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**University Senate**

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

**MINUTES OF MEETING**

**September 19, 2016**

**ATTENDANCE:**

**Presiding:** Dr. Joseph Riotto, University Senate President

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Karen DeSoto; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Robert Aslanian; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Counseling Department, Vaibhavee Agaskar; Early Childhood Ed., Regina Adesanya; Educational Leadership, Susan Phifer; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Patrick Boyle; Fitness, Exercise and Sports, Amy Rady; Geography/Geoscience, Deborah Freile; Health Sciences, Lilliam Rosado; History, Jason Martinek; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Mathematics, Freda Robbins; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women’s & Gender Studies, Jacqueline Ellis.

**DEPARTMENTS ABSENT:** African/Afro American Studies; Alumni, Jane McClellan; Economics, Ivan Steinberg; ESL; Latin American Studies; Marketing; Physics, Chris Herbert; Media Arts.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Natalia Coleman, Marilyn Ettinger, Audrey Fisch, Lee-Ann Halbert, Robert Prowse, Joseph Riotto, Michelle Rosen, Rubina Vohra.

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

**PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT:** Katherine (Katie) Aquino, Queen Gibson, Denise Serpico.

**PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT**: Cynthia Vazquez

None.

**STUDENT SENATORS PRESENT:** Dajuan Johnson.

**STUDENT SENATORS ABSENT:** Patricia Chambers, Sierra Williams.

**STUDENT SENATORS-AT-LARGE PRESENT:** Corey Brumfield, Collin Officer, Corinne Reilly-Ferretto.

**STUDENT SENATORS-AT-LARGE ABSENT:** Leman Kaifa.

**Draft 5 October 2016**

**University Senate Meeting Minutes**

**University Senate Meeting #1 for AY 2016-2017**

**Monday, 19 September 2016, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:10 PM

**I. Approval of University Senate Parliamentarian**

Motion made by Senate Executive Committee and seconded to appoint Dr. Rosilyn Overton as University Senate Parliamentarian.

Motion Approved.

**II. Clicker System Test:** Clickers were not used during the meeting due to technical difficulties.

**III.** Senate President introduced the Senate Executive Committee

1. Joshua Fausty, Vice President; CAS
2. Ethan Prosen, Secretary; CAS
3. Gloria Boseman, CPS
4. Max Herman, CAS
5. Cynthia Vasquez, COE
6. Collin Officer, Student Representative (also the student representative to the Board of Trustees

Special Senate thank you for the Senators-at-Large, the Department Senators, Professional Staff, Administrators, students, alumni, and everyone for their contributions to the Senate in making Academic Year 2015/2016 successful. You are the core which NJCU receives its energy and fuel to be successful. It is most appreciated.

Special thanks to Donna Piscopo for her untiring efforts in keeping the Senate running smoothly. Thank you Donna.

# III. Approval of Agenda

Motion made and seconded to approve agenda.

Agenda approved

# IV. Approval of Minutes

Motion made and seconded to approve the minutes.

Minutes approved

**V. Announcements**

Senate President Riotto made the following announcements and referred Senators to the back of the agenda for additional announcements.

1. Please join us for Convocation 2016: Wednesday, 5 October 2-4 pm Margaret Williams Theatre: Convocation marks the traditional beginning of the academic year and offers a unique opportunity to rededicate ourselves to NJCU’s mission of teaching, research and services. For more information, visit the NJCU website.
2. NJCU OPEN HOUSE is on Saturday, 8 October. For more information, please see information on the University website.
3. Undergraduate Attendance should be submitted via GothicNet with the deadline being 23 September. Please see Dr. Nurdan Aydin’s e-mail dated Sept. 16th to Faculty.
4. NJCU graduate, Coshetty Vargas, was awarded the Presidential Award for Excellence in Math and Science Teaching.

**VI. University Senate President’s Report**

1. NJCU will once again host an American Council of Education Fellow this year. Dr. Jake Zhu is a professor and Interim Associate Dean of College of Business and Public Administration at California State University, San Bernardino. Welcome Dr. Zhu!
2. Senate would like to welcome
   1. The Dean of the College of Arts and Science, Dr. Joao Sedycias
   2. The Dean of the School of Business, Dr. Bernie McSherry
3. The SEC would like to thank Leman Kaifa, the new SGO President, for his support and for getting us the following dedicated students to serve in the University Senate on the Standing committees:
   1. Senate Executive Committee Collin Officer
   2. Academic Standards Deverin Johns
   3. Academic Support & Services Corinne Reilly-Ferretto
   4. Committee on Instructional Tech. Claudia Gomez
   5. Curriculum & Instruction Corey Brumfield
   6. Elections Committee Andrea Giraldo
   7. Faculty & Professional Staff Affairs Cellestine Mabeya
   8. Graduate Studies Committee Kris Rivero
   9. Planning, Development & Budget Joseph Coutinho
   10. Student Affairs Committee Aisha Rathore
   11. GECAP Dajuan Johnson
   12. GECC Laura Bustamante

Motion and seconded to approve these student nominations.

Motion passed. Thank you. Students, your time and service to these standing committees is very much appreciated.

1. The Senate would also like to welcome the 19 new faculty members to our campus community

1) Dr. Michael Bell, Assistant Professor, Accounting – SOB

2) Dr. Joseph D’Auguste, Assistant Professor, MDT – CAS

3) Dr. Ali Dehghantanha, Associate Professor, Professional Security Studies- Information

Assurance/Cyber Security– CPS

4) Dr. Karen DeSoto, Assistant Professor, Accounting – SOB

5) Dr. Meredith Foley, Assistant Professor, Chemistry – CAS

6) Dr. Pablo Garofalo, Assistant Professor, Economics – SOB

7) Dr. Redouane Khamar, Assistant Professor, Modern Languages – CAS

8) Mr. Graig Klein, Assistant Professor, Professional Security Studies- National (Civil)

Security – CPS

9) Dr. Anthony Leberatto, Assistant Professor, Criminal Justice – CPS

10) Dr. Adrian Martin, Assistant Professor, Elementary/Secondary Education - COE

11) Dr. Adele Macula, Assistant Professor, Elementary/Secondary Education – COE

12) Dr. Jermaine McCalpin, Assistant Professor, African Afro-American Studies – CAS

13) Dr. Jorge Medina, Assistant Professor, Economics – SOB

14) Dr. Jennifer Musial, Assistant Professor, Women’s Studies – CAS

15) Ms. Esther Nir, Assistant Professor, Criminal Justice – CPS

16) Dr. Zachary Pietrantoni, Counseling Program – COE

17) Dr. Li Xu, Assistant Professor, Finance – SOB

18) Dr. Peri Yuksel-Sokmen, Assistant Professor, Psychology Department – CAS

19) Dr. Jacob Zumoff, Assistant Professor, History Department - CAS

1. Reminders to all standing committees
   1. We need due dates and schedules from committees
   2. If you have not yet done so, please meet and elect a chair and notify the Senate Office as soon as possible.
   3. All standing committee reports need to be processed through the University Senate Executive Committee before they can be presented to the main Senate floor. To facilitate, the executive committee schedule is that they will meet one week prior to the University Senate Meeting. **Therefore,** any standing committee reports that need to be presented to the main University Senate body need to be submitted to the executive committee the Monday prior to the scheduled University Senate meeting.
2. Friendly reminder: Curriculum Issues need to go thru the Senate; in particular
   1. New courses
   2. New Programs
   3. Changes to programs
3. President Riotto gave a report to the Board of Trustees on 26 June 2016 on the State of the Senate. In the interests of time, he referred senators to a copy of the report available at the meeting (See attachment #1).
4. The Senate Executive Committee charged the Senate Academic Standards Committee to review the Policy for Second Degree; in particular, NJCU’s current credit graduation requirement is 120 credits down from 128 credits. Therefore, the second degree requirement for a NJCU graduate or a non-NJCU graduate should appropriately be reduced with the understanding that some programs would still require more credits. We anticipate their report in the near future.
5. There are vacancies on various standing committees. The SEC has appointed the following people to fill these vacancies until the next election in May:

Committee on Instructional Technology had one vacancy. Dr. Max Herman from CAS was the next highest vote getter and has agreed to serve. Dr. Herman elected by acclamation.

Curriculum and Instruction Committee had one vacancy. Dr. Adrian Martin, Dept of Elementary and Secondary Education, has agreed to fill the vacant position. Dr. Martin elected by acclamation.

Faculty and Professional Staff Affairs Committee: CPS needs to be represented. Dr. Lee-Ann Halbert was the next highest vote getter and has agreed to serve. Dr. Halbert elected by acclamation.

Planning Development and Budget Committee: CPS needs to be represented. Dr. Pat Boyle has agreed to serve. Dr. Boyle elected by acclamation.

**VII. EAB SSC Leadership Team – Faculty Representatives**

The EAB SSC is the new student advisement platform. The Leadership team is working to tweak the platform based on the needs of students and faculty. Faculty representation was felt to be important because faculty would be ultimately using the platform to advise our students. The Senate is seeking two faculty volunteers who are willing and able to participate in the bi-weekly (Tuesday and Thursday) meetings of the EAB SSC Leadership Team.

The following faculty volunteered:

Audrey Fisch, English - CAS

Wanda Rutledge, Management - SOB

**VIII. Elections Committee –** Dr. Christopher Carnahan and Dr. Mingshan Zhang, Co-Chairs

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1. Search Committee for The Dean of the College of Education and Professional Studies

The search committee shall have 5 faculty from the COE/CPS; 3 faculty from CAS/SOB; and 2 Professional Staff.

1. Staff/Professional Staff: The following individuals were elected to the search committee:

* Katherine Aquino, Program Specialist for Accreditation and Assessment - COE
* Cynthia Vazquez, Assistant Director – Center for Teacher Preparation & Partnership – COE

1. Faculty: The following individuals were elected to the search committee:

* Gloria Boseman, Nursing - CPS
* John Grew, Biology - CAS
* Susan Phifer, Educational Leadership - COE
* Muriel Rand, Early Childhood Education - COE
* Debra Scardaville, Nursing - CPS
* Ivan Steinberg, Economics – SOB
* Laura Zieger, Educational Technology - COE

1. Senator-at-Large

Two vacancies needed filling. According to the Constitution the SEC can appoint individuals to fill the vacancies; however, the Senate President had opted to call for nominations from the floor as there had been no volunteers forthcoming. The following individuals were elected by acclamation:

* Cordelia Twomey, Educational Technology - COE
* Lorraine Chewey, Health Sciences - CPS

1. Academic Support and Services Committee

The committee shall concern itself with the services provided by non-instructional units whose primary function is to support the academic mission of the University. Examples of such services include the library, advising, psychological counseling and medical services, computer labs, cooperative education, the bookstore, financial aid, tutoring, and registration services.

Committee has one vacancy. No volunteers from the floor. SEC will look for someone to fill the vacancy.

**IX. State of the University’s Fiscal Affairs** – Dr. Aaron Aska, Vice President for Administration & Finance

Dr. Aska gave a presentation on the university’s fiscal health and how the university balanced the budget. He noted that NJCU does have a balanced budget for fiscal year 2017 and that the university’s bond rating has remained the same at A3. Please see attachment #2 for details.

**Questions**:

What is going on with parking in Lot #7?

Answer: Lot #7 is the faculty/staff free-parking lot. It should remain a free lot. New equipment was implemented on the lot and the university is still working out the kinks in that equipment.

Does the university propose anything other than tuition to cover rising costs of operations to take some of the burden off the students?

Answer: Yes. The university is looking at growing philanthropy and foundation efforts. There is also the debt-free promise. NJCU still has the lowest sticker price tuition.

Are entities lined up to occupy the spaces on the West Campus? If so, do we have any idea who?

Answer: Yes. The university will act, in effect, as a land lord. The developer partners have tenants lined up to occupy the spaces after they are built. Some will be residential tenants in studio, one, and two bedroom apartments. Other will include business such as Panera Bread and Verizon.

If the income from the West Campus is to be used in other academic initiatives, how will this effect payback of the bonds?

Answer: The West Campus is being developed via public/private partnerships. There are no bonds involved. The developers build the properties and as they make profits the University collects affixed income from the properties. This is based on 50-year ground leases. The leases do have inflation (2-3%) built into them.

Has the relationship between student fees and tuition remained the same for the last 10 years?

Answer: No. There is a slight difference. Student fees have been frozen in the past and do not always increase when tuition does.

An update was requested about issue of area as a Superfund site.

Answer: The entire development area has been partitioned into areas for commercial and residential development. The portion of the site that the Riverkeepers were concerned with was in the commercial section. No academic buildings are (or are planned to be) in that portion of the site. There was some litigation, we settled the litigation and there is a consent decree. So we are in agreement and continuing discussion with the plaintiffs on how development should continue in that portion of the site. Any development of that portion of the West Campus must be consistent with the agreement. Again, there are no plans to put academic buildings on the portion of the site.

Are there any plans to build on the Debt-Free Promise?

Answer: Yes. It is going to continue. It starts with freshman and follows with them as they continue. There are plans to expand the program in the future. It is here to stay.

Can we track how the Debt-Free Promise affects retention and enrollment?

Answer: This is a good question. We should be able to track them because we know of how we disburse our financial aid. The debt-free program is marketed. It is in the admissions packet.

X. **Update: General Education Program -** Dr. Joshua Fausty, Director of General Education

The presentation was an abbreviated of the full report on current status of the General Education program (See attachment #3 for details).

More information is available at NJCU.edu/Gened. Please click additional navigation to view the subpages. As always please email me at [JFausty@njcu.edu](mailto:JFausty@njcu.edu) or [gened@njcu.edu](mailto:gened@njcu.edu) with questions of concerns.

**Question:** In the full report, there is a reference to the renewal of the CAS curriculum committee. Could you please explain how that relates to the course approval process for the Gen Ed courses?

**Answer:** The process for the approval of Gen Ed courses includes the normal process of course approval; the only difference is inclusion of the GECC. So if a course originated in a College or School other than CAS, it would first go through the appropriate College/School level curriculum committee then go to the GECC.

**Question:** Are the first year blocks referenced in the full report equivalent to clusters or cluster courses that have been proposed before?

**Answer:** Blocks are separate from the GELCs. Blocks are outside of Gen Ed, but do include Gen Ed courses. The report states that GELCs may expand to include those blocks that have been piloted this semester for freshmen.

Block programming has clusters. Blocks are arranged for students who have two developmental courses, orientation to College, and (if there were credits allotted) one Gen Ed course. The next phase was to design blocks for students who only needed one developmental course. A couple of blocks have also been designed for students who didn’t need any developmental courses. These blocks have been designed in collaboration with faculty and Dean and Associate Dean of Arts and Sciences as well as Enrollment Management and the Registrar’s Office. A distinction is that GELCs do not include required Math or English Composition courses, which does not mean they are meant exclusively for sophomores and above.

GELCs and the piloted blocks have a lot of goals in common: idea of a learning community, taught by faculty who collaborate on what they are covering, and students develop as a cohort learning from each other and developing relationships that last. Overtime, there is no reason that they shouldn’t come together.

**Question**: Does the articulation agreement for transfer students from community colleges in the state that waives general education courses except those that are required by a program include the capstone?

**Answer**: Students who transfer in with an AA or AS degree are exempt from Gen Ed including the capstone. Students who have not completed one of these degrees will need to take the capstones and a number of other courses to complete the Ged Ed requirements.

**XI. Class Cancellation**

We expect a discussion as several faculty, students and even administrators indicated a concern on this particular topic. Once announced and put on the agenda, we did get some timely solutions from the Provost’s Office and the President. Thank you very much for that. That helps in that respect.

There are basically two related items on the course cancellations. One is Summer semesters and the other primary semesters which are Fall and Spring semesters. In particular, trying to understand the timing of the cancellations and the criteria being used and what, if any, communication is being exhibited in the above.

Background: Cancellations are a concern of students as students are trying to accelerate their academic progress. Secondly, brings faculty to campus so the campus is bustling with activity. Thirdly, as a by-product, brings money to NJCU. This is a good thing too as everyone knows NJCU is in fierce competition for enrollment. NJCU’s metrics pertaining to cash are not the best given the State of New Jersey’s participation in funding education.

With all that said, it is respectively suggested that the two summer semesters possibly have lower enrollment requirements given the need to assist students. Students receive very limited financial aid for summer semesters so those students who register for summer classes really want to accelerate their academic programs. It also improves NJCU’s cash position.

One proposal had 15 minimum for undergraduate enrollment and 12 for graduate. Then it depends on location and circumstances (i.e., students need it to graduate).

**Motion**: The minimum summer undergraduate enrollment be reduced to 10 students as it was in the past.

Motion **Seconded**

**Discussion:**

It was pointed out that students often have financial aid restrictions where they need to take 6 or 12 credits and these cancelled c lasses could result in the student not taking any classes; therefore, the university receives $0 instead of some dollars. The body indicated that it would like a better understanding when things are cancelled of what considerations are made and also how much a three credit course costs.

The main issue appears to not be the number of students, but is actually the timing of when the classes are cancelled. For the Fall semester, classes were being cancelled the Wednesday, Thursday, and Friday of the week before the semester began which left students scrambling to find courses during the Add/Drop period. It was repeated urged that we not pick an arbitrary minimum enrollment or cap, take a flexible view of how classes are cancelled, and more carefully look at the timing of cancellations. If cancellation is known far enough ahead of the semester, then individual adjustments can be made to “rescue” the class or help students find other courses.

It was pointed out that Summer is a great opportunity. Students have a chance to accelerate their program at low cost to the university. The marginal cost is less for a course during the summer than during the winter; therefore, a profit can be made at a lower marginal revenue. This is an argument for lower enrollment minimums during the summer. This was further suggested as a benefit for departments as faculty could try teaching courses with which they are less familiar.

There was a call for the criteria for cancellation to be clearly stated in writing somewhere.

The Provost agreed that this is an important issue and referred to an email sent to the entire faculty that contained the agenda for the Department chairs/Provost meeting. That email contains a packet that includes the series of suggestions made by a committee tasked with looking at this very issue. The packet contains criteria and a process for determining class cancellations. The hope is to take the procedure/process to the SEC and then the Senate body for discussion. The Provost encouraged everyone to look at the email and go from there.

It was suggested that minimums not be used for class cancellations, but instead look at averages. If all the other classes in a department are filled, then let that one course run. The Provost noted that this is actually one of the components of the recommended procedure. There was additional support for using averages especially because if faculty are urged to add one or two students to a class that has reached its enrollment cap then courses should be able to run that are one or two students below the enrollment minimum.

Department roles were also discussed. Departments can look at and anticipate enrollment in their courses and make certain they make adjustments necessary when they have courses in surplus.

If we establish criteria, then we need must stick to the criteria.

The Provost again encouraged everyone to look at the email containing the criteria and procedure.

Motion **Withdrawn**

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 4:03 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 University Senate President’s report on the State of the Senate to the Board of Trustees

#2 Division of Administration and Finance Senate Presentation – Dr. Aron Aska

#3 General Education Report to Senate - Dr. Joshua Fausty