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**University Senate**

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

**MINUTES OF MEETING**

**May 2, 2016**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: A. Harry Moore, Harriet Phillip; Accounting, Karen DeSoto; Art, Dennis Dittrich; Biology, Ethan Prosen; Chemistry, Robert Aslanian; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Educational Leadership & Counseling, Vaibhavee Agaskar; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Anthony Avillo; Fitness, Exercise and Sports, Amy Rady; Geography/Geoscience, Nurdan Aydin; Health Sciences, Gail Gordon; History, Jason Martinek; Library, Min Chou; Literacy Education; Management, Wanda Rutledge; Marketing, Melissa M. Martirano; Mathematics, Freda Robbins; Media Arts, Kathryn D'Alessandro; Modern Languages, Grisel Lopez-Diaz; 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; Physics, Chris Herbert;

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

**SENATORS-AT-LARGE ABSENT:** Audrey Fisch.

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

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

None.

**STUDENT SENATORS PRESENT:** Arijean Feliciano.

**STUDENT SENATORS ABSENT:** Leman Kaifa, Daniel Outar, Jeniyah Wilkins.

**STUDENT SENATORS-AT-LARGE PRESENT:** Ana Pena, Corinne Reilly-Ferretto, Harold Daniels II

**STUDENT SENATORS-AT-LARGE ABSENT:** Alvert Hernandez,

**Draft 9 Sept 2016**

**University Senate Meeting Minutes**

**University Senate Meeting #8 for AY 2015-2016**

**Monday, 2 May 2016, Gothic Lounge (H202)**

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:08 PM

**I. Moment of Silence**

Senate President Riotto requested a moment of silence to honor:

Ms. Queen Gaskins. We have lost a dear friend and valued colleague, who was employed with the University for 29 years. She will truly be missed by Duplicating Mail Services and all those who knew her at NJCU.

**II. Clicker System Test:** Passed

# III. Approval of Agenda

Motion made and seconded to approve agenda.

Agenda amended to add Discussion of the Status of the School of Business Programs to the agenda before the elections

Amended 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. Anna Pena was recognized for her two years of service to the SEC. Leman Kaifa was announced as the newly elected SGO president. The names of students for the standing committees will be received from the new SGO President, Leman Kaifa as soon as they are available.
2. Commencement that will take place on Wednesday, May 11, 2016 at the Prudential Center, 25 Lafayette Street, Newark, New Jersey 07102. The address should work if you put it into your GPS. **If you are planning to attend commencement, please RSVP by emailing rmcbride@njcu.edu no later than Friday, May 6, 2016.**

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

The University Senate President’s report includes 2 SACC meeting reports (items A and B below) as well as other items.

1. **11 April 2016 SACC Meeting:**

In anticipation of the Board of Trustees meeting scheduled for Monday, April 18th, the Senate Executive Committee (known as the SEC) had scheduled a SACC meeting for Tuesday, April 5th. Unfortunately, due to conflicts, the in-person SACC meeting had to be cancelled and it was mutually agreed to employ the review by e-mail. The SEC submitted the following items that were approved by the Senate on March 21, 2016:

1) Minor in Military Science

2) Minor in Marketing

3) Minor in Social Media Marketing

4) Minor in Public Relations

5) Mathematics major with a Concentration in Actuarial Sciences

6) Early Childhood Education – Change in admission requirements

7) Geoscience/Geography Department name change to: “Earth and Environmental Sciences”

8) General Education Tier and Transfer Policy Revisions and Planning Sheet reflecting the revisions

9) All University Requirements’ (AUR) Approval Process form/guidelines

Discussion: There was limited discussion as all were approved by SACC except for the AUR approval process form/guidelines on April 11th via e-mail. The AUR item required further discussion and will be on the agenda for the next scheduled SACC meeting.

Respectively submitted,

**Joseph Riotto**

Dr. Joseph Riotto CPA, MBA,

Professor, School of Business

President, University Senate

1. **22 April 2016 SACC Meeting**:

**Members of the Administration Present:**  Sue Henderson, Daniel Julius, Deborah Woo, Lyn Hamlin Bernie McSherry, Karen Morgan, Allen DeFina

**Members of the Senate Executive Committee (SEC) Present:** Joseph Riotto, Joshua Fausty, Ethan Prosen, Regina Adesanya, Alvert Hernandez; Leman Kaifa

The agenda had 4 Items:

1. Senate Approved Master of Arts in Teaching (MAT) in Special Education
2. Senate Approved Doctoral Program in Community College Leadership
3. AUR’s Approval Process
4. Course Approval Guidelines Item #19.

**1. Senate Approved MAT in Special Education:**

Program passed the Senate on 11 April 2016

SEC presented the objectives of the proposal

This is not a NEW program, but is rather a new specialization within an existing program.

Program was supported by Dean DeFina

*Further Discussion*

The following additions were recommended and agreed to:

Clearly indicate the program level assessment in the proposal;

Highlight how this new specialization is different from the core and

Perhaps using a degree map

The Proposal was approved by SACC, pending the recommended adjustments.

**2. Senate Approved Doctoral Program in Community College Leadership**

Program passed the Senate on 11 April 2016

SEC presented the objectives of the program

This program is intended for persons who aspire to leadership roles at community colleges

Discussion

It was asked if external review was necessary. External review is the next step next. It was stressed to make sure that the external reviewer has no affiliation with NJCU. The external reviewer has been identified and has no affiliation with NJCU.

The phrase “or other related field” was added to the description of the required Master’s degree.

There was a question about the GPA requirement based on a United States standard, specifically about how it would apply to international students. When international students transfer to the U.S., they must have their transcripts evaluated and those evaluations provide U.S. equivalencies (GPA, school level, etc.). So it is covered.

It was noted that this program moved through the Senate rapidly. At which time Provost Julius, and seconded by President Henderson, offered congratulations to the Senate. Hence, the SEC, at this time, offers the full body Senate the administrations heartfelt congratulations. On behalf of the SEC, WE FORWARD THEIR THANK YOU! This represents NJCU’s third doctorate program.

The Proposal was approved by SACC, pending the recommended adjustments.

**3. ALL UNIVERSITY REQUIREMENTS’s (AUR) Approval Process**

SEC presented the history and intention of the proposed process and form

Discussion

The phrase “for credit bearing courses” was added to the description of the process.

This was to indicate that this process is not intended for “requirements” that do not change the number of credits a student needs for graduation.

The process should apply to programs that may implicate credit bearing courses.

Everyone present agreed that it was important to avoid *“credit creep”*; the slow increase of the required credits to reach graduation.

The AUR’s Approval Process was approved by SACC with the right to revisit in a future SACC meeting.

**4. Course Approval Guidelines Item #19**

The history of Item #19 was presented

Discussion

The new item provides criteria for course enrollment caps

The language evolved from discussions in the Senate and among the department chairs

The language gives latitude in setting those caps

A question was raised about the listed General Education course enrollment cap sizes.

SEC answered that these were the cap sizes that were passed by the Senate during the discussion and approval of the General Education program.

There was discussion about more creative ways to educate than what was traditionally used.

President Henderson invited everyone to think more about a learning agenda not a teaching agenda.

The course Approval Guidelines with Item #19 were approved by SACC.

**Comments made Outside of Agenda are as follows:**

It was noted that all documents need a date on them.

It was discussed the need for a regular schedule for SACC meetings

Provost needs items about 5 weeks prior to Board Meetings to get everything ready and approved.

Respectively submitted,

**Joseph Riotto**

Dr. Joseph Riotto CPA, MBA,

Professor, School of Business

President, University Senate

1. Senate President Riotto was approached by a Senate Executive Committee member of Kean University as they were doing a survey of all NJ state universities regarding a policy matter and the Board of Trustees. In particular, there were two basic questions:
2. Are faculty allowed/invited/voted in to sit/serve on any of the subcommittees of the Board of Trustees
3. Secondly, Does the Board of Trustees provide an agenda for open meetings and minutes of past open meetings?

He responded as follows:

The president and vice president of the Senate are invited to attend the sub-committees of the Board of Trustees per our Senate Constitution. There are two sub-committees: 1) Academic Affairs and 2) Finance and Auditing. I usually attend the Academic Affairs; however, I try to go to both.   
 Secondly, the open Board of Trustees meetings do have an agenda and the president of the university distributes it to the university. As president of the Senate, I do receive minutes of past open selective Board of Trustees’ meetings and other selective pertinent items (known as the "Board Book."). I ended by saying we would be interested in the results of your survey if you would be so kind to share.

1. The SEC received the following updates to the searches for Deans.

In regards to the Search committee for the Dean of the School of Business the following was received on behalf of the search committee:

*“The Search Committee for the Dean of the School of Business has reviewed some 48 applicants. The Committee met on Friday, April 22 and agreed upon a slate of nine candidates to move forward to the next stage of the process. Interviews with these candidates and the Committee are scheduled for May 5 and 6. The process is on track.”*

In regards to the Search committee for the Dean of the College of Arts and Sciences the following was received on behalf of the search committee:

*“The CAS search committee has scheduled interviews with the semi-finalists. The finalists will be brought to campus in mid-May, where the university community will have a chance to hear from and meet them.”*

The search for the Dean for Continuing Education is ongoing.

1. The SEC anticipated having Dr. Aaron Aska provide a financial update; however, given the full agenda we are deferring his presentation to the September Senate meeting.

## VII. University Senate Standing Committee Reports

1. **Curriculum and Instruction Committee** – Dr. Erin O’Neill and Dr. Michelle Rosen, Co-Chairs

The committee approved 6 courses, 1 course name change, 1 course credit change (see attachment #1).

Discussion: It was requested that the report be amended to reflect that the course Gender, Sexuality, & Culture is a 100-level course.

1. **Graduate Studies Committee** – Dr. Rosilyn Overton, Chairperson

The committee reviewed and recommended for approval 2 courses submitted by the Department of Criminal Justice in the College of Professional Studies (see attachment #2). The enrollment caps for the courses were explained as follows: These courses will be offer in a dual track format. Therefore, there will always be 2 sections and the 40 student cap is the total for both sections. Because the course is designed for law enforcement officers who work shifts, students will be able to attend the section (daytime or evening) that fits their work shift each week. The same person will be teaching both sections.

**The courses were approved.**

The committee reviewed and approved the new program: MS in Business Analytics and Data Analysis submitted by the School of Business (See attachments #2 and #3).

**The program was approved.**

Dr. Overton thanked the committee for their work this year.

1. **Planning Development & Budget Committee** – Dr. John Laski, Chairperson (see attachment #4)

On April 22, with a virtual quorum, the committee reviewed and endorsed for approval the following proposals for program title changes submitted by the Health Sciences Department:

* 1. Change the undergraduate Community Health Education, B.S. to Public Health Education
  2. Change the undergraduate minor in Health Sciences, Community Health track, to Public Health Education
  3. Change the graduate level, Community Health track, M.S., to Public Health Education

These changes are required to support the Department’s application for accreditation by a national health agency, the Council on Education of Public Health (CEPH).

Process Question: So now these name program name changes will move to the appropriate committees?

Answer: Yes

1. **Student Affairs Committee** – Dr. Joyce Wright, Chairperson

The committee meets on and off depending on the grievances that come forward. This year the committee reviewed 6 student grievances and forwarded recommendations to the Provost’s office.

The committee was charged with looking at the process of the academic grievance. This involved mostly those students who are grieving a Spring. This originated out of the fact that at times the faculty that the grade involved are not available during the month of June. Additionally, the committee identified that for many of the grievances that come forward; the student (undergraduate and graduate) is not following the process. Therefore, the committee came up with 2 recommendations:

1. If the course in which the grade grievance occurs, is not a pre-requisite course for the student to academically progress, the student will be allowed to take Summer I and Summer II courses. If the grieved course is a pre-requisite course, the student may not take those courses that are contingent on this course during Summer I and Summer II. Other courses will be acceptable to take for the student’s continued academic progress. (see attachment #5)
2. Proposed a form that outlines the procedure for grievances (see attachment #6). This form was adapted from one taken from the School of Business to make applicable to both undergraduates and graduates.

Because grievances are about more than grades, it was suggested that the beginning of recommendation #1 be amended from “If the course in which the grievance involves” to “If the course in which the grade grievance occurs”. The amended wording is reflected above.

Question: What if the faculty member is unavailable or has left the university and does not respond?

Answer: According to the policy if the faculty member does not respond within the 10-day period after the student has made the inquiry, the process move to the next level which is the chairperson.

Question: Could this process be moved online and be tracked and what support can be given to students to help them go through the process?

Answer: The committee is very open to this process moving online. This would likely improve compliance because all documentation could be available to all parties involved.

It was noted that everything in the form is already policy. The committee is trying to make the current policy/procedure clear so that the student has the proper documentation and follows the policy. This was taken verbatim from the graduate and undergraduate handbooks.

It was noted that although the recommendation was informational only at this time, this is a topic that we need to revisit. For example, a concern was expressed that if the grievance advances without the faculty member’s response, the Chair or Dean may be making decisions without the full record.

It was pointed out that the form has no place for the Chair or Dean to respond to what they receive from the student. The space for these need to be added. It was clarified that the chairperson IS an active participant in the process.

1. **General Education** – Dr. Joshua Fausty, Professor of English, Director of General Education

This item is intended to notify the senate that the assessment results for Fall 2015 are available. The attached item (see attachment #7) is a short 4-page summary report. A much longer complete report that will be posted to GothicNet.

A question was asked about how many students were represented by the percentages in the tables in the summary report. The discussion of the actual data in the report was deferred until after senators have had a chance to look at the complete report. The complete report includes the numbers of students listed. It also introduces information that can inform faculty development, intervention for the students directly, and future norming.

**VIII. Status of The School of Business Proposals**

Request an update on 2 program proposals: 1) BS in Global Business and 2) BS Supply Chain Logistics, and Maritime Port Management. The proposals have been through the PD&B and C+I committees and are resting with the SEC. The proposals have been with the SEC since last October.

The holdup has been the change in the “common core” that is included in the proposals. While the proposals have been through the Senate process, the SEC takes the position that the change to the common core was a substantive change which also needed to go through the Senate process. The School of Business took the position that the change did not need to go through the process.

Timeline: There was a meeting on 23 Feb 2016 to discuss the conflict. The outcome of that meeting was that the Provost was to issue a memorandum which would be taken as resolving the conflict. On March 22nd, the SEC sent a reminder that we had not received the memorandum. Another meeting was set up to discuss further (to be held 3 May 2016).

A brief meeting with the Provost occurred immediately prior to the Senate meeting. During this discussion the Provost agreed to the wording of the memorandum which would free the programs for consideration by the Senate. The Provost confirmed his agreement to the wording of the memorandum on the Senate floor. This freed the programs to be brought to the Senate floor

Motion to approve the 2 programs from the School of Business, including 1) BS in Global Business and 2) BS in Supply Chain Logistics and Maritime Port Management.

Discussion:

Based on the wording of the memorandum, the SEC is willing to take the changes to the common core as done and act on the program proposals.

We need to work to increase output and make sure that faculty are not preventing other faculty from implementing new programs and initiatives. The SEC reported that additional steps are being taken clarify and speed up the process. Both the PD&B and C+I committees have been charged with defining “substantive change” so that future program proposals will not face this ambiguity and conflict.

Motion Passed. (31/12)

The 2 programs will move on to SACC

**IX. Reorganization -** Elections Committee (See Attachment #8)

Using clickers, the elections were conducted. (Newly elected senators-at-large do not vote in this election; those completing terms do vote).

1. **Senate Executive Committee** (each College/School must have a representative on the SEC)

Outgoing Members: Regina Adesanya, Early Childhood Education – COE

Gloria Boseman, Nursing Dept. – CPS

Max Herman, Sociology/Anthropology - CAS

Remaining Members:  Joseph Riotto, Accounting – SoB

Joshua Fausty, English Dept. – CAS

Ethan Prosen, Biology Dept. - CAS

Elected: Max Herman, CAS

Cynthia Vasquez, COE

Gloria Boseman, CPS

TBD, Student Rep.

1. **Academic Standards Committee**

Outgoing Members:    None.

(years served)

Remaining Members:     Rosamond Hooper-Hamersley, History – CAS (3)

Thomas Liu, Computer Science – CAS (3)

David Chiabi, Criminal Justice – CPS (3)

Melissa Martirano, Marketing – SoB (1)

Elected: Vanashri Nargund-Joshi, COE

TBD, Student Rep.

1. **Academic Support Services Committee**

Outgoing Members:        Min Chou, Library – (4)

  (years served)         Jacqueline Ellis, Women’s & Gender Studies – CAS (2)

Amparo Fabra Crespo, MDT – CAS (2)

Remaining Members: Rosemary Thurston, History – CAS (3)

Elected: Aixa Said-Mohand, CAS

Karen DeSoto, SOB

Shanda Johnson, CPS

1. **Committee on Instructional Technology**

Outgoing Members: Max Herman, Sociology/Anthropology, CAS (2)

(years served)

Remaining Members: Leonid Rabinovich, Educational Technology – COE (1)

Debananda Chakraborty, Mathematics – CAS (1)

Morteza Aabdollah, Computer Science – CAS (1)

Elected: Robert Aslanian, CAS

1. **Curriculum and Instruction Committee:** (6 members; each College/School must have a representative)

Outgoing Members: Wilbur Baker, MDT – CAS (2)

(years served) Kathryn D’Alessandro – Media Arts – CAS (2)

Remaining Members:    Erin O’Neill, Health Sciences – CPS (3)

Michelle Rosen, Literacy Education – COE (1)

Wanda Rutledge, Management – SoB (1)

Elected: Kathryn Dalessandro, CAS

Cindy Arrigo, CAS

1. **Elections Committee**

Outgoing Members:     Christopher Carnahan, Educational Technology – COE (2)

 (years served)

Remaining Members:     Mince John, Mathematics – CAS (1)

Amy Rady, Fitness, Exercise & Sports - CPS (1)

Mingshan Zhang, Accounting – SoB (1)

Elected: Christopher Carnahan, COE

1. **Faculty and Professional Staff Affairs Committee** (each College/School must have a representative)

Outgoing Members:   Lee-Ann Halbert, Health Sciences – CPS (2)

(years served)            Ira Thor, Athletic Communications (2)

Remaining Members:     Natalia Coleman, Biology – CAS (1)

John Donnellan, Management – SoB (1)

Muriel Rand, Early Childhood Education – COE (1)

Elected: Vanessa Garcia, CPS

Ira Thor, CPS

1. **Graduate Studies Committee** (each College/School must have a representative)

Outgoing Members:   Rosilyn Overton, Finance – SoB (4)

(years served) Freda Robbins, Mathematics – CAS (2)

Remaining Members:   Carrie Robinson, Educational Leadership – COE (1)

Siyu Liu, Criminal Justice – CPS (1)

Helen Friedland, Special Education – COE (1)

Chris Shamburg, Educational Technology – COE (1)

Elected: Aaron Ho, CPS

Jayadhurganandh Jayaraman, SOB

Freda Robbins, CAS

1. **Planning, Development, and Budget Committee** (8 members; each College/School must have a representative)

Outgoing Members:    Carol Fleres, Special Education – COE (4)

(years served) Asheenia Johnson (2)

Remaining Members:   Anthony Avillo, Fire Science – CPS (1)

Marilyn Ettinger, Finance – SoB (1)

John Laski, Management – SoB (3)

Fred Mynard, Mathematics – CAS (1)

Susan Phifer, Educational Counseling Dept. – COE (1)

Elected: Betty Gerena, CAS

Ivan Steinberg, SOB

1. **Student Affairs Committee** (each College/School must have a representative)

Outgoing Members:     Anna Cieslik, Geoscience – CAS (2)

(years served) Cynthia Vazquez, CTPP – COE (2)

Remaining Members:   Andrew McCabe, Special Education – COE (3)

Debra McClary, PS – SoB (1)

Joyce Wright, Nursing Dept. – CPS (3)

Elected: Robert Prowse, CAS

Cynthia Vasquez, COE

Motion to Adjourn made and Seconded.

Motion passed.

Meeting Adjourned by President Riotto at 3:49 PM

Respectfully submitted,

Ethan Prosen, Ph.D.

Secretary of the University Senate

Attachments

#1 Senate C&I Committee Report 4.25.16

#2 GSC Report to Senate 5-2-2016

#3 Master of Science in Business Analytics and Data Science Dean Aprvd PDB

#4 PD&B Report – May 2, 2016

#5 Charge to the Student Affairs Committee of the Senate

#6 Draft of Grievance Form 2016

#7 Gen Ed Assessment Report Fall 2015

#8 Elections Committee Reorganization 2016