



University Senate
Professional Studies Building, 203A rm. 3

MINUTES OF MEETING

May 2, 2022 – Via Zoom

ATTENDANCE:

Presiding: Dr. Fran Moran, University Senate President

DEPARTMENTS PRESENT: A. Harry Moore, Harriet Phillip; Accounting, Lukas Helikum; Art, Hugo Bastidas; Biology, Anthony Esposito; Chemistry, Chitra Narayanan; Computer Science, Moitrayee Chatterjee; Counseling Education, Grace Wambu; Early Childhood Ed., Basanti Chakraborty ;Criminal Justice, Bill Calathes; ; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Educational Leadership, Christine Harrington; Educational Technology, Chris Carnahan; Elementary/Secondary, Arlene Bloom; English, Barbara Hildner; ESL, Anne Mabry; Finance, Zhimin Wang; Dept. of Earth & Environmental Science, Hun Bok Jung; Fitness, Exercise and Sports, Manuela Caciula; Fire Science, Walter Nugent; Health Sciences, Erin O’Neill; History, Jacob Zumoff; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Michelle Rosen; Management, EunSu Lee; Marketing, Zui C. Lee; Mathematics, Gunhan Caglayan; Media Arts, Joel Katz; Dept. of World Languages & Cultures, Marcelo Fuentes; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Nursing, Lorraine Chewey; Philosophy/Religion, Scott O’Connor; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Wei Zhang; Sociology/Anthropology, Max Herman; Special Education, Zandile Nkabinde; Women’s & Gender Studies, Jennifer Musial.

DEPARTMENTS ABSENT: African/Afro American Studies, Jermaine McCalpin; Alumni; Music, Dance & Theatre, Martha Mooke.

SENATORS-AT-LARGE PRESENT: Meriem Bendaoud, Marilyn Ettinger, Venessa Garcia, Hanae Haouari, Fran Moran, Michael Rotenberg-Schwartz, Christopher Shamburg, Rubina Vohra, Yufeng Wei, Joyce Wright.

SENATORS-AT-LARGE ABSENT:

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Debra McClary, Ruth Ortiz, Cynthia Vazquez.

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: none.

STUDENT SENATORS PRESENT: Crystal Genthe. Ruth Diegue.

STUDENT SENATORS ABSENT: David Moran, Alnoor Cheema.

STUDENT SENATORS-AT-LARGE PRESENT: Laney Fox. Salvatore Cardaci, Khadija Diop, Bassimo Sadeu.

STUDENT SENATORS-AT-LARGE ABSENT: None.

Meeting #8
University Senate Meeting

Monday, 2 May 2022

2:00 – 4:00 p.m.

Via Zoom

Minutes

All attachments are in the link below:

https://livenjcu.sharepoint.com/:f:/s/SenateOffice/EnN1ELbMrJhFkYOl_kHxWbYBKWr-cQ5Lm9x5O_iavdIVPA?e=BhR2ut

- I. Recognition and eulogy for Dr. Hilary Englert given by Alina Gharabegian. Dr. Englert was highly accomplished and dedicated to the sustainability of NJCU. Dr. Englert was well liked and respected by her colleagues and her students. She will be missed.

- II. Test Zoom Voting
 - a. Successful

- III. Motion to Approve the University Senate Meeting Agenda
 - a. Amend to include the motion dissolve the Department of Elementary & Secondary as part of the PD&B Committee report.
 - b. Motion passed

- IV. Motion to Approve the University Senate Meeting Minutes of the April 11, 2022 Senate Meeting
 - a. Motion passed

- V. Announcements
 - a. Please refer to the emails/newsletters received for updates and happenings here on campus.

- VI. University Senate President's Report, Dr. Fran Moran
 - a. Congratulations to the Joe Riotto Award recipients: Ms. Cynthia Vazquez, Assistant Director of the Center for Teacher Preparation and Partnership and Dr. Gloria Boseman, Nursing Department. The Senate Executive Committee unanimously approved 2 nominees to receive the Joe Riotto Award. These names will be added to the Joe Riotto Award (plaque) along with Dr. Joe Moskowitz, who was the first recipient of this award at a location to be determined, but one that will be worthy of the award. Certificates will be sent to the awardees from the Senate Executive Committee.
 - b. Congratulations on the retirement of Al Ramey, NJCU Legal Counsel.
 - c. Update: CPS Dean Search – Administration was unable to identify a candidate for the Dean position.
 - d. Dr. Marvin Walker, the current Associate Dean of the College of Professional Studies, will serve as Acting Dean of the College of Professional Studies. We expect a new search to begin in the fall 2022 semester.
 - e. Dr. Michael Edmondson will now focus solely as Executive Director of NJCU @ Fort Monmouth.

- f. IDEA course evaluations will open soon. Comments from the faculty that evaluations should not be made available once finals begin.
- g. Welcome to NJCU:
 - i. Suman Taneja, Senior Advisor to the President and Chief Institutional Effectiveness Officer (CIEO) in the Office of the President. He will serve as a member of the President's senior leadership team.
 - ii. Stacy-Ann Brown, University Director of Financial Aid in the Division of Enrollment Management and Student Success. Stacy-Ann will oversee the Office of Financial Aid and partner across campus to lead and support the overall university financial aid strategy and execution.
- h. Welcome to our new senators and thanks to departing senators.
- i. Thanks to the Senate collectively but especially our student senators. Student senators were raised as co-equals within this body. Additionally, for the first time in our institution's history we had a committee elect a student as chairperson.
- j. Thanks to the members of the Senate Executive committee: Chris Shamburg, Venessa Garcia, Joseph Moskowitz, Meriem Bendaoud, and EunSu Lee.
- k. A huge thank you to Donna Piscopo. She is the reason this body functions at all.
- l. In this past year we approved:
 - i. 32 undergraduate course proposals, 12 graduate proposals, 16 Programs (including 4 new minors, 9 new bachelors programs, 3 new masters programs, 1 graduate certificate, 1 doctoral program).
 - ii. We addressed some problems with the General Education course offerings and approved a structure for a review of that program.
 - iii. We have contributed to the development of numerous new policies, and we have more coming down the pike.
 - iv. Thanks all the administrators who were willing to share information with the Senate as a whole and to participate in our committees.
 - v. Senate Executive Committee (SEC) met with the AGB consultant last week and have 2 more meetings scheduled in May. At this point, we have no firm changes in place, but we have begun to identify specific passages and specific language and consider possible solutions. At our last meeting, we focused primarily on Article V and the relationship between the Senate and the Board of Trustees. Insofar as our next two meetings will occur after today's reorganization meeting, newly elected members to the SEC are encouraged to join with the current members of the SEC in these extra meetings.
 - 1. Faculty comment: Adjunct faculty should have a voice and representation on the Senate.
 - vi. Book bundle has not been settled but there may be an opt out.

VII. SGA Report, Mr. Thyquel Hailey, SGA President

- a. Not presented

VIII. University Senate Committee Reports:

- a. Academic Standards Committee (ASC), Dr. Marcelo Fuentes, Chair
 - i. Gave a PPT presentation. The ASC reviewed its charge. Gave a quiz on NJCU policy knowledge during the meeting. Investigated where students could find policies important to academic success, how policies impact students and their success, if the policies are clear and easy to understand, and if they meet the needs of current and future students. Investigated the withdrawal policy.

- ii. Found that students do not have a good understanding of these policies.
 - iii. Wants to examine students' current learning environment in relation to policies.
 - iv. Recommend that policies be posted in easy to locate areas.
 - v. Recommend for next AY: work with administration, students, and departments.
 - vi. Will be submitting the withdrawal policy.
- b. Academic Support & Services Committee, Dr. William Westerman, Chair
- i. Looking to streaming communication between the Senate and the IRB to ensure that faculty and students are clear on the IRB process.
 - ii. In the May meeting, anticipating discussion of the motion to add the Mon/Thurs course block discussed in last month's memo.
 - iii. Requested 5 minutes on the agenda for a presentation by the new director of the counseling center, Dr. John Sherry to inform the campus about what we feel are very positive developments coming out of the Counseling Center.
 - iv. The cross-listing issue remains an unresolved issue. Small departments and programs, and under-enrolled departments, could benefit from cross-listing as a way for students to find classes that fit their interests and their major and minor requirements. It can even be an incentive for students to minor or double-major. This is also an issue for the Curriculum & Instruction committee and needs to be addressed jointly.
- c. Curriculum & Instruction Committee, Dr. Michael Rotenberg-Schwartz, Chair
- i. Approved:
 - 1. Dissolution of the Department of Elementary and Secondary Education
 - 2. Pandemic Ethics (Philosophy/Religion)
 - 3. Security in Latin America (Professional Security)
 - 4. Video Game Writing Workshop (English)
 - 5. The Craft of Video Game Writing (English)
- d. Graduate Studies Committee (GSC, action item), Dr. Amit Mokashi & Dr. Xiaodi, Zhu, Co-Chairs
- i. The committee discussed the developments both in the academic market as well as the stakeholders' expectations in the form of renewed AIC guidelines. The committee noted the increasing pressure to demonstrate sustainability. The GSC suggests that the available resources be channeled more towards academic support such as graduate assistantships, which would both attract new students as well as support our recommended scholarly activities.
 - ii. Approved
 - 1. MDT TBD-80: Community Music Education, with minor modification. Motion passed
 - 2. MS Athletic Training. Motion passed
 - iii. 500-level courses – the process is not yet finalized.
 - iv. Motion: For the Spring 2022 semester, a 500-level course will only require Graduate Study Committee approval. This matter will be reevaluated with the new policy. Chris Shamburg, second by Joseph Moskowitz.
 - 1. Motion passed
- e. Planning, Development & Budget Committee (action items), Dr. Joyce Wright, Chair

- i. Unfinished Business - Approved:
 - 1. Doctorate in Psychology. Motion passed
 - 2. BA Environmental Studies; one program will be dissolved: Motion passed
 - 3. BA Elementary Education (K-6) Literacy Focus: Motion passed
 - 4. BS/MS Bridge Program in Criminal Justice: Motion passed
 - 5. Dissolution of Elementary and Secondary Education: Motion passed: 23/11
 - a. The document had the word “Center” in it but the proposed policy to be reviewed does not have “Center” in it. It was agreed that departments and centers should be covered in separate policies.
 - b. “Centers” are not part of AIC matters.
- f. Student Affairs Committee, Dr. Caroline Wilkinson, Chair
 - i. Discussed the policy for accommodating classes that are impacted by student events or for minimizing the impact on classes of student events. Jodi Bailey, Vice President for Division of Student Affairs and Enrollment Management, and Pia Stevens Haynes, Associate Dean of Students, presented the Outdoor Noise Policy to the Committee.
 - ii. Faculty comment: The times blocked in the policy should be reconsidered and revolve around class meetings and lunch.

IX. Motions:

- a. Motion to continue meeting on ZOOM next AY: Motion passed: 28-14
- b. Motion to approve policy on consolidating departments (C&I Report – April 11, 2022 Senate Meeting)
- c. Motion passed: 31-5
- d. Motion: The 1979 policy remains in affect concerning Centers until a relevant replacement policy involving Centers is voted upon and approved. Motion moved Joseph Moskowitz. Motion passed.
- e. Joseph Moskowitz reminded Fran Moran that the SEC agreed to include Agenda Resolution that: The Senate asks the University administration to include consultation with the University-Wide Calendar Committee when it prepares the semester/session academic calendar for the year. Not discussed in this meeting.

POLICY:

CREATING, MERGING, OR DISSOLVING ACADEMIC DEPARTMENTS
(Draft, edited by Senate C&I Committee, 30 March 2022)

Definition:

A Department is the basic unit of academic administration within the University with functions and responsibilities in the following areas:

- 1. Initiation and design of courses and programs in areas of professional responsibility;
- 2. Recommendation of staffing of faculty (full-time and adjunct) and scheduling of courses to the appropriate administrator;
- 3. Monitoring the quality and instruction of courses and programs in areas of assigned disciplinary or professional responsibility; addition, revision, and deletion of offerings as recommended by its faculty;

4. Creating, revising, deleting course and program offerings based on assessment by its faculty;
5. Recruitment of and counseling of students; conduct of follow-up studies of students;
6. Encouragement of professional development activities.
7. Assessment and evaluation of faculty for retention, tenure, promotion and career development;
8. Administering such assigned management functions as office assignments and budget for instructional equipment, materials, and travel;

Procedure for Creating, Merging or Dissolving Academic Departments:

1. A proposal to change the status of a Department, whether by creating a new Department, dissolving a current Department, or merging two or more Departments, will include:
 - a. A statement of objectives for the change;
 - b. A statement of faculty involvement (from all relevant departments) in the proposed change;
 - c. A statement explaining the relationship of the new Department to the University’s strategic plan and its impact on other departments at the University;
 - d. A plan demonstrating the academic quality of the proposed change;
 - e. An explanation of the curricular implications of the proposed change, including for example changes in catalog designation, oversight of programs, course equivalencies for transcripts, etc.
 - f. An explanation of the budgetary implications of the proposed change (including an accounting of the faculty and staff changes entailed in the action requested).
2. The approval process follows the governing protocol established for “New Program Guidelines” (accessible here: https://www.njcu.edu/sites/default/files/pdfs/new_approval_procedures_for_academic_degree_programs_sacc_aprvd_3-2018.pdf). The current protocol was approved by the Senate on 12 February 2018 and by SACC on 28 March 2018.

Senate Impact

1. In the case of a new Department being created, the Department becomes an academic unit of a college according to the above definition and is eligible to elect a senator and alternate to membership of the University Senate.
 2. In the case of Departments merging, the new Department retains a single senator and alternate; and a new at-large position is created for every reduction resulting from the merger.
- f. Motion on M-R Schedule: The Academic Support and Services Committee moves that the University add Monday/Thursday class meeting options to the Fall, Spring, and Summer schedules on a trial basis. The policy would be reviewed after the start of scheduling for the 2026-2027 AY to determine whether to retain as a permanent option.
- i. Motion failed: 19-23

X. Elections Committee – Reorganization, Dr. Prashanth Ravula, Chair

- a. Secretary: Nominees:
 - i. Venessa Garcia, Criminal Justice – CPS
- b. Senate Executive Committee Nominee
 - i. Meriem Bendaoud, Biology – CAS
 - ii. Andrew Bossie, Economics – SOB
 - iii. John Donnellan, Management – SOB
 - iv. Hanae Haouari, Chemistry – CAS
 - v. Max Herman, Sociology, Anthropology, & Social Work – CAS
 - vi. Yufeng Wei, Chemistry & Biochemistry – CAS
 - vii. Hugo Bastidas, Art – CAS
- c. Academic Standards Committee Nominee
 - i. Hugo Bastidas, Art – CAS
- d. Academic Support and Services Committee Nominee
 - i. Yi-Yu Chen, Management – SOB
 - ii. Nelda Ephraim – Nursing – CPS
- e. Committee on Instructional Technology Nominees
 - i. Chitra Narayanan, Chemistry – CAS
 - ii. Christine Harrington, Educational Leadership – COE
- f. Curriculum & Instruction Committee Nominee
 - i. Ellen Quinn, Art – CAS
- g. Elections Committee Nominees
 - i. None
- h. Faculty and Professional Staff Affairs Committee Nominees
 - i. Min Chou, Library
 - ii. Nava Cohen, Accounting – SOB
 - iii. Zui Chih (Rick) Lee, Marketing – SOB
 - iv. Max Herman, Sociology, Anthropology, & Social Work – CAS
- i. Graduate Studies Committee Nominees
 - i. Gunhan Caglayan, Mathematics – CAS
 - ii. Amit Mokashi, Management – SOB
 - iii. Grace Wambu, Counseling Ed. – COE
 - iv. Chris Carnahan, Educational Technology – CPS
- j. Planning, Development & Budget Committee Nominees
 - i. Laura Kortz, Library
 - ii. Rubina Vohra, Economics – SOB
 - iii. Yufeng Wei, Chemistry - CAS
- k. Student Affairs Committee Nominees
 - i. Vaibhavee Agaskar, Counselor Education – COE
 - ii. Marcelo Fuentes, World Languages & Cultures – CAS
 - iii. Shanda Johnson, Nursing – CPS
- l. General Education Committee on Assessment and Policy Nominees
 - i. Zui Chih (Rick) Lee, Marketing – SOB
 - ii. Yufeng Wei, Chemistry – CAS
 - iii. Ling Yang, Accounting – SOB
 - iv. Xiaodi Zhu, Finance – SOB
- m. General Education Curriculum Committee Nominees
 - i. J.D. Jayaraman, Finance – SOB
 - ii. Ling Yang, Accounting - SOB
- n. Honors Program Committee Nominees

- i. Amparo Fabra, Music, Dance, Theatre – CAS
- ii. Zui Chih (Rick) Lee, Marketing – SOB
- iii. Allan DeFina, Literacy Ed. – COE
- iv. Melanie McDonald, Management – SOB
- v. Esther Nir, Criminal Justice – CPS
- vi. Michael Rotenberg-Schwartz, English – CAS

- XI. New Business
- a. None

Adjourn: 4:00 pm

Respectfully submitted by Venessa Garcia, Senate Secretary