**Meeting #5**

**University Senate Meeting**

**Monday, 13 February 2023**

**2:00 – 4:00 p.m.**

**Via Zoom**

**All attachments are in the link below:**

[Senate Meeting Doc - February 2023](https://livenjcu.sharepoint.com/:f:/s/SenateOffice/Eh1MV-orSgpMrTSm3x90iuUBrT3pN4LT-r2AFy3HD1C95w?e=Vkykru)

Started: 2:00 pm

1. **Test Zoom Voting-**
   1. **Successful**
2. **Motion to Approve the University Senate Meeting Agenda**
   1. **Approved**
3. **Motion to Approve the University Senate Meeting Minutes of the December 19, 2022 Senate Meeting** [02 SM Minutes 12-19-2023 Draft.docx](https://livenjcu.sharepoint.com/:w:/s/SenateOffice/Eac75-6tNb5Mlv4ZEoHyaXABhCoI0iZatUrQRcWBKnke7w?e=mewlXN)
   1. **Approved**
4. **University Senate President’s Report,** Dr. Fran Moran
   1. The new agenda format will not only provide documents in SharePoint but also direct links within Agenda line items.
   2. Wished the best of luck to colleague Lewis Seagull in the wake of his recent medical news. Lewis has served as a union leadership on behalf of our adjunct faculty.
   3. Congratulations to Dr. Andy Bossie, whose wife recently gave birth to their son, Hanif. He is on parental leave.
   4. Dr. Bossie was the only representative we had from the School of Business on the SEC and per the Constitution (Article III, section 2a), all colleges need to be represented, and per the Constitution (Article III, section 2B), vacancies to the SEC are filled by the next highest vote getter at the previous election. We all believe it is essential at this time to have the School of Business represented on the SEC and we are happy to announce that John Donnellan from Management will be joining to fill the School of Business slot during Dr. Bossie’s leave.
   5. SACC & Program Appeals
      1. The SACC did not meet after the December Senate meeting. It will meet on Wednesday, February 15th.
      2. After the December meeting the SEC conferred via email relative to the motions passed at that meeting. The SEC reached out to the Provost’s Office and asked them to provide the rationales used to identify programs targeted for sunsetting. Dr. Breault sent those, and the SEC forwarded them to the campus community on 21 December. Subsequently, the SEC raised questions about the appeals process and suggested that that process should include voices beyond those who made the initial recommendation for program closure. The Administration agreed and the appeals process was expanded to include participation from the faculty side of the Academic Crisis Team that met in August, and the VP of Finance, the AVP of Institutional Effectiveness, and University Counsel. The SEC then sent word of that to the Senators list on January 6, 2023.
      3. Once the appeals were received, the SEC and the President of AFT met for just over 4 hours on Jan 19 and Jan 20 and then again for another four hours on Jan 26 and 27. In our discussions, the SEC reviewed the rationale to sunset, the appeal, wrote up a recommendation and then sent that recommendation to the larger review committee. The SEC supported every appeal and copies of our responses were sent to each of the programs that appealed. If anyone would like a copy, please contact the Senate office and we will forward it.
      4. The larger appeal review committee met on Jan 24, Jan 27, and Feb 7. That review is now complete, and the Administration will distribute final decisions shortly.
      5. Dr. Fran Moran represented the SEC at the larger appeal review committee where it was agreed to keep deliberations in the larger group confidential and he will continue to honor that. Dr. Moran conveyed that the discussions were frank, frequently tense, but always collegial. On behalf of the SEC, Dr. Moran thanks the Provost’s office and the rest of the administration for their willingness to include an appeals process, to reconsider that process, and to incorporate faculty input.
   6. Committee Motions
      1. **Motion** to approve the membership of the Ad Hoc Committees (see the list of names in the SharePoint Link). **Approved**
      2. **Motion** to add Rachel Fester, Associate VP Institutional Effectiveness/Accreditation Liaison Officer, Middle States Commission on Higher Education as ex-officio to the Ad Hoc Committee to work with the acting Provost to draft a plan to evaluate the job performance of individual administrators and mangers. We are open to a better name for that committee and welcome your suggestions. **Approved**
      3. Keep an eye out for call for volunteers for an Ad Hoc Steering Committee to Coordinate Response to Issues Related to Academic Portfolio Reduction.
      4. As always, Check email for campus events.
         1. Consider the event sponsored by AFT 1839 in GSUB on Monday, from 11-3 pm: The “Show Some Love for NJCU, Guv!” -- An email/tweet writing campaign to Governor Murphy asking for additional funding to NJCU.
5. **SGA Report**, Ms. Khadija Diop, SEC Student Rep.
   1. A Student Advocacy Committee was created to uplift voices and raise student concerns. The committee will be working with the President’s Office
6. **University Update: Vision for NJCU** Mr. Andy Acebo, Interim President
   1. His focus will not be on building but about saving NJCU.
   2. He will honor shared governance and supports the Senates Ad hoc Strategic Plan Committee.
   3. Mr. Acebo sees outcomes that resulted in past administrative activities as unfair.
   4. He will not focus on contraction, but on reallocation.
   5. NJCU is now moving from crisis management to recovery and renewal.
   6. Historically, NJCU has been under invested by the state. Mr. Acebo is working toward changing that.
   7. Not every retrenched employee or sunsetted program will be eliminated. He is evaluating this now.
   8. NJCU must enshrine certain values, and his administration is working toward amending the BoT by-laws
   9. Mr. Acebo’s goals will be linked with key performance measures.
   10. There has been a broken trust that he must reconcile; he has a commitment to ethics and integrity, transparency and shared governance.
   11. He will not respond in a knee-jerk manner, and we will not learn about things through the press or the rumor mill.
   12. Every decision will be data based and informed.
   13. Accountability is key to his work.
   14. Immediate milestones: mission review; creating a Community Trust Council (community stakeholders and NJCU community); will be breaking up the strategic plan: Phase I – recovery, development, and implementation of the plan by summer of 2024; retention and student success efforts; resource allocation working with CEO and Budget Task Force (right-sizing and long-term allocation). The plan will not be a top-down driven.
   15. Mr. Acebo believes that NJCU will emerge stronger, but it will be a collective effort.
   16. Q&A:
       1. Sunset/retrenchment timeline: Mr. Acebo will present the initial recommendations to the BoT at the February meeting and hopes to have the BoT make final decisions in a special March meeting.
       2. Senator Menendez earmarked close to $800,000 to NJCU’s online nursing program.
       3. Committed to making Fort Monmouth work. The community anchor with Netflix and RWJ Barnabas will make NJCU stronger at that location. Mr. Acebo is having active conversations with the community colleges. However, we will not operate Fort Monmouth at the expense of the main campus. He is looking to renegotiate the contract (which is a license with the option to buy) and bring in other institutions to share the costs.
       4. Money from the state: Discussions are progressing and a community of support is emerging. Mr. Acebo pointed out that other institutions historically receive more funding than NJCU. He stressed that one cannot compare the students as similar populations since there are education and other inequities that must be considered. There are systemic equities that Acebo is publicly stressing. He is meeting with many of stakeholders. Must articulate the mission and who we serve.
       5. Need to meet students where they are; called for a Task Force to look at D/W/F rates.
       6. Mr. Acebo intends to clean up the tenure and promotion process to put more focus on service.
7. **Old Business**
   1. **Academic Standards Committee,** Ms. Theresa Spataro, Chairperson **(action item)** [02aASCReportDec.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EajVvFXk7dtOqMourvLeEbcBTR-HwBUof0x-uxmvVd50Ng?e=DpZK4c) ; [02bAbsence-Attend Policy 12-22.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EctpxKGs7XNOoSk-rVnAGXQBYNRi73wZFWpJkY05QaML8Q?e=tmC6ZN)
      1. Asked to reconsider N/C (no credit) grade.
      2. Proposed policy change: **Approved**

Class Attendance

* At the first-class meeting of a semester, students shall receive in print or electronically the course syllabus including the participation and attendance requirements for the course.
  + A faculty member may factor participation and attendance into the evaluation of a student’s performance and achievement for the course.
* Students must not schedule work, or other obligations, leisure activities or vacations during the scheduled in-person or online synchronous academic course or session, or the final assessment period.
* Students, seeking accommodation regarding the class attendance policy must register with the [Office of Specialized Services](https://www.njcu.edu/directories/offices-centers/office-specialized-services-and-supplemental-instruction). The OSS will retain documentation and work with faculty on appropriate adaptations.
* [Financial aid](https://www.njcu.edu/admissions-aid/financial-aid) recipients who never attend one or more of their classes or who stop attending all of their classes will be paid a reduced amount of aid and are subject to forfeiture of their financial aid.
* Students enrolled in Joint Programs, such as NJCU/ Rutgers and NJCU/NJIT, must follow the attendance policies established by NJCU as well as the affiliated clinical, governmental, or accreditation agency, or other professional association, institution, agency, or organization participating in the Joint Program.
* Non-attendance does not constitute withdrawal from a course. Students who cease attending and otherwise participating in class activities may earn a failing (“F”) grade.

Class Absence

* In all circumstances, it remains the student’s responsibility to initiate discussion with their instructor(s) about absence and arrangements for making up any missed work in a timely manner.

Excused Absence

* Instructors must provide fair and reasonable opportunities for students to make-up an excused absence. Examples of such include illness, injury, bereavement, or similarly compelling personal reasons.
* A student may need to schedule an advanced absence from class to attend a religious observation, participate in a field trip, conference, academic or athletic competition or other sanctioned University event.
  + The student should communicate with the instructor in advance of the event and arrange to make up missed work.
  + Instructors may require documentation to verify the reason for the absence.
* Student participation in authorized University events is considered academic in nature and reasonable accommodations should be made to allow completion of assignments including exams.
* Athletic competition should be treated like an absence for an official college event in alignment with Excused Absence requirements.

Note: Club and intramural activities are not considered official NJCU activities with respect to absences.

Extended Absence Requirements

* Student absence from three class sessions is to be reported by the student, or his/her responsible designee, to the [Dean of Students](https://www.njcu.edu/directories/offices-centers/student-affairs-and-enrollment-management/dean-students) office. Find the form **here**.
* The Dean of Students will notify
  + The student’s instructors,
  + The student’s academic advisor(s), and
  + The Dean’s office of the student’s college/school.
* The University may request supporting documentation for short-term and extended absences and consider said documentation at their discretion.
  + Students need to provide requested documentation in a timely manner.
* Course withdrawal or an incomplete grade are not automatically applied to extended absence. The student must consult with the course instructor and his/her academic advisor to discuss best options based on current academic policy.
* Students may be advised to withdraw from a course due to extended absences. Failure to withdraw, resulting in an F grade, may not be considered for late withdrawal or change of grade.

Procedures

* Excused absences for authorized University events require a notification form, from an authorized representative or Dean of Students. Students can provide this form to course instructors for verification.

Related Policies and Documents

* Withdraw Policy – mentioned here, does not replace or change the current Withdraw policy.

Responsibility

* Provost Office – place policy online and in catalog
* Dean of Students – create a notification form, place it on website
* Athletics – create absence form
  1. **General Education,** Dr. Scott O’Connor, General Education Director **(action item)** [02eGEPRC Jan 2023 Report.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/ES9dt2qD0VVBluyiHrQWUNwBlm1E7mHZU5Gz2ZjaEt8TQw?e=Tryz7b); [02fGE Admin Structure 1.27~.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EXYdqXzS-2BKnACvFcKhGxgBpyZ5AhOBVCGNmDwpb1D2dg?e=jdhBcJ)
     1. Motion to discuss General Education (Fran Moran); second by Venessa Garcia – **Approved**
     2. 104 Students signed up with The Hub to help finish incompletes
     3. Catch Up Work Initiative to help students complete course
     4. **Motion**: (1) To combine the three general education committees (General Education Curriculum Committee (GECC), General Education Committee on Assessment & Policy (GECAP), General Education Program Review Committee (GEPRC)); (2) to replace the General Education Director’s prerogative to veto with a vote; General Education Director should be nominated by Provost and confirmed by the Senate (See Admin Structure report for full motion.)
        1. **Approved**
  2. **Academic Support & Services Committee,** Dr. Nelda Ephraim, & Dr. Zhimin Wang, Co-Chairs [02cASSCReportDEC.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/ES6fBx_L9sZEpQ7n5kBP5McBdoZBZ3qRAOW5GpD22npyCA?e=5zpxaV)
     1. The Committee met with Lorena Laverde, Director of UAC.
     2. There is a centralized model that follows the student to graduation.
     3. The caseload is too large at the UAC (350 students per advisor); this is a concern.
     4. Communication: UAC advisors are not always aware of new programs or changes in existing ones.
        1. A standardized model for tools and resources when advising students should exist university wide.
        2. Faculty should be involved in advisement for upper-level students to provide career guidance.
     5. Resources/Capacity: (a) Lack of funds necessary to write grants for increased capacity through appreciative advising and NACADA training offerings; (b) Departmental designation of faculty member(s) for student advisement: i. Course release for faculty advisement to reduce student-advisor ratios and ii. Support faculty who are willing to advise during summer/winter breaks.
     6. **Recommendation:** The Committee, in collaboration with the UAC director, recommends that the lines of communication between the UAC and departments should be open for more transparency and consistency in the advising process. Communication is vital to successful advising and can be implemented immediately. Departments should consider inviting the advising team to a department meeting (per semester) for alignment and accuracy regarding programs among advisement services. Long-term actions will be required to identify further challenges and must be implemented for continuous quality improvement.
     7. Students concern: Turnover in advisors makes it hard to keep track of students’ career goals; students should be made aware of when advisors change.
  3. **Committee on Instructional Technology Report,** Dr. Christine Harrington, Chairperson [02dCITReport.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EdJ7Yp7JzzRFs_UoSwovARIBDDt04YPsuhYe8zR3yjsnnA?e=GiDta6)
     1. Not required but recommended
     2. Recommendation 1: It is recommended that faculty who are new to online teaching at New Jersey City University be required to complete the newly revised self-paced Fundamentals of Online Teaching Course in Blackboard prior to teaching.
        1. **Approved**
     3. Recommendation 2: It is recommended that all faculty who teach online complete the newly revised self-paced Fundamentals of Online Teaching Course in Blackboard.
        1. **Approved**

1. **University Senate Committee Reports (February)**
   1. **Elections Committee,** Dr. Prashanth Ravula, Chairperson [02hElectons Results 2022.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EYK1sGT2WF5EvOn_4GMDnSgBvrWOCmTunhkQY77hOQbqqg?e=yFT5q8)
      1. All but one amendment were approved.
      2. Not approved: Amendment #5: Article III, section 3, b (1)
      3. Review full report for amendments and votes
   2. **Faculty & Professional Staff Affairs Committee,** Dr. Max Herman, Chairperson [03aFPSA Report 2-13-2023.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EZ9-YNhdW5VBpp2VESswFFUBUOX1OvCMLoG_b4MmScGTKA?e=Jqfx6h)
      1. Considered candidates for 3 awards (Riotto Award, the Distinguished Service, Award and Professor Emeritus Status Award) and made recommendations to the SEC.
      2. The Committee is looking into course evaluation software: BLUE (too expensive) & Smart Evals ($16,000 per year; interface is more stress lined and intuitive. Going to look at WaterMark next.
      3. Student evaluations need to be standardized. NJCU does not currently have anything in place. But we need standardized questions. The committee is working on this. Qualtrics seems to be the most effective choice for this semester.
      4. Recommendation: That a standardized course evaluation instrument be adopted by April.
   3. **Planning, Development & Budget Committee,** Dr. Joyce Wright, Chairperson [03bPD&B Report 2-13-2023.pdf](https://livenjcu.sharepoint.com/:b:/s/SenateOffice/EZHac-_tliBPqDlrOmr5HcsBjS0mymKw3sCGLLDlpwRmYg?e=ucGXZM)
      1. No pending programs in the queue
      2. Invited Ben Durant to next meeting; he was unable to attend current meeting
      3. Library budget is extremely low, especially in comparison to other institutions.
      4. 500-level course numbering policy was discussed. A new policy was passed in 2020. This was sent to the C&I as it falls under its charge.
      5. A recommended template for new program budget proposal was reviewed. It will hopefully align NJCU’s budget template with the new AIC guidelines
2. **New Business**
   1. None

Adjourned: 4:11 pm

Respectfully submitted by

Dr. Venessa Garcia

Senate Secretary