

Meeting #7

University Senate Meeting
Monday, 17 April 2023
2:00 – 4:00 p.m.
Via Zoom

Minutes

All attachments are in the link below:

[Senate Meeting docs April 17, 2023](#)

- I. **Test Zoom Voting**
 - a. **Success**

- II. **Motion to Approve the University Senate Meeting Agenda**
 - a. **Approved**

- III. **Motion to Approve the University Senate Meeting Minutes of the March 20, 2023 Senate Meeting** [01SM Minutes 3-20-2023 Draft.docx](#)
 - a. **Approved**

- IV. **University Senate President’s Report, Dr. Fran Moran**
 - a. All the documents are in the SharePoint link at the top of the agenda. The reports are also on separate links next to the item on the agenda.
 - b. Please refer to the emails: weekly events and announcements/newsletters (received for updates and events happening here on campus).
 - c. Constitutional Amendments – updating Constitution to send to BoT for final approval
 - d. Senator-at-Large Elections: No faculty election for faculty – 6 vacancies and received 6 nominations:
 - i. Venessa Garcia
 - ii. EunSu Lee
 - iii. Chris Shamburg
 - iv. Rubina Vohra
 - v. Yufeng Wei
 - vi. Joyce Wright
 - e. Full Time Professional Staff Senators-at-Large: One vacancy and 3 nominees. Had a run-off election on April 12th. Kathleen Banks, University Advisement Center was elected. Congratulations and thank you to the other nominees: Anna Scanniello and Theresa Spataro.
 - f. Be on the lookout for the Senate reorganization elections (remaining & outgoing members) list will be going out soon. The reorganization meeting will take place on May 8th. The May 1st Senate meeting will be a business meeting.
 - g. Strategic Plan Survey – due by May 1, 2023 sent to faculty and professional staff. Please be sure to do.

- V. **University President’s Update (joined at 3:00 p.m.), Mr. Andy Acebo**

- a. Next Board of Trustees (BoT) meeting will be on Monday, 4/24.
- b. The annual tuition and fee hearing will be held on 4/24. President Acebo will not recommend a tuition increase.
- c. Nomination governance committee: Acebo will propose an amendment to add a faculty/staff appointment who will be invited to Executive Board meetings and to sit on BoT committees. The BoT is committed to adding faculty/staff representation.
- d. Acebo is proud of the work with the AFT MOU toward a shared vision. It is not a strategic plan. It is not absolute.
- e. He is aiming to complete the mission refresh by the end of the semester.
- f. Master Plan summary:
 - i. To ensure the sustaining institutional health in compliance with MSCHE.
 - ii. NJCU must reinvest in areas that will drive student success.
 - iii. The Plan stresses shared governance and shared responsibility.
 - iv. Governance, leadership and administration
 1. Acebo has decreased the number of Vice Presidents from 6 to 3; more efficient use of resources.
 - v. Stresses improving student experiences, enrollment, and successful pedagogy.
 - vi. Governor Murphy and the Secretary of Higher Education want a 3-year plan.

VI. University Senate Committee Reports

- a. **Academic Standards Committee**, Ms. Theresa Spataro, Chairperson (**action item**)
[02aEnrolling and Withdrawing from Class Policy 2nd Revision 4-17-23~.pdf](#);
[02bASCDropWithdrawl Info Sheet Draft.pdf](#); [02cReport to Senate Math 112 2nd Revision 4-17-23~.pdf](#)
 - i. ASC made changes based on the input given in March Senate meeting.
 - ii. **Motion on Registration, Add/Drop, and Withdrawals:**

The Committee motions to update the language of the following policies: Registration, Adding or Dropping a Class, and Withdrawal to clarify the information and update the procedures. The policies and language are listed below in detail.

Whereas the Committee recommends that the University Advisement Center (UAC), including OSP, EOF, TRIO, be the unit that gives students permission to withdraw or switch any University Foundation or All University Requirement (AUR) courses.

Whereas the Committee recommends reestablishing testing procedures for placement in AUR courses. Until that time the methods used should be documented in the **Academic Foundation Courses and All-University Requirements** section.

Whereas the adoption of this policy would replace the current policies listed below.

- Dropping or add a class
- Registration
- Administrative Withdrawal
- Voluntary Withdrawal
- Withdrawing from a class

Enrollment, Registration, Add/Drop and Withdrawal from Classes

Registration

All currently enrolled students are eligible for yearly registration for the upcoming academic year. Yearly registration includes summer, fall, winter, and spring semesters.

- Freshman and Sophomore students (under 60 total credits) are required to meet with an academic advisor in the University Advisement Center, (UAC), OSP, EOF, or TRIO.
- New Transfer students, above 60 credits, are required to meet with an advisor from their Major department for registration and degree planning.
- Transfer students with less than 60 credits are advised at the UAC, OSP, EOF, or TRIO.
- All **School of Business** students are advised at the UAC, OSP, EOF, or TRIO.

Visit the UAC to find your advisor. [Linked](#)

Registration Holds

A block maybe placed on your registration due to any of the following:

- Unpaid tuition
- Fees and previous debts
- Required documentation
- Academic status or advisement

All tuition, fees and previous debts must be paid by the published due dates; otherwise late fees will be charged thereafter.

Where payment is to be provided by scholarship or other financial aid plan, students should make prior arrangements and submit appropriate documents to the Office of Student Accounts before the payment deadline of each semester.

For information on tuition, or balance due contact the Office of Student Accounts ([linked](#))

Adding or Dropping a Class

- Students may add and drop classes during the designated Add/Drop period for each semester or summer session, online through GothicNet. To view how [click here](#)
- The last date for adding and dropping classes for each term is published by the Registrar and available online at <https://www.njcu.edu/academics/academic-calendar>. Students who drop courses during the designated Add/Drop period will receive full (100%) refund for those courses below 12 credits.
- Separate dates may be established for classes that do not follow the normal start/end schedule.
- The Add/Drop form, if needed, is available at the Registrar's Office, and online at <https://www.njcu.edu/directories/offices-centers/registrar/forms>.

Students are strongly cautioned against dropping classes indiscriminately, as doing so may affect eligibility for Financial Aid and scholarships, registration in other courses, full-time status, and overall degree progress.

Academic Foundation Courses and All-University Requirements

The University Advisement Center, OSP, EOF, or TRIO enroll all students in their initial AUR courses. Students are placed in the appropriate courses based on [XXX criteria](#).

Academic Foundation Courses (ENG 95, 98, Math 95)

and All-University Requirements (ENG 101, 102, Math based on major)

- These courses cannot be dropped without the approval of the **UAC, OSP, EOF, or TRIO**. [Linked](#)
- Foundation courses (less than 100 level) credits do not count toward graduation.

Note: Non-attendance does not constitute dropping a class. Students remain active on class rosters and are responsible for their financial obligations. A student who does not officially drop, will not be issued a refund, and will receive an “F” as a final grade.

Withdrawing from a Class

Academic Foundation and All University Requirement Courses

Students cannot withdraw from Academic Foundation Courses and All University Requirement Courses without the approval of an advisor in the University Advisement Center, OSP, EOF, or TRIO. To request a withdraw or switch course sections please contact the [UAC](#). ([linked](#))

During the Academic Semester

- Students seeking to withdraw from a course during the Semester must complete an official [Withdrawal Form](#), and submit to the Registrar’s Office, either via email or in person at Hepburn Hall, Room 214.
- The withdraw form can be found online here. ([Linked](#))
- Withdrawn course(s) will reflect a "W" grade on the transcript. No grade will be provided once a student files for a withdrawal.

Refunds

First quarter - Students will receive a 50% refund of applicable tuition and fees for each credit below 12 credits, through the first quarter of each semester.

Withdrawn courses(s) after the first quarter will receive a “W” grade on the transcript and the student is not entitled to any refund.

Final Withdrawal Dates

Withdrawal dates for each semester are published by the Registrar and available online at <https://www.njcu.edu/academics/academic-calendar>

Late Withdrawal

After the Withdrawal deadline, a student may no longer receive a “W” grade except in an extraordinary situation, and only with the written authorization of the appropriate academic dean.

Request for appeal of the deadline must be made in writing and must be accompanied by appropriate documentation about circumstances that prevented the student from withdrawing within the required time limits. The academic dean will either grant or deny the “W” grade.

For the policy on **Extended Absences** click here [LINKED](#)

Voluntary Withdrawals

- It is recommended students seeking to fully withdraw contact the Dean of Students in consultation prior to withdrawing. Contact them at [LINK to Email](#).
- Students who voluntarily withdraw from the University should automatically be withdrawn from all enrolled courses.
- The Dean of Students Office will process the withdrawal.

Medical Withdrawals

Medical Withdrawal is to be reported by the student or, their responsible designee, to the Dean of Students Office. Find the form here. [LINK](#)

- Students who medically withdraw from the University should automatically be withdrawn from all enrolled courses.
- The Dean of Students office will process the withdrawal.

Administrative Withdrawal

The University reserves the right to administratively withdraw or deny registration to any student who:

- Fails to comply with institutional policies and procedures.
- Students who accept but do not enroll or attend or have multiple FA grades.
- The Registrar’s office will process the withdrawal.

Withdraw Forms

- The withdrawal form can be found Here [LINKED](#)
- Late withdrawal request fill out the form here [LINKED](#)
- Medical Withdrawal form and procedure information here [LINKED](#)

Note: Non-attendance does not constitute a withdrawal. Students remain active on class rosters and are responsible for their financial obligations. A student who does not officially withdraw will not be issued a refund or a late withdrawal and will receive an “F” as a final grade.

Students are strongly cautioned against withdrawing from classes discriminately, as doing so may affect eligibility for Financial Aid and scholarships, registration in other courses, full-time status, and overall degree progress.

1. Approved

iii. Motion on Math 112 as a P/F and Math Emporium

The committee motions:

Whereas the Committee moves to approve Math 112 for issuance of a Pass/Fail grade in addition to a letter grade, following the Pass/Fail policy currently enforced.

Whereas an “F” grade in Math 112 can be replaced by an Incomplete Grade to allow for the enrollment in the Math Emporium. Whereby, completion of the Emporium allows for a change of grade based on the exam score. If a student chooses not to take the Emporium or fails, then the course grade is changed to an F and the student must retake the math course.

1. **Approved**

- b. **Faculty & Professional Staff Affairs Committee**, Dr. Max Herman, Chairperson
(action item) [02dFPESA Report 4-17-2023.pdf](#); [02ePolicy on Honorary Degree-Draft 10-13-22\[92\].pdf](#)
 - i. The committee unanimously approves conferring the Honorary Doctorate on Ryan Haygood Esq under the existing policy.
 - ii. **Motion: Motion to approve the Honorary Degree Policy:**

POLICY ON HONORARY DEGREES (DRAFT)

- I. Criteria for Recipients of Honorary Degrees
 - A. Recipients shall be persons who have gained respect and admiration of the academic community, consistent with NJCU’s mission, so that there is general agreement that they are deserving of such an award.
 - B. Recipients shall be persons of national or local prominence, for whom the degree will add to the prestige of the University.
 - C. Ordinarily, recipients should be from a field for which we offer a degree or program.
 - D. Recipients shall not be current faculty members, administrators or staff at New Jersey City University.
 - E. Recipients shall have been reviewed and approved by the Faculty and Professional Staff Affairs Committee (FPSA).
 - F. Posthumous degree recipients can include members of the university community.
- II. Timeline
 - A. A. The FPSA) committee convenes in the Fall, prior to the planned Commencement awards and delivers names to the President by December 15 of that year.
- III. Procedures for selection of Honorary Degrees
 - A. Nominations for honorary degree recipients will be received by the FPSA from the Trustees, President, faculty, administration, staff and the Executive Board of the Student Government Association.
 - B. The FPSA will select up to four recommended honorees. The resulting list shall be presented to the President of the University along with a statement of the rationale for selection for each nominees, by December 15th of the academic year in which the

degree is granted. This deadline would not apply in those situations where an honorary degree is granted at a ceremony other than commencement.

- C. Persons involved in the selection process shall keep confidential the names under consideration until they are announced publicly; they shall not communicate with nominees regarding consideration. Nominators shall recuse themselves from the selection process.
- D. The final decision in the choice of recipient(s) of the honorary degree/ award, and the specific degree/award to be granted shall be determined by the President of the University and the Board of Trustees from the list submitted by the FPSA. All recipients of Honorary Degrees shall have been recommended by the FPSA.
- E. The President of the University shall keep the Chairperson of the FPSA informed of progress in the final choice of recipients, by sending copies of correspondence with nominees to the Chairperson, or by other appropriate means.
- F. Honorary degrees shall be awarded only at a public ceremony of the University.
- G. Should the President and Trustees desire to award an honorary degree at public ceremony other than commencement, the FPSA shall be consulted.

IV. Award Associated with Degree

- A. Honorary degrees may carry with them a permanent honor, such as the naming of a scholarship, library, collection, physical facility, etc., for the recipient.
- B. The nature of this award shall be determined by the President of the University and the Board of Trustees after consultation with FPSA.

V. Continuing Policy-Making Function of Committee

- A. The FPSA shall recommend to the Senate additions or modifications in University policy on honorary degrees, whenever appropriate.

VI. Degrees/Awards

- A. The honorary degrees generally awarded, and the basis for selection of which degree is to be awarded, is as follows:
 - i. Doctor of Fine Arts (D.F.A.) - This degree is generally awarded to one who has distinguished himself/herself in one of the artistic disciplines.
 - ii. Doctor of Laws (LL.D.) – This degree is generally awarded to one who has distinguished himself/herself in the field of public affairs, social service or the social studies.
 - iii. Doctor of Letter (Litt.D.) – This degree is generally awarded to one who has distinguished himself/herself in one of the literary or artistic disciplines.
 - iv. Doctor of Music (Mus.D.) - This degree is generally awarded to one who has distinguished himself/herself in the disciplines of music.
 - v. Doctor of Science (SC.D.) – This degree is generally awarded to one who has distinguished himself/herself in one of the scientific disciplines .

VII. Revocation of Honorary Degrees

- A. In extraordinary circumstances, the University may feel compelled to revoke a previously awarded honorary degree. The Trustees will decide in consultation with the FPSA and the Faculty Senate.

1. Approved

- iii. Course Evaluations for Spring 2023.
 - 1. Rachel Fester, Associate VP and Director of Institutional Effectiveness, attended the Zoom meeting and conferred with Committee regarding the Student Course Evaluation process. They concur on the need to have a standard evaluation process in place for the end of this Spring semester. Ms. Fester agreed to have her team work on generating a uniform Qualtrics based course evaluation survey incorporating questions compiled from the previous IDEA evaluation form by committee member Rick Lee.
- iv. Course Evaluation Software for AY 2023-2024
 - 1. In consultation with Rachel Fester, it was agreed that of the three software platforms the Committee evaluated, Smart Evals is the most user friendly and cost effective platform. This information will be conveyed by Ms. Fester to the Provost, who will make the decision regarding the purchase of this software.
- c. **General Education Committee, Dr. Scott O'Connor, Chairperson (action item)**
[02fGeneral Education Committee 3.31.23.pdf](#); [02gGE Reform Motion\[62\].pdf](#)
 - i. Gen Ed. Symposium is on 4/18 and Civic Engagement Symposium is on 4/19
 - ii. Please review the motion in the forthcoming report for a May vote.
 - iii. Goals: MSCHE compliance, civic engagement, to improve student learning, to support the NJCU stabilization of enrollment
 - iv. There will be several information sessions.
 - v. **Motion: Debate rules for May's:** Motions to amendment need to be received by Thursday, April 27. No motions will be accepted from the floor. Robert's Rules will be followed closely. This will allow all Senate members to have a voice in the change of the general education program, and not just those in attendance at the May meeting.
 - 1. **Approved**
- d. **General Education Civic Engagement Assessment, Dr. Yufeng Wei**
[02hVALUEScoringCollab NJCU-CE-2022.pdf](#)
 - i. Presented NJCU data on the Value Scoring Collaborative Report (2022). The report contained NJCU's scoring results for Civic Engagement. civic engagement. NJCU participated in the program for two years.
 - ii. Discussed the VALUE Rubric.
- e. **Honors Program Committee Dr. Esther Nir, Chairperson** [02iHonors Program Report to Senate April 2023.pdf](#)
 - i. Having challenges to admissions. There are less benefits for student – less scholarship money, no laptop, no study abroad.
 - ii. 18 students accepted admission; made 20 more offers.
 - iii. Admissions Activities:

1. 3 Instant-Decision Days – gave an oral version of their application
 2. Adapting a more wholistic approach, lowered GPA requirement, but increased application information requirement.
 3. Discussed potentially visiting high schools.
 4. Extended application deadline.
- iv. Student Performance Activities:
1. In the past, there was automatic admission.
 2. 1/3 of freshman class are struggling to meet the 3.2 GPA requirement.
 3. Sent out letters to the freshmen; student must submit an action plan.
 4. Met with each student placed on probation and developed a joint action plan.
 5. Will submit a motion in the May meeting to clarify the probation policy in regard to the timeline.
 - a. Proposing probation in January and only dismiss in May.
- v. Report has other work, such as peer mentoring.
- vi. Asked to check if it is legal to require video in the application process.
1. Committee will check.
- vii. Asked to consider the cost of attendance and not just tuition.
- f. **Planning, Development & Budget**, Dr. Joyce Wright, Chairperson [02jPlanning Development.Budget4.3.2023.pdf](#)
- i. Recommended template for New Program Budget Proposal will be reviewed by the committee at the 4/24 meeting. All committee members have received the Budget Template and will review it for the next meeting. The committee hopes to present this to the May Senate meeting as an action item.
 - ii. The committee will invite Ben Durant to its next meeting with the focused questions.
 1. Total debt of NJCU?
 2. Is there a plan for payment of debt?
- g. **Ad Hoc Committee to Coordinate Response to Issues Related to Academic Portfolio Reduction**, Dr. Venessa Garcia & Dr. Meriem Bendaoud, Co-Chairs (action item) [03aAd Hoc Steering Committee on Sunset Senate Report April 2023`.pdf](#)
- i. **Recommend:** At least one volunteer each from SOB and from COE.
 - ii. **Recommendation:** The Committee recommends that the Provost provide an official online list of sunsetted programs, including a list of departments that will be completely closed.
 - iii. **Motion:** The Administration should allow for low enrolled courses in sunsetted programs to run in order to allow students to graduate in a timely manner. If the class has less than six students, it should be run as an independent study; consider .5 credits for faculty per student for classes with less than 6 students. If the class has 6 or more students, then it should run.
 - iv. **Motion:** We move that the committee's name be changed to Ad Hoc Steering Committee on Academic Integrity
 1. **Approved**

- v. **Motion:** To maintain academic standards, we move that there is a discipline-specific coordinator with a terminal degree (i.e., highest degree) in that specific discipline for areas of the curriculum that do not have a discipline-specific program to maintain the integrity of the courses, labs, and studios. Responsibilities include, but are not exhausted by, a role in hiring and oversight of adjuncts and oversight and continual improvement of discipline-specific courses.
 - 1. **Motion: Approved: 31:16**
- vi. **Motion:** To maintain academic standards, we move that the university provide support to maintain the running of labs and studios.
 - 1. **Approved**
- vii. **Motion:** We move to increase the SIB for departments overseeing sunsetted programs equivalent to what is needed to teach out the program.
 - 1. **Approved**

VII. **New Business**

a. **None**

Adjourn: 4:08

Respectfully submitted by

Dr. Venessa Garcia

Senate Secretary