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**University Senate**

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

**MINUTES OF MEETING**

**March 18, 2019**

**ATTENDANCE:**

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

**DEPARTMENTS PRESENT**: Accounting, Mingshan Zhang; Biology, Ethan Prosen; Chemistry, Yufeng Wei; Computer Science, Mort Aabdollah; Counseling Education, Dennis Lin; Criminal Justice, Bill Calathes; Educational Leadership, John Melendez; Educational Technology, Chris Carnahan; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; Finance, Zhimin Wang; Fitness, Exercise and Sports, Manuela Caciula; Dept. of Earth & Environmental Science, Hun Bok Jung; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, EunSu Lee; Mathematics, Gunhan Caglayan; Media Arts, Marcin Ramocki; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Joyce Wright; Philosophy/Religion, Scott O’Connor; Political Science, Joseph Moskowitz; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Women’s & Gender Studies, Jennifer Musial.

**DEPARTMENTS ABSENT:** A. Harry Moore, Harriet Phillip; African/Afro American Studies, Jermaine McCalpin; Alumni, Jane McClellan; Art, Brian Gustafson; Early Childhood Ed., Basanti Chakraborty; Economics, Ivan Steinberg; ESL, Anne Mabry; Fire Science, Patrick Boyle; Marketing, Rick Lee; Modern Languages, Aixa Said-Mohand; Dept. of Multicultural Ed., Donna Farina; Physics, Chris Herbert; Professional Security Studies, Laszlo Molnar; Special Education, Patricia Yacobacci.

**SENATORS-AT-LARGE PRESENT:** Cindy Arrigo, Deborah Bennett, Barbara Blozen, Lorraine Chewey, Marilyn Ettinger, Venessa Garcia, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra.

**SENATORS-AT-LARGE ABSENT:** Christopher Cunningham.

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

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

**STUDENT SENATORS PRESENT:** Maria Tejeda, Sophomore Class President.

**STUDENT SENATORS ABSENT:**

**STUDENT SENATORS-AT-LARGE PRESENT:** Kyle Izyayev, Alexandra Mack, Nermeen Girgis, Rania Noubani.

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

4 -6 -2019

**Meeting #6**

**University Senate Meeting**

**Monday, March 18 2019**

**Gothic Lounge (H-202)**

Meeting called to order by President Shamburg at 2:15 p.m.

Moment of silence for the passing of Dr. James Siniscalchi, Professor of Biology and member of the NJCU faculty for more than 45 years. Dr. Siniscalchi passed away on March 6th after a long illness.

**I.                Audience Response System Test**

Successfully completed.

**II**.             **University Senate Meeting Agenda**

Motion (made and seconded): to approve.

Motion to amend (made and seconded): to include, at the end of the committee reports, a Student Affairs Committee report about the lines at the Counseling Center.

Motion as amended: approved without objection.

**III.       University Senate Meeting Minutes of February 11,** **2019**

Motion (made and seconded): to approve.

Motion: approved without objection**.**

**IV.           Announcements**

1. Town Hall

President Henderson will hold a University Town Hall Meeting on April 1st in the Gothic Lounge (H202): The Town Hall will be held at two different times: 11:00 a.m. – 1:00 p.m. and 2:00 p.m. – 4:00 p.m. For those who cannot attend in person, these events will be livestreamed – see the email sent on Wednesday, March 13, 2019 at 1:50 p. m.

1. Second Annual LATI Colloquium

The Latin American, Caribbean, and Latino Studies program invites the University community to the Second Annual LATI Colloquium, which will be held on Thursday, April 4, in the Gilligan Student Union Building.  This day-long colloquium will feature scholarly and creative work by NJCU faculty, students, and alumni from across the university.

1. Second Annual Gen. Ed. Symposium

The Gen. Ed. Symposium celebrates critical and creative work done by students in General Education courses: The 2nd Annual Gen. Ed. Symposium will be held on Wednesday, April 24, 2019 – 10:00 a.m. – 5:00 p.m. in the Gothic Lounge (H202). For more information, please email GenEd@njcu.edu

1. NJCU Open House

Faculty are asked to RSVP about the NJCU Open House scheduled for Saturday, April 13th.

1. New Jersey Board of Nursing

Governor Murphy reappointed Barbara Blozen to the NJ Board of Nursing for a second term. Congratulations to Dr. Blozen.

All other announcements appear on the back of the printed agenda for today’s meeting.

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

1. New Provost and Senior Vice President

President Henderson announced the appointment of Dr. Tamara Jhashi as the new Senior Vice President and Provost. She will begin her tenure on June 3rd. I thank all of the members of the search committee and recognize the members elected by the Senate—Gloria Boseman, Allan DeFina, Joshua Fausty, Anne Mabry, Jason Martinek, and Wanda Routledge.

2. Senate Administration Coordinating Committee (SACC) Approved Program

SACC approved the Early Childhood Education: Infant Toddler Option via email.

3. Vacancies on Senate Standing Committees

1. **Academic Support and Services (AS&S) Committee**

Dr. William Westerman, Sociology/Anthropology – CAS volunteered to serve until the May 2019 reorganization meeting.

Motion (made and seconded): to approve Dr. Westerman as a member of the Academic Support and Services Committee

Motion: approved without objection.

**b. Committee on Instructional Technology (IT)**

Dr. Sevincgul Ulu, Marketing - SOB volunteered to serve until the May 2019 reorganization meeting.

Motion (made and seconded): to approve Dr. Ulu as a member of the Committee on Instructional Technology

Motion: approved without objection.

**C. Curriculum & Instruction Committee (C&I)**

Dr. Nava Cohen, Accounting – SOB and Dr. Graig Klein, Professional Security Studies – CPS volunteered to serve until the May 2019 reorganization meeting.

Motion (made and seconded): to approve Drs. Cohen and Klein to the C&I Committee.

Motion: approved without objection.

**d. Faculty & Professional Staff Affairs Committee (FPSA)**

Dr. Christopher Carnahan, Ed. Technology – COE volunteered to serve until the May 2019 reorganization meeting.

Motion (made and seconded): to approve Dr. Carnahan to the Faculty and Professional Staff Affairs Committee

Motion: approved without objection.

Thank you to Dr. Jason Martinek taking over the position as Chairperson on the Faculty & Professional Staff Affairs Committee.

4. Scheduling/Infosilem Update

I shared the Senate’s Infosilem recommendations with the Registrar. The registrar’s office has:

* Sought chair’s feedback to optimize the scheduling calendar
* Extended deadlines to accommodate chair’s needs
* Provided training to new and existing chairs
* Provide additional one-on-one training sessions in the Registrar’s office
* Updated the course planning sheets so all scheduling information can be housed on one document

I would like to thank Navin Saiboo and his team for their work.

5. Ad Hoc Committee on Honorary Degrees:

We received 3 volunteers to serve on this ad hoc committee. The committee will be meeting on March 21st to receive its official charge. The members are:

William Westerman, Sociology/Anthropology - CAS

Prashanth Ravula, Marketing – SOB

Carol L. Shansky, Music/Dance/Theatre – CAS

Thank you for your willingness to serve.

1. Applied Learning

On Feb 19th the Senate sent a memo to all department/program chairs based on the applied learning resolution. You have a copy of it when you walked in. (see attachment #1).

1. Interfolio

Beginning this year, Separately Budgeted Research (SBR) applicants will be required to use an online system on Interfolio. Beginning Fall 2018, all applicants for tenure, reappointment, and promotion will also use an online system on Interfolio. The Interfolio Taskforce has met once and received an overview. Two members of the Academic Support and Services Committee are on the taskforce (Shanda Johnson of Nursing and Amit Mokashi, Management) as well as myself. The taskforce will provide updates to the Senate on this initiative.

1. Sabbatical Rubric

After careful review and consultation, the Senate-approved rubric and ensuing notification letter appear to contradict some the contract language regarding sabbaticals. I have asked the Faculty and Professional Staff Affairs committee to hold off on using the rubric and to revise the letter. I know the committee is committed to making the sabbatical process as transparent as possible, and we will move in that direction without impinging on the union contract.

9. Academic Standards (AS) Committee Report (see attachment # 2)

Last year the Academic Standards Committee was asked to review the recommendations of the Student Success Taskforce. AS sent recommendations in its end of the year report, after the last scheduled Senate meeting, but it did not come to the Senate floor. It will be distributed now as an information item.

10. Elections

Department senator elections and senator-at-large elections take place in April and newly elected department senators and senators-at-large will be in place for May Senate meeting. Department chairs should send to the Senate office updated information about the senator and alternate from each department.

Service, e.g. terms of members, on Senate committees end at the conclusion of the Senate’s May reorganization meeting and new terms on Senate committees begin directly after that meeting. This is particularly important considering the 30-day rule.

Bulletins will be distributed shortly with more information: call for nominations, remaining, outgoing members, etc. The dates when senators-at-large elections will take place will be announced.

11. Thirty Day Rule (see attachment # 3)

There is a handout with the 30-Day resolution and accompanying information. The handout includes the original motion and additional explanations.

12. Temporary Course Approvals

The list of temporary courses approvals will be distributed.

Discussion of Senate President’s Report:

Who reviews application for temporary course approval when the course would have general education status? There does not seem to be anyone with a position on the Gen. Ed. Committee(s) involved in the temporary course approval process. This is a short coming in the temporary course approval process that needs to be addressed.

**VI.**       **Athletic Update: -** President Sue Henderson & Associate Vice President & Director of Athletics Shawn Tucker (see attachment # 4)

President Henderson acknowledged and thanked Vice President Jason Kroll for his work on NJCU athletics, recently met with Professor Emeritus Carmela Karnoutsos about her work on Jersey City history, and introduced Shawn Tucker, the new Associate Vice President and Director of Athletics. President Henderson explained that NJCU has developed a plan to increase the number of student athletes, enhance student engagement and which needs to be affordable. Plans include summer camps which have positive budget impacts. NJCU alumni have expressed interest in the plan. NJCU has also partnered with the Jersey City community so that our girls’ softball team will use a better field located near the Rivet Apartment complex on West End Avenue.

Shawn Tucker began by noting that President Henderson serves on the NCAA Board of Governors as vice chair and is also chair of the NCAA Presidents’ Council which provides NJCU with great opportunities. The leadership of the NCAA is reviewing and changing guidelines to make sports safer and to enhance students’ overall development. The NCAA board is expanding its membership to include five additional public members. Mr. Tucker then provided an update on NJCU Athletics and future plans which include partnering and branding with Adidas, hiring additional athletic staff, increasing enrollment to over 600 student athletes, and having 25 division III athletic teams at NJCU by 2028. Men’s and women’s wrestling teams will be implemented next year.

Discussion and Questions:

1. How much will all these plans cost? The current budget has been adjusted so additional teams can be added and the tuition received from 60-80 additional student wrestlers will provide the funds for expanded athletic budget. Expanding the community recreation program is another source of funding.

2. What’s NJCU’s relationship with Adidas? Adidas provides means of “streamlining” apparel and equipment costs and it provides additional incentives and bonuses.

3. Is NJCU receiving funds from Adidas? No, just discounts of 35% which is the result of a bidding process. NJCU athletes wear Adidas apparel with the company’s logo.

4. Is football returning to NJCU? Yes.

5. What are the expectations for Faculty Knights? Faculty Knights speak to their team once per semester and attend games.

**VII.    University Senate Committee Reports**

**a)     Curriculum & Instruction Committee (C&I) -** Michael Rotenberg-Schwartz, chair

Michael Rotenberg-Schwartz, chair

Grace Wambu

Kevin O’Neill

Pablo Garofalo

Ryanne Soriano, student representative

1. The committee approved the following request for change in course level:

|  |  |
| --- | --- |
| Requester | Joyce Wright |
| Department | Nursing |
| Course Title | Nursing 466: Culture and Diversity in Nursing Practice |
| Reason for Change: | When Culture was originally written, this course was not assigned an appropriate leveled course number (300 Level). Culture and Diversity in Nursing Practice is within the first tier of the nursing courses, this is a foundational course and a pre-requisite for the 400 level nursing courses. This course if offered in the first tier for students to administer culturally competent nursing care. |
| Credits | 3 cr. |
| Course Level | From 400 to 300 |
| Prerequisites | Acceptance into the Nursing Program, and English 101 and 102 |
| Degree Requirements | This course is a department requirement. |
| Enrollment Cap | 25 |

**b)     Faculty & Professional Staff Affairs Committee** - Jason Martinek, chair

Jason Martinek, chair and secretary

Joe Moskowitz

Denise Nash

Jeanette Ramos-Alexander, vice chair

Failen Rosa De Los Santos, student representative

March 4, 2019

This report covers the FPSA Committee meetings of 11 February and 4 March

2019.

1. On 18 February, the chair of the FPSA resigned. At the 4 March meeting Jason Martinek was elected the new chair. We expect a new member committee member by March 18th.

2. Action Items: Riotto Award Revised Eligibility Criteria

At the last senate meeting, Dr. Bennett asked for clarification about the eligibility requirements for the Riotto Award. Because of this, the FPSA’s guidelines were not approved. The FPSA recommends the following changes about eligibility and asks the Senate to vote to approve the revised guidelines.

Motion (made and seconded): to include under Eligibility and Criteria:

In recognition of superior service and on-going contributions to the

University Senate, the Riotto Award will be given to **any full-time**

**employee or full-time student** who advocates and lives the values

demonstrated by Dr. Joseph Riotto. Those values are exemplified by Dr.

Riotto’s commitment to shared governance, integrity, transparency,

engagement, civility, respect, and consistency.

Motion: passed.

Motion (made and seconded) to include under Nomination Procedures:

The Riotto Award shall be given only when qualified candidates exist and

need not be awarded annually if the selection committee determines

appropriate candidates are not available. **Any full-time employee or full-time student** of NJCU may nominate a prospective candidate.

Motion: passed.

You can find the full revised Riotto guidelines in Appendix A of this report. (see attachment #5)

**3.** The committee reviewed sabbatical applications and is preparing its recommendations for the Provost’s Office. This year applicants will be informed of the FPSA’s recommendation. The 11 February 2019 FPSA report to the Senate included a template of the letter that will be sent to candidates. A revised letter will be sent by the FPSA to each of the sabbatical applicants.

Discussion and Questions:

1. Will the number of applicants be announced? 8 applicants were received.

2. The Senate previously approved a letter that the FPSA would send to each sabbatical applicant, but that letter was contrary to the union contract’s provisions in that it referenced a rubric which does not match the contract’s sabbatical provisions. The Senate President said sending such a letter is permissible as long as it does not refer to the rubric, though he will confer with the Union President and will inform the FPSA accordingly.

**c)General Education/GECAP** - Joshua Fausty, Gen. Ed. Director; Jason Martinek, chair (see attachments #6 & #7)

March 11, 2019

A draft version of Fall 2018 General Education programmatic assessment data has been provided via email attachment. It will be finalized for presentation and discussion at the 3rd-Annual Gen Ed Retreat on Wednesday, May 5, 2019 from 10:00 a.m.-2:00 p/m. in the Gothic Lounge. NJCU faculty and students will come together for a dialogue on teaching and learning. Participants will review recent assessment results, acknowledge collective achievements, and strategize to better support student success in the coming year. Gen. Ed. faculty and students are invited to attend. It would be especially good to have each department that offers Gen. Ed. courses represented at the event. A reception will celebrate four years of Gen. Ed. at NJCU.

Please also save the date for the 2nd-Annual Gen. Ed. Symposium, Wednesday, April 24, 2019 from 10:00 a.m. – 5:00 p.m. in the Gothic Lounge. The Gen. Ed. Symposium celebrates critical and creative work done by NJCU students in Gen. Ed. courses. Faculty: please submit a panel proposal including up to five student presenters from any Gen. Ed. course you have taught (any tier or mode of inquiry including composition and math courses) and/or encourage students to submit individual paper or poster proposals. This is a great opportunity to help your students shine as scholars in a supportive public forum. A call for proposals has been sent out to faculty and students via email and social media. Proposals are due March 31, 2019. Please consider bringing your classes. All are invited to attend.

**SAVE THE DATES**

**Gen Ed Symposium**

Wednesday, April 24, 10-5

Gothic Lounge

**Gen Ed Retreat**

Wednesday, May 15, 10-2

Gothic Lounge

In addition to providing the percentage of assessed assignments that have achieved the six university-wide student learning outcomes, assessment data reveal that course offerings have not provided balanced coverage across the outcomes at each tier level. Written Communication and Critical Thinking and Problem-Solving have been over-represented while Quantitative Literacy and Information and Technological Literacy have been under-represented. Also, Civic Engagement, Information and Technological Literacy, and Quantitative Literacy have been under-represented in Tier III capstone projects.

To help address this imbalance, GECAP is considering a pilot initiative for Fall 2019 in which faculty would be asked to register their course’s learning outcomes on a semesterly basis. Faculty who augment existing tier I and II syllabi and assignments to address under-represented outcomes would be asked to submit only one rubric per signature assignment instead of the usual two. This should provide more balanced coverage across all outcomes without having an adverse impact on data collection. In fact, we believe this will improve data collection in targeted and useful ways.

Finally, the specific dimensions (performance descriptors) of the Gen. Ed. rubrics have recently been revised to reduce wordiness and increase clarity—without changing their meaning. We believe this revision has resulted in program rubrics that are a little easier to read and thus more user-friendly.

Discussion: During the pilot, can all Gen. Ed. courses have only one learning outcome so that we can all focus on a single goal and have better results? Perhaps all Gen. Ed. courses should have critical thinking as an outcome and faculty could select an additional outcome if desired and effective. The current concern is about faculty members filling out and submitting the rubrics at the end of semester and not these larger issues.

**d)     Graduate Studies Committee (GSC)** - Lorraine Chewey, Carrie Robinson, co-chairs

Lorraine Chewey, co-chair

Helen Friedland

J.D. Jayaraman

Freda Robbins

Carrie Robinson, co-chair

GSC March 2019 Report

I. Course Name Changes

A. The GSC recommends the name change for ***ECE623 Early Childhood Education Field Experience II*** to ***ECE623 Early Childhood Graduate Clinical Practice I*** to reflect the New Jersey Department of Education’s clinical experience name change requirements effective fall 2018.

B. The GSC recommends the name change for ***ECE650 Early Childhood Education Internship*** to ***ECE650 Early Childhood Education Graduate Clinical Practice II*** to reflect the New Jersey Department of Education’s clinical experience name change requirements effective fall 2018.

II. NJCU Handbook for Doctoral Programs (December 2018) Update

The GSC discussed the revised NJCU Handbook for Doctoral Programs. During its review of the Doctoral Handbook, the GSC explored the possibly of a time extension for its review work. However, Dr. Shamburg informed the committee that an extension was not permitted under the 30-day rule. In response to the questions raised by GSC members, Dr. Shamburg recommend that the GSC forward its questions to the Ad Hoc Doctoral Handbook Committee. The GSC unanimously accepted that recommendation and agreed to complete the list of questions for the Ad Hoc Doctoral Handbook Committee by Monday, 4 March 2019.

III. GSC S19 Meeting Schedule

The remaining Spring 2019 GSC meetings are scheduled on Mondays, 25 March and 22 April. The GSC’s reviews documents on a first come, first served basis. The GSC respectfully requests that materials be sent from the Senate to the committee at least one week before the scheduled meeting to give the members adequate time to review, discuss, and act upon each proposal.

Motion (made and seconded): to approve the name changes for ECE623 and ECE650 as recommended by the GSC.

Motion: passed***.***

**e) Planning Development & Budget (PD&B)** - Marilyn Ettinger & Joyce Wright, co - chairs

Marilyn Ettinger, co-chair

Joyce Wright, co-chair

Pat Boyle

Max Herman

John Melendez

Ira Thor

Laura Wadenpfuhl

Gabrielle Salcedo, student representative

James White, ex officio

March 8, 2019

The PD&B Committee met on March 7, 2019, with a quorum of voting members present, the committee reviewed and made recommendations for the following proposal(s):

1. Bachelor of Arts in Sustainability Studies (54 Credits)

The committee has reviewed the responses to the committee’s questions from 2/2019 and with the current, modest student enrollment, the committee cannot recommend the BA major in Sustainability Studies. Several additional recommendations were made to the proposers for further review and clarification. (The proposer has dialogued with the committee following the 3/8/2019 committee meeting and will attend the PD&B meeting on 4/4/2019 for further discussion).

2. Center for Latin American, Caribbean, and Latinx Studies (see attachment # 8)

The committee met on 3/7 and reviewed the proposal of “*Center for Latin American, Caribbean, and Latinx Studies”* and the committee believesthisis a strong fully supported proposal and is a “long time coming” at NJCU!

Motion (made and seconded) to approve the creation of the Center for Latin American, Caribbean, and Latinx Studies

Motion: passed.

**f) Student Affairs Committee** – Denise Serpico - chair

Student affairs and senior management is looking at the overall mental health services at NJCU and gathering additional information about services at other colleges and other models.

       The search for a social worker who will provide mental health counseling and case management is ongoing.

        The counseling center has hired two-part staff members.

        NJCU’s Counseling Department is providing graduate interns for group and 1-on- 1 counseling sessions.

        Mental health experts will assess the counseling model, best-practices, partnerships, and campus needs starting in March 2019; their findings will be implement this year [2019].

       We established a partnership with NOWMed, a new Urgent Care facility on West Side Ave., in Jersey City. They will also providing additional counseling resources for students on our waitlist.

        We are working with Jersey City Medical Center on mental health and wellness services that can be provide to our students.

       We are engaging with online counseling services, which are being used to Rutgers Newark, Rutgers Camden, & Rowan University. Stockton and Kean Universities are also considering these services.

In response to the comments in the *Gothic Times* article, the 90 students on the “wait list” are/were screened by a person at the front desk and, if needed, another professional at the center was consulted to assess student’s individual situation/needs.

Discussion: The report seems very future oriented and not about current services and needs. How many psychologists are currently on staff?

**VIII.   SEC Resolutions:**

**1.     IRB Resolution**

Motion (made and seconded):

Whereas The Institutional Review Board provides a vital service for the faculty and students conducting research, the Senate would charge the Academic Support and Services Committee to review the policies and practices of the IRB at NJCU.   This will include feedback from various participants and stakeholders in the process.    The committee may make recommendations based on their review.   The committee will liaison with the Senate Vice President.  This report should be given in the October 2019 Senate meeting.  The committee may request an extension from the Senate President, who could grant it after consultation of the Vice President.

Motion: passed.

**2.     Enrollment Projection Resolution**

Motion (made and seconded):

Whereas a part of academic program proposals is enrollment projections and accurate projections are crucial to the success of new programs.  The Senate would charge the Planning, Development and Budget Committee with reviewing the projected enrollments of programs 3-5 years old and comparing the projections to actual enrollments.    The committee may make recommendations based on their review.   The committee will liaison with the Senate Vice President.  This report should be given in the October 2019 Senate meeting.  The committee may request an extension from the Senate President, who could grant it after consultation of the Vice President

Discussion: This task should be management’s responsibility. For more than a year, an administrative representative, who is a member of the PD&B committee, has not attended the committee’s meetings. Administration has not discussed with the committee building plans, enrollment declines, or many other relevant matters. The university’s budget has not been provided to the committee though it and other information has been requested repeatedly. The committee’s purpose is to review new program proposals and not to provide on-going oversight which is the administration’s responsibility. The committee simply accepts the enrollment projections that a proposer provides and does not question them. Without accurate enrollment projections how does the committee determine whether a proposed budget is realistic? The committee does not wish to be in a position to recommend closing particular programs. The administration should provide a needs assessment to the committee and to proposers for each new program.

Motion (made and seconded): to recommit motion to SEC for reconsideration and potential amendment or elimination.

Motion to recommit to the SEC: passed.

**3.     Reports on Course Approvals Resolution**

Motion (made and seconded):

 Beginning with the April 2019 reports from the C&I Committee and the Graduate Studies Committee, the Senate requests the inclusion of the component workload hours for courses that have been approved.  This is in addition to the existing requirements (i.e. requester, department, course title, course description/reason for change, credits, course level, prerequisites, degree requirements, and enrollment maximum/cap).

Discussion:

Could this apply starting next year? The Senate’s Curriculum and Instruction and the Senate’s Graduate Studies Committees need to clarify many aspects of the course cover page not just the workload component. Proposers do not understand the meaning of “workload.” The Senate Constitution needs to be reviewed as to C&I’s role regarding workload on course proposals. How can C&I and Grad Studies determine course workload? The entire set of instructions for curriculum proposals needs to be reviewed and updated.

Substitute Motion (made and seconded): C&I and Grad Studies should review the entire course proposal guideline(s) document and report back to the Senate with clarifications as necessary.

Discussion: The motion from the SEC is meant as a short-term, immediate fix intended just to avoid errors about faculty workload calculations on Faculty Assignment Sheet (FAS) forms. Without the additional information reported to the Senate from C&I and Grad Studies unusual and problematic situations may arise as it almost did last year when a course proposal attempted to lower faculty work-load by describing faculty as “coaches” even though they would be in the classroom the same amount of time as if they were teaching a lecture course.

Substitute Motion: withdrawn.

Motion (original SEC motion): passed.

**4. Resolution on Assessing the Need for an Additional Weekly "Common Hour"**

Motion (made and seconded):

Whereas the Administration is implementing an additional weekly "Common Hour" to begin on Wednesdays from 2:00-4:00 pm starting the Fall semester 2019;

Whereas the Administration arrived at its decision without any coordination and/or consultation with the Senate, now, therefore, be it resolved that the Senate calls upon the Administration to provide, in writing, to the Senate and the SGO, prior to the May 2019 Senate meeting the following:

1. advantages and disadvantages of an additional weekly "Common Hour" including, but not limited to, the impact on students’ class and personal schedules, and the impact on faculty schedules,

2. its rationale for scheduling an additional common hour on Wednesdays from 2:00 p.m. – 4:00 p.m. rather than at a different day/time, including the impact of a two–hour common hour in the midst of the class scheduling pattern consisting of 80 minute class periods,

3. plans for activities during an additional "Common Hour”, and

4. budgetary and resource impacts including, but not limited to, room utilization, parking, and transportation/shuttle services,

The Senate also calls upon the Administration, as would be consistent with the principles of shared governance, to elicit student, faculty, and professional staff opinions and input about an additional weekly "Common Hour” prior to any related implementation.

Motion: passed.

**IX.      New Business**

Status of Course Proposals:

What is the status of the course proposals from MDT? The Senate should note that long delays in the processing of course and curriculum proposals are not taking place at the Senate nor at Senate committees and that the Senate is “up to date” on courses and program review, but in the office and committees of the Dean and College of Arts & Sciences.

**X. Adjournment**

Motion to adjourn (made and seconded):

Motion: passed.

Adjourned at 4:04 p.m.

Respectfully submitted by,

Joseph H. Moskowitz, Ph.D.

Secretary of the University Senate

Attachment #1: Applied Learning Letter

Attachment #2: Academic Standards Committee Report

Attachment #3: Thirty Day Rule

Attachment #4: Athletic Update (PowerPoint slides)

Attachment #5: Riotto Award Guidelines

Attachments #6 & #7: General Education/GECAP Reports

Attachment #8: Center for Latin American, Caribbean, and Latinx Studies