regarding CIM, if you have any issues you wish to address send them to: [curriculum@njcu.edu](mailto:curriculum@njcu.edu). The administration is working on a way to streamline CIM.

Items for Senate Approval

* Motion to approve the Minor in Marketing Analytics
* Motion passes
* Motion to approve the minor revision in Latin American Caribbean & Latino Studies
* Motion passes

c)    GECAP

- Dr. Jason Martinek, Acting Director of Gen Ed.  **(attachment #5)**

The GECAP Committee presented two motions for previous notice, to be shared with constituents, and to be voted on at the March Senate meeting.

Motion 1: Starting in Fall 2021 we require that students hit each of the six Learning Outcomes at least twice in the General Education Program, phasing out the Modes of Inquiry requirement.

Motion 2: Because over half of first-time, first-year students are receiving some

form of nine-credit exemption/substitution in the General Education Program, we

are calling for the reduction of the program at the Tier I level by 3 credits and at

the Tier II level by 6 credits.

* Motion made to discuss items
* Seconded
* Discussion:

A member from the Senate floor read a statement that opposes removing the modes of inquiry because the modes are at the heart of the general education foundation and co-equal to the learning outcomes and the three tiers.

Another member stated two points against these revisions requested by the committee:

First, the outcomes system that we have now were created in context. They were set up as skills and students would continue to have different discipline areas to make sure it was correct. So if we go into a system where it’s outcome oriented, then we need to reconsider the outcomes we have because they were set up as skills oriented and not related to discipline areas.

Secondly, unless there’s a system that would create a guarantee for a wider distribution of exposure by students, the following is impossible. It would be no necessity for students to have any other instructor except for within their own discipline, which is bad for students,

Another member responded saying it was not how many courses you had on the books approved but how many are offered in one semester. So this could be the reason why the modes were never utilized correctly.

It was then stated that we need to stop departments forcing their students to take the general education courses within their own departments due to double dipping.

Lastly it was noted that the changes are not solely being changed because of the middle states visit but because of the five-year review of the general education program coming up.

* Motion made to end discussion
* Seconded
* Motion passes

d)  Planning, Development & Budget Committee

- Dr. Joyce Wright, Chairperson

The committee passed the proposal for the Accelerated Nursing Program.

* Motion to approve Accelerated Nursing Program
* With objection, the motion passes

\*The Senate President extend the meeting for 15 minutes.

e)   Student Affairs Committee

Dr. Jeanne Ruggiero, Chairperson and Ms. Jodi Bailey (attachment #6)

The Committee gave its recommendations regarding the National Survey of Student Engagement (NSSE) and reviewed the data results. They found that the results about ~~f~~higher order learning by the 4th year of senior students were very good. The weakness that they found was a low rating about promoting research with faculty. They feel that we need more students doing research with faculty. Faculty should reach out to students more. Student engagement was good based on the data. Students reported that they were happy overall with the academics and services of NJCU and utilize the hub. The committee members decided that the positive student engagement results and high impact practices refer back to the general education program. It also reflects that NJCU faculty engage well with the students overall.

The committee feels that the results need to be shared through marketing and advertising to be communicated to potential students. The results should also be placed on a blackboard shell for faculty and staff to review.

Jodi Bailey reported that they have been improving social services for students on campus. The commuter lounge is now a community center that provides social services.

In addition, they have improved the counseling center and hired one additional staff full time and one staff part time for the Less Talk Program. Lastly they have been working on title nine resources and services for students. The committee is also reintroducing Bring Your Child to Work Day

Motions

* The NSSE results be placed on a Blackboard shell for faculty and staff to review.
* The NSSE results be condensed into a 1-2 page summary sheet to share with faculty, staff, etc.
* Without objection, the motions pass

A member of the Senate asked the committee to follow up on two suggestions:

* Request to add more independent studies
* To report on the plans for commencement, including calling the names of the students.

Jodi Bailey stated that names will be called during commencement, but reminded everyone to tell the students to stay during the commencement as well as faculty.

VIII. Mathew Lahm, University Advisement Center Presentation

 He will present at the next meeting.

IX. New Business

None

* Motion made to adjourn the meeting
* Motion seconded
* Motion passes
* Meeting adjourned at 4:17pm

Respectfully submitted by,

Ms. Cynthia Vazquez

Secretary of the University Senate

**Attachment #1** – Temporary Proposals

**Attachment #2** - Auditory Accessibility Motion

**Attachment #3** – Ad Hoc Committee to Initiate Updates for a Table of Contents

for Faculty Handbook

**Attachment #4** – C&I Committee Report

**Attachment #5** – GECAP

**Attachment #6** – Student Affairs Committee Report

All Attachments here:

<https://tinyurl.com/SM-Minutes-and-Attachments-FEB>