University Senate
Professional Studies Building, 203A rm. 3

MINUTES OF MEETING
February 12, 2018

ATTENDANCE:
Presiding: Dr. Christopher Shamburg, University Senate Vice President

DEPARTMENTS PRESENT: Accounting, Michael Bell; Art, Brian Gustafson; Biology, Ethan Prosen; Chemistry, Bumjung Kim; Computer Science, Mort Aabdollah; Counseling Education, Yung-Wei Lin; Criminal Justice, Bill Calathes; Early Childhood Ed., Basanti Chakraborty; Economics, Andrew Bossie; Dept. of Earth & Environmental Science, Hun Bok Jung; Educational Leadership, John Melendez; Educational Technology, Laura Zieger; Elementary/Secondary, Vanashri Nargund; English, Joshua Fausty; ESL, Adela Martinez; Fire Science, Patrick Boyle; Health Sciences, Lilliam Rosado; History, Jason Martinek; Latin American Studies, Virginia Ochoa-Winemiller; Library, Min Chou; Literacy Education, Mary McGriff; Management, Wanda Rutledge; Marketing, Zui Chih Lee; Mathematics, Freda Robbins; Modern Languages, Alberto Barugel; Dept. of Multicultural Ed., Donna Farina; Music, Dance & Theatre, Desamparados Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Physics, Chris Herbert; Political Science, Joseph Moskowitz; Professional Security Studies, Richard Cosgrove; Psychology, Frank Nascimento; Sociology/Anthropology, Max Herman; Special Education, Patricia Yacobacci; Women's & Gender Studies, Jennifer Musial.

DEPARTMENTS ABSENT: A. Harry Moore, Darlene Britt; African/Afro American Studies; Alumni, Jane McClellan; Finance, Zhimin Wang; Fitness, Exercise and Sports; Media Arts, Jane Steuerwald;

SENATORS-AT-LARGE PRESENT: Cindy Arrigo, Deborah Bennett, Lorraine Chewey, Karen DeSoto, Marilyn Ettinger, Vanessa Garcia, Robert Prowse, Michelle Rosen, Christopher Shamburg, Rubina Vohra

SENATORS-AT-LARGE ABSENT: None.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Queen Gibson, Denise Serpico, Cynthia Vazquez.
PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: None.

STUDENT SENATORS PRESENT: None**.**

STUDENT SENATORS ABSENT: Sheyla Feliciano, Lydia Pagan, Sierra Williams, Claudia Gomez.

STUDENT SENATORS-AT-LARGE PRESENT: None.

STUDENT SENATORS-AT-LARGE ABSENT: Kajae Close, Carolina Espin, Collin Officer.

Meeting #5

University Senate Meeting
Monday, 12 February 2018
2:00 PM – Gothic Lounge (H202)
Agenda

Meeting called to order by President Shamburg at 2:11 pm

I. Audience Response Voting System Test

II. University Senate Meeting Agenda
Motion (made and seconded): passed unanimously.

III. University Senate Meeting Minutes of the December 4, 2017
Motion (made and seconded): passed unanimously as presented.

IV. Announcements
1. Deadline for submitting undergraduate Attendance Rosters is tomorrow.
2. NJCU Basketball team is ranked #1 in NCAA Division Three Atlantic Region.

Please see additional announcements on back of agenda page.

V. University Senate President's Report
President Shamburg's Report (will be e-mailed as part of minutes to everyone):

1. Joe Riotto Memorial
The Senate Executive Committee (SEC) passed a resolution to move forward with the Joe Riotto Memorial, an event that celebrates the life and work of Joe Riotto and will include participation of his family. This will be a partnership among the Senate, the AFT, and the Administration with a representative from each group. Donna Piscopo has agreed to represent the Senate. This idea has the support of the Union President and the University President. Anyone who would like to volunteer please contact the Senate office senate@njcu.edu .

2. Search Committee for Dean of Continuing Education
On January 30th and 31st members of Senate Executive Committee interviewed two finalists for the Dean of Continuing Education and each member sent its recommendations to the Provost.

3. Infosilem
At the November Senate meeting there were two resolutions passed about Infosilem. Motion #1: The Senate calls upon the administration to permit courses with fewer than 10 students to run in the Winterim 2018 and Spring 2018 semester. At the Provost Council of February 2nd the Provost reported that hundreds of under-enrolled courses ran. Motion #2 Charged Academic Support Services to investigate, recommend, and report issues with Infosilem. The committee shall report to the SEC so that the entire Senate will receive the report in February, 2018. The Committee did send a report to the SEC, and the SEC agreed that it

should be augmented before coming to the Senate floor. Going forward, the new Senate vice president and I will review the charge with the committee and suggest ideas to get feedback, particularly from department chairs. Also, we will also assist to get detailed information from the administration.

4. Changes in Communication between SEC and Committees
In the larger context, there will be some changes in the way the committees and the Senate Executive Committee communicate. 1) Committees will periodically send agendas and minutes to the SEC and 2) The Senate Vice President, whoever is elected today, will coordinate the activities of the Senate committee. Both of these responsibilities are described in the Senate Constitution.

5. Emeritus Nominations and Sabbatical Applications
Emeritus nominations and sabbatical applications have been sent to the Senate Faculty & Professional Staff Affairs Committee for their review and recommendation. Sabbatical recommendations will be sent to the provost by March 9th, and emeritus recommendations by April 1, 2018.

6. Vacancies
There are four vacancies to fill on Senate committees. The first one is for a Student representative on the SEC. Kajae Close, a senator at large, has been a nominated by the SGO to complete the term of Collin Officer.
Motion (made and seconded): to approve the appointment of Kajae Close to the fill the vacancy on the Senate's Executive Committee as the Student Government Organization's (SGO) representative.
Motion passed.

There are three vacancies on Senate committees. As per the Constitution, the Senate Executive Committee appoints a new committee member, subject to the approval of the Senate. Typically, all of these appointments are until May. The replacement for the College of Professional Studies representative is to complete a term that ends in May. The other two vacancies are for leaves that are anticipated to return in fall 2018.

Motion (made and seconded): to approve Denise Nash from the College of Professional Studies to serve on the Faculty & Professional Staff Affairs Committee
Motion passed.

Motion (made and seconded): to approve Debra McClary, from the School of Business (SOB) to serve on the Faculty & Professional Staff Affairs Committee
Motion passed.
Motion (made and seconded): to appoint Jason Martinek from the College of Arts and Sciences to serve on the General Education Committee on Assessment and Policy (GECAP)
Motion passed.

7. Role of Adjuncts in Senate

I would like to briefly mention the role of adjuncts in the Senate. When we were soliciting nominations for committees an adjunct was nominated. When I went to find the section of the Constitution that limited participation on committees to full-time faculty, I couldn't quite find the clear rule. Adjunct participation on committees has not been the past practice or our interpretation of the Constitution. It may be an issue at the April meeting as we prepare for the elections in May. I would ask all senators to read the relevant sections of the Senate Constitution and discuss with your departments.

8. IT Department and Instructional Technology Committee

I would like to thank Phyllis Szani and the IT Department. At the November 13th meeting, the Senate voted to recommend upgrades to various rooms in Karnoutsos Hall. Phyllis let us know that this process has begun and will be completed this semester. Max Herman will discuss the second part of this resolution, which involved upgrades to other buildings, with the IT department. Thank you to Phyllis, Rob Scire, Tim Black and the entire department for all of the work they do. They are the unsung heroes of NJCU.

9. Provost Policies

There are two policies from the Provost's Office that will be distributed to the Senate this week, please check your inbox. I would like to thank to provost for sharing them at their early stages. Hopefully, the entire Senate and your constituents can review them before the next meeting. One is on "Courtesy Titles," which, generally speaking, establishes procedures for 'courtesy academic titles to administrators The other policy is a "Proposal Concerning NJCU Emeritus Faculty," which, generally speaking, is a proposal to establish an advisory council of emeritus faculty. I got them relatively recently and did not get a chance to review at the SEC meeting, hence they are not on the agenda. Please review and discuss with your departments before the next Senate meeting.

10. Discussion Procedures

One minor housekeeping request. In the past Senators would introduce themselves when speaking for the first time are after a significant break in speaking. This does correspond with rules of order. The Senate can seem a little "clubby", and I think this will help open it up. From now on I would ask each person say your name, your department, and if you are a Senator when you first speak or if you haven't spoken for a while during a meeting.

Questions about the President's Report:

We can have some time for questions, but if this runs long or if there are extensive motions that would result from this report, I would move it to New Business or the End of the Meeting. We have a lot to cover on the agenda.

a. Proposed Policies

Motion (made and seconded): that the proposed policies from the provost be sent to the Senate's appropriate standing committee (i.e., Faculty and Professional Staff Affairs Committee) in addition to the entire Senate, for the committee's review and recommendations to the Senate.

Motion: passed.

b. Voting Procedures
A prior document distributed to the Senate mentioned roll call voting. Several people may prefer using the clicker system. The Senate Constitution does mention roll call voting and the voting method is up to the Senate.
Motion (made and seconded): The Senate not use roll call votes.
Motion ruled out of order.

Motion (made and seconded): Unless there is an explicit call by the Senate that a roll call vote be used, that a roll call vote not be used.
Motion ruled out of order. Senate Constitution provides the Senate votes on its voting procedures by a majority vote.

Point of Order: Does the Senate Constitution allow for a vote about the Senate's preference even though it reiterates what is in the Constitution?
Ruling: prior motion remains out of order since Constitution provides for the voting procedure is determined.

Per the Constitution a majority vote (using the clicker system) would be needed to have a roll call vote.

VI. Election of University Senate Vice President – (Dr. Chris Carnahan and Dr. Mingshan Zhang, Co-Chairs

Dr. Moskowitz withdrew his previous accepted nomination. Thus the election is between the two remaining candidates:

Wanda Rutledge, Management – SOB
Rubina Vohra, Economics – SOB

Procedural Question: Since Rubina Vohra is currently on the SEC, would her election as vice president result in the need for another person to take her current position? No, she would serve both as the SOB representative and vice president. If the other candidate is elected, Rubina would still remain on the SEC until the May 2018 reorganization meeting.

Rubina Vohra elected.

VII. New Approval Procedures for Academic Degree Programs (see attachment #1)

Motion (made and seconded): to approve the proposal.

Motion (made then withdrawn prior to second): Changes to curriculum proposals should be communicated up and down the line (i.e., sent to all those who previously approved the proposal).

Motion to amend main motion (made and seconded): To change the first step from 2 weeks to one month so that the departmental curriculum committee is provided a month.

Discussion: Our process is too long and can take up to a year. Other schools only take 3 or 6 months. Two weeks for a step should be enough. Math Department meets once a month and thus two weeks is not enough time.

Substitute Motion to amendment (made, not seconded): Amend the original motion in two ways: 1) the time periods specified for the duration of each step of the review be considered preferred time periods rather than deadlines which, if not met, would automatically move a curriculum proposal to the next step even though that step's committee/individual did not approve the proposal; 2) add at the end of the motion on the table the sentence: Prior to the implementation of this process the Senate's C&I committee or the administration shall submit to the Senate for its consideration (i.e., accept or oppose) a recommendation indicating to which types of programs this new review process applies, e.g. only new degree programs, revised degree programs, programs increasing or decreasing credit requirements, degrees only seeking title changes, undergraduate degree programs, graduate degree programs, minor programs, certificate programs, etcetera.

Discussion on amendment continued:
Workshops will be held about the new process. There must be software that will help facilitate the process. Currently one must call the registrar's office or many others to determine where a proposal is in the current process. Dr. Morgan said the University has contracted with a company that will provide software which includes workflow information. The software should be ready for implementation by late September 2018. Since the Senate has a month to act, why doesn't a department? How would the provision for time extensions work? E-mail can be used to expedite a committee's curriculum reviews. What happens once the time period for a review has been exceeded? Each time period starts when the committee/person at that step in the process receives the proposal. Our current process is far too long and discourages people from proposing programs. If a committee does not complete its work within the review period, a meeting would be held to determine the reason and find a solution. Are the deadlines thus non-binding? The document indicates that. Only the proposers of a new curriculum could move their proposal to the next step in the process. This process gives the proposer a means of moving his/her proposal forward. How much time does the proposer have for revisions that a committee requires? That is a very real issue. The checklist included in the proposal document should help with that issue, but there is no time limit for a proposer to submit revisions. The proposer is responsible for the movement of the proposal. The new curriculum software will assist with process. Senators are on the task force and will report to the Senate about progress on its implementation.
The reasons curriculum proposals are delayed include committees not have quorums and proposals being unacceptable and not revised.

Motion (made and seconded): to call the question on the amendment:
Motion to call the question: passed.

Motion to amendment main motion: not passed (yes: 15, no: 29).

Discussion on main motion continued:

To what types of curriculum proposals would the new process apply? New, not previously offered undergraduate programs exclusively. What if there is a new interdisciplinary program that does not have an applicable department chair?

Motion (made and seconded) to amend the main motion: Make the specified deadlines binding.
Discussion: If the deadlines are unrealistic then we'll change them. How would the deadlines be enforced? The SEC and Senate committees made recommendations about deadlines and passing this proposed amendment would undo all that work.
Motion to amend: passed (yes: 29, no: 15).

Discussion on main motion as amended continued:
The proposal is applicable to curriculum proposals that will be submitted and is not applicable to any proposal currently in the process.

Motion to amend (made and seconded): Add a sentence to the proposal saying: This process applies to new undergraduate degree proposals.
Discussion on amendment: Current process applies to both graduate and undergraduate programs. Administration only requested inclusion of undergraduate programs. Administration expanded its previous response to include graduate programs also.
Motion to amend revised: Add a sentence to the proposal saying: This process applies to all new undergraduate and all new graduate degree proposals.
Motion: passed (yes: 38, no: 6).

Discussion on main motion as amended twice continued:
Why doesn't the process apply to certificates and minors?

Main motion as amended twice: passed (yes 36, no 8).

VIII. University Senate Standing Committee Reports:

1. Academic Standards Committee -Dr. Vanashri Nargund, Chair

Academic Standards Committee Report
February 12, 2018

Academic Standards Committee:

Dr. Vanashri Nargund, Chairperson
Dr. Barbara Blozen
Dr. Hanae Haouari
Dr. Zhimin Wang
Ian Jimenez, Student Rep.

The Academic Standards Committee received the following charge on May 9, 2017:

Due to the reduction of undergraduate requirements to 120 credits from 128, we need to update the policy for "Transfer and Residency Requirements". Therefore,

we are hereby charging the Senate Academic Standards committee to report back to the Senate Executive Committee on this item.

Based on discussions within committee, our recommendations for 2 year, 4 year transfer and NJCU resident students are as follows:

Transfer and residency requirements reduced to 120 credits from 128.

1. Transfer Credits from 2 year colleges: Reduce credits to 60 credits from 66 credits;
2. Transfer Credits from 4 year colleges or CLEP: Reduce to 90 credits from 96 credits;
3. New Jersey City University residency Credits: Reduce to 30 credits from 32 credits.

Motion (made and seconded) Approve the transfer and residency recommendations in the report
Discussion: Aren't there several exemptions to the specified credit requirement. The current exceptions are not affected by this proposal and they remain in effect. This recommendation and motion only applies to new NJ CU students and not to students currently enrolled (or active) students.
Motion approved. (voice vote)

2. Curriculum & Instruction Committee - Dr. Cindy Arrigo, Dr. Elizabeth Galetz, Co-Chairs

The C&I committee has approved all course proposals within two weeks' time.
Committee's Report:

2017-2018 NJCU Senate C&I Committee
February 12, 2018 Report

Dr. Cindy Arrigo, Co-Chair
Professor Elizabeth Ann Galetz, Co-Chair
Dr. Adrian Martin
Dr. Michelle Rosen
Dr. Wanda Rutledge
Ms. Kimberly Aguilar, Student Rep.

I. The Committee met on October 12, 2017.
II. The NJCU University Senate Constitution preamble, and Article III Organization Section 3. Standing and Ad Hoc Committees was discussed. Relevant to Section 3a (2), committee members agreed to meet at least once in each semester.
III. Strengths and weaknesses from the previous year of committee work were reviewed.
IV. It was agreed that the committee would organize the academic year workload using google spreadsheet. Professor Elizabeth Galetz agreed to take the lead on the spreadsheet development and maintenance.

V. Committee members agreed to review proposals within two weeks of receipt.
VI. Committee members agreed to review and approve committee comments before they were submitted to proposers.
VII. Dr. Cindy Arrigo and Professor Elizabeth Galetz agreed to co-chair the committee.
VIII. Ms. Kimberly Aguilar was appointed to the committee on December 5, 2017.
IX. Ms. Kimberly Aguilar was oriented to committee work through in-person training on January 25, 2018.
X. The committee reviewed one academic program and recommends its approval:

Minor in Ethics – Program Approval (Attachment #2)

Proposal Initiator	Dr. Sabine Roehr
Originating Department	Philosophy and Religion
Program Title	**Minor in Ethics**
Catalog Description	A Minor in Ethics offers students the opportunity to complement their academic Major with the study of ethical theories and their application in diverse areas of human endeavor. It is an interdisciplinary course of study that draws upon faculty and courses from several disciplines. While the Philosophy & Religion Department provides the theoretical foundations of the study of ethics, courses from participating departments add a variety of application areas. It is the aim of the program to prepare students from all possible disciplines for their professional lives, not only enabling them to deal with ethical questions and challenges in a reflective and theoretically grounded manner, but also to provide some of the tools needed to participate in professional ethics bodies.
Total Credit/Semester Hours	18 cr.
Courses within the minor	Required Course (3 cr.) PHIL 207 Ethics Restricted Elective Courses (3 cr.) WGST 110 Diversity & Differences (3 cr.) *or* PHIL 125 Ethics in Everyday Life (3 cr.) Elective Courses PHIL 112 Bioethics and Technology* (3 cr.) PHIL 113 Environmental Ethics* (3 cr.) SECU 224 Ethics in Professional Security Studies (3 cr.) PHIL 230 Philosophy of Law (3 cr.) PHIL 231 Philosophy of War and Peace (3 cr.) PHIL 244 Political & Social Philosophy (3 cr.) *or* POLI 105 History of Political Thought (3 cr.) PHIL 245 Social Justice* (3 cr.) PHIL 246 Food, Philosophy & Global Health* (3 cr.) BUSI 321 Ethics, Responsibility and Global Issues (3 cr.) SOCI 336 Professional and Ethical Responsibilities for Substance Abuse Counselors (3 cr.) SECU 340 Ethical Hacking I (3 cr.) SOCI 341 Law and Social Values (3 cr.) NURS 406 Healthcare Law and Ethics (2 cr.)

	ACCT 510 Business Ethics (3 cr.) * General Education course. Only two of these can be selected for the requirements of the Minor.

Motion (made and seconded): approve the Minor in Ethics.
Motion: passed.

XI. The committee approved the following courses:

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Service Management Principles**
Catalog Description	This course provides an overview of the various components of service management and how to manage customer needs through delivery of a bundle of services and physical goods that generate value. This course covers a mix of topics including service strategy design, service quality management, and service delivery processes.
Credits	3 cr.
Course Level	200
Prerequisites	Pre- or co-requisite of MGMT 211
Degree Requirements	This course will be required for Hospitality Management. In addition, it will also be an elective course for non-business majors or business majors from other disciplines within the School of Business.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Undergraduate Business Field Study I**
Catalog Description	The Undergraduate Business Field Study I emphasizes the relationship of concepts and skills learned in the classroom with real-world experience. Students will work part-time in a position approved by the undergraduate program advisor or department chair and complete a project paper under the supervision of a faculty advisor.
Credits	3 cr.
Course Level	300
Prerequisites	Pre- or co-requisite of MGMT 251 Operations and Project Management Fundamentals. The Field Study must be approved by the program advisor or department chair.
Degree Requirements	This course will be required for Entrepreneurship, Hospitality Management and Sports Management majors. In addition, it will also be an elective course for business majors from other disciplines within the School of Business.
Enrollment	Minimum of one student and a maximum of 25 students

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Undergraduate Business Field Study II**

Catalog Description	This course builds on the relationship of concepts and skills learned in the classroom with real-world experience and the lessons learned from Field Study I. Students will work in an approved position complete a project paper under the supervision of a faculty advisor.
Credits	3 cr.
Course Level	300
Prerequisites	Successful completion of Undergraduate Business Field Study I.
Degree Requirements	This course will be required for Entrepreneurship, Hospitality Management and Sports Management majors. In addition, it will also be an elective course for business majors from other disciplines within the School of Business.
Enrollment	Minimum of one student and a maximum of 25 students

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Business Design and Innovation**
Catalog Description	This course aims to introduce students to design thinking as a way of working with user-centered innovation to solve problems, integrating the needs of people, the possibilities of technology and the requirements for business success. Students learn how to blend the perspectives of marketing, design and production into a systematic approach to delivering innovation through participation in a team-based opportunity evaluation and concept development project assignment.
Credits	3 cr.
Course Level	300
Prerequisites	Pre- or co-requisite of MGMT 220 Introduction to Entrepreneurship.
Degree Requirements	This course will be required for the bachelor of science in Entrepreneurship. In addition, it will also be an elective course for non-business majors or business majors from other disciplines within the School of Business.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Event and Meeting Planning Management**
Catalog Description	This course will provide knowledge of what a hospitality event manager does and how one can participate in the world of events as a planner, supplier/vendor, or as a manager of events, meetings, or conferences. This course will provide an in-depth review of the elements associated with being an effective event manager or meeting planner. The course was developed to address a component of foundational knowledge that students need to perform effectively in relevant career fields and to provide for skills development relative to future internships and field studies for experiential learning. It also serves as an elective for several business programs.
Credits	3 cr.

Course Level	300
Prerequisites	Pre- or co-requisite of MGMT 251 Operations and Project Management Fundamentals.
Degree Requirements	This course will be required for Hospitality Management and Sports Management majors. In addition, it will also be an elective course for non-business majors or business majors from other disciplines within the School of Business.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Facilities Management**
Catalog Description	This course will examine all of the facets of public assembly facility management as they relate to recreational sites, hospitality venues, museums, galleries and stages, and other physical facilities. Among the topics to be presented and explored will be: event booking, finance, marketing, operations, scheduling, staffing and ticketing.
Credits	3 cr.
Course Level	300
Prerequisites	Pre- or co-requisite of MGMT 251 Operations and Project Management Fundamentals.
Degree Requirements	This course will be required for Sports Management majors. In addition, it will also be an elective course for non-business majors or business majors from other disciplines in the School of Business.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Sponsorship and Fundraising**
Catalog Description	The purpose of this course is to investigate sponsorship and fundraising as components critical to non-profits, sports, arts and entertainment management that will include how they relate to segmentation, target marketing and integrated marketing communication; developing and selling sponsorships; buying and evaluating appropriate sponsorships; and special forms of sponsorships.
Credits	3 cr.
Course Level	300
Prerequisites	Pre- or co-requisite of MGMT 251 Operations and Project Management Fundamentals.
Degree Requirements	This course will be required for Sports Management majors. In addition, it will also be an elective course for non-business majors or business majors from other disciplines within the School of Business. .
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Hospitality Management Capstone: Contemporary issues in Hospitality Management**
Catalog Description	Students will focus on an applied project relative to a specific aspect of hospitality management that best reflects his or her academic or professional interests. In this way, the course assesses cross-functional knowledge of the hospitality industry.
Credits	3 cr.
Course Level	500
Prerequisites	Students become eligible to take the capstone course during or after the semester in which they complete their discipline specialization courses.
Degree Requirements	This course will be required for Hospitality Management.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. Wanda Rutledge
Originating Department	Management
Course Title	**Sports Management Capstone: Contemporary issues in Sports Management**
Catalog Description	Students will focus on an applied project relative to a specific aspect of sports management that best reflects his or her academic or professional interests. In this way, the course assesses cross-functional knowledge of the sports industry.
Credits	3 cr.
Course Level	500
Prerequisites	Students become eligible to take the capstone course during or after the semester in which they complete their discipline specialization courses.
Degree Requirements	This course will be required for Sports Management.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. EunSu Lee
Originating Department	Management
Course Title	**Life Cycle Cost Analysis**
Catalog Description	This course will provide students with concepts of life-cycle assessment (LCA), economic input-output based LCA (EIO-LCA), benefit-cost analysis (BCA), product life cycle, and sustainable design and planning. The course will explore rationalization of using a particular technique and interpret outputs.
Credits	3 cr.
Course Level	400
Prerequisites	ECON 208 (Principles of Economics: Micro)
Degree Requirements	This is a required course for the proposed new Bachelor of Science in Sustainability Science and Management.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. EunSu Lee

Originating Department	Management
Course Title	**Sustainability in Supply Chain, Logistics, and Transportation Management**
Catalog Description	This course will provide students with concepts and research framework in sustainable supply chain, logistics, and transportation management. The course will emphasize the role of supply chain and transportation in sustainable development and explore the best-practices in business and the relationship between business and the society.
Credits	3 cr.
Course Level	400
Prerequisites	MGMT 300 (Introduction to Supply Chain Management)
Degree Requirements	This is a required course for the proposed new Bachelor of Science in Sustainability Science and Management.
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Dr. James Camacho
Originating Department	Mathematics
Course Title	**Complex Variables**
Catalog Description	This is the first course in the theory of functions of one complex variable. The course introduces the student to a wide range of topics in the theory of complex variables including: analyticity, Cauchy-Riemann equations, harmonic functions, Cauchy's integral theorem, and the residue theorem.
Credits	3 cr.
Course Level	400
Prerequisites	Math 292 or equivalent
Degree Requirements	This course is an elective for the Mathematics major
Enrollment	The maximum number of students recommended per section is 25.

Course Initiator	Professor Moshe Braunstein
Originating Department	Sociology and Anthropology
Course Title	**The Changing Family**
Catalog Description	This course contributes to the General Education program as part of the Social and Historical Perspectives Mode of Inquiry. It helps students understand and appreciate the diversity of family life across cultures. It helps students sharpen their written and oral communications skills through assignments that enable research and personal reflection on the nature of the family.
Credits	3 cr.
Course Level	100 (General Education Tier 1)
Prerequisites	None
Mode of Inquiry	Social and Historical Perspectives
University-wide student learning goals	Written Communication and Oral Communication
Enrollment	Maximum enrollment of 20 students

XII. The committee approved the following requests for course change:

Course Change Initiator	Dr. Regina M. Adesanya
Originating Department	Early Childhood Education
Requested Change(s)	Course Title and Increase in course credit and workload credit
Former Course Title	**ECE 331 Early Childhood Field Experience II**
Approved Change of Course Title	**ECE 331 Early Childhood Clinical Practice I**
Rationale for Change	Effective September 1, 2018, the New Jersey Department of Education (NJDOE) requirements for traditionally named field experiences that enable candidates to become certified teachers (will) change, requiring additional hours and standardizing the name of these experiences across the state of New Jersey. The NJCU College of Education is requesting name changes, changes to credit requirements due to increased hourly requirements for field placements and component workload changes to align its College of Education field based courses with the new regulations. Part of the rationale for these changes is to reduce confusion among our candidates and to ensure when they complete NJCU teacher education programs they are easily certified as teachers. NJDOE requires that candidate spend 175 hours in the field beginning in 2018 instead of the 90 hours previously required. The requirement for a clinical practice before the full-time clinical practice can be found in the New Jersey Administrative Code 6A:9A-4.4.
Former Credits	1 cr.
Approved Credits	2 cr.
Faculty Workload Credit	There will be an increase in faculty workload credits from 0.25 to 0.5.

Course Change Initiator	Dr. Regina M. Adesanya
Originating Department	Early Childhood Education
Requested Change(s)	Course Title and Increase in course credit
Former Course Title	**ECE 1480 Early Childhood Internship**
Approved Change of Course Title	**CE XXX ECE Clinical Practice II**
Rationale for Change	Effective September 1, 2018, the New Jersey Department of Education (NJDOE) requirements for traditionally named field experiences that enable candidates to become certified teachers (will) change, requiring additional hours and standardizing the name of these experiences across the state of New Jersey. The NJCU College of Education is requesting name changes, changes to credit requirements due to increased hourly requirements for field placements and component workload changes to align its College of Education field based courses with the new regulations. Part of the rationale for these changes is to reduce confusion among our candidates and to ensure when they complete NJCU teacher education programs they are easily certified as teachers. NJDOE requires that candidate spend 175 hours in the field beginning in 2018 instead of the 90 hours previously required.

	The requirement for a clinical practice before the full-time clinical practice can be found in the New Jersey Administrative Code 6A:9A-4.4.
Former Credits	6 cr.
Approved Credits	8 cr.
Faculty Workload Credit	There will be no increase in faculty workload credits for Clinical Practice II.

Course Change Initiator	Dr. Regina M. Adesanya
Originating Department	Early Childhood Education
Requested Change(s)	Course Title and Increase in course credit
Former Course Title	**ECE 470 Early Childhood Special Education Internship**
Approved Change of Course Title	**ECE XXX ECE SPEC Clinical Practice II**
Rationale for Change	Effective September 1, 2018, the New Jersey Department of Education (NJDOE) requirements for traditionally named field experiences that enable candidates to become certified teachers (will) change, requiring additional hours and standardizing the name of these experiences across the state of New Jersey. The NJCU College of Education is requesting name changes, changes to credit requirements due to increased hourly requirements for field placements and component workload changes to align its College of Education field based courses with the new regulations. Part of the rationale for these changes is to reduce confusion among our candidates and to ensure when they complete NJCU teacher education programs they are easily certified as teachers. NJDOE requires that candidate spend 175 hours in the field beginning in 2018 instead of the 90 hours previously required. The requirement for a clinical practice before the full-time clinical practice can be found in the New Jersey Administrative Code 6A:9A-4.4.
Former Credits	4 cr.
Approved Credits	8 cr.
Faculty Workload Credit	There will be no increase in faculty workload credits.

Course Change Initiator	Dr. Erik E. Morales
Originating Department	Elementary and Secondary Education
Requested Change(s)	Course Title and Increase in course credit and workload credit
Former Course Title	**EDU 331 Elementary Education Practicum**
Approved Change of Course Title	**EDU 4XX Clinical Practice I**
Rationale for Change	Effective September 1, 2018, the New Jersey Department of Education (NJDOE) requirements for traditionally named field experiences that enable candidates to become certified teachers (will) change, requiring additional hours and standardizing the name of these experiences across the state of New Jersey. The NJCU College of Education is requesting name changes, changes to credit requirements due to increased hourly requirements for field placements and component workload changes to align its College of Education field based courses

	with the new regulations. Part of the rationale for these changes is to reduce confusion among our candidates and to ensure when they complete NJCU teacher education programs they are easily certified as teachers. NJDOE requires that candidate spend 175 hours in the field beginning in 2018 instead of the 90 hours previously required. The requirement for a clinical practice before the full-time clinical practice can be found in the New Jersey Administrative Code 6A:9A-4.4.
Former Credits	1 cr.
Approved Credits	2 cr.
Faculty Workload Credit	There will be an increase in faculty workload credits from 0.25 to 0.5.

Course Change Initiator	Dr. Erik E. Morales
Originating Department	Elementary and Secondary Education
Requested Change(s)	Course Title
Former Course Title	**EDU 480 Elementary Education Internship Practicum**
Approved Change of Course Title	**EDU 4XX Clinical Practice II**
Rationale for Change	Effective September 1, 2018, the New Jersey Department of Education (NJDOE) requirements for traditionally named field experiences that enable candidates to become certified teachers (will) change, requiring additional hours and standardizing the name of these experiences across the state of New Jersey. The NJCU College of Education is requesting name changes, changes to credit requirements due to increased hourly requirements for field placements and component workload changes to align its College of Education field based courses with the new regulations. Part of the rationale for these changes is to reduce confusion among our candidates and to ensure when they complete NJCU teacher education programs they are easily certified as teachers.

3. Graduate Studies Committee - Dr. Lorraine Chewey & Dr. Carrie Robinson, Co-Chairs

Senate GSC Report: 5 February 2018

Dr. Lorraine Chewey, Co-Chair
Dr. Aaron Ho
Dr. Jayadhurganandh Jayaraman
Dr. Freda Robbins
Dr. Carrie Robinson, Co-chair
Dr. Christopher Shamburg
DATE: 5 February 2018
SUBJECT: GSC February 2018 Report

Review of Course Proposals
At the Graduate Studies Committee Meeting on 4 December 2017 the five course proposals listed below were approved:

College of Professional Studies: Department of Nursing
1. NURS679: Capstone: Program Evaluation

School of Business: Department of Management
1. Maritime Management
2. Maritime Port Management
3. Operations and Supply Chain Management
4. Optimization and Decision Modeling

College of Professional Studies: Department of Nursing

NURS679 Capstone: Program Evaluation
Abbreviated Course Title: Program Evaluation
Full Course Title: ***NURS679 Capstone: Program Evaluation***
Credits: 3
Course Level: 600-level
Catalog Description: The capstone course will integrate all aspects of the Masters in Nursing program by focusing on program evaluation. Students will utilize competencies developed in the graduate program to focus on the comprehensive process of program evaluation from assessment to evaluation of various education programs.
Course Prerequisites: All graduate Nursing courses.
Enrollment and scheduling: The course will be offered each semester on the main campus or in a blended format. The minimum number of students per section is 10 and the maximum number per section is 20.

School of Business: Department of Management

Maritime Management
Abbreviated Course Title: Maritime Management
Full Course Title: ***Maritime Management***
Credits: 3
Course Level: 700-level
Catalog Description: This course is designed as a comprehensive study of maritime sector which forms part of the supply chain. The topics covered included span from economics of shipping a trade which forms the overall environment, right up to the commercial and operational aspects of maritime transportation.
Course Prerequisite or Co-requisite: ***Operations and Management of Transportation***
Enrollment and Scheduling: This course will be offered each term. The enrollment cap suggested for this course is 25.

Maritime Port Management
Abbreviated Course Title: Port Management
Full Course Title: ***Maritime Port Management***
Credits: 3
Course Level: 700-level

Catalog Description: This course provides the students with an insight into the management of Port and Intermodal Transportation as cross modal activity. It also explains how changes in the operations of the modes impacts the ports.
Course Prerequisites or Co-requisites: ***Operations and Management of Transportation***
Enrollment and Scheduling: This course will be offered every term. The enrollment cap for this course is 25.

Operations and Supply Chain Management
Abbreviated Course Title: Operations and SCM
Full Course Title: ***Operations and Supply Chain Management***
Credits: 3
Course Level: 700-level
Catalog Description: This course covers issues facing Operations and Supply Chain Managers. This course covers: strategic, produces, and capacity; manufacturing and service processes; supply chain processes; supply chain demand planning and control, and sustainability as well as basic tools and techniques.
Course Prerequisite: ***MGMT612 Global Strategic Management***
Enrollment and Scheduling: This course will be offered every semester, and the maximum number of students recommended per section is 25.

Optimization and Decision Modeling
Abbreviated Course Title: Optimization and Decision Model
Full Course Title: ***Optimization and Decision Modeling***
Credits: 3
Course Level: 600-level
Catalog Description: This course provides students with an understanding of the role of business analytics and optimization. Topics include linear programming (LP), nonlinear programming, transportation problems and assignments, project management, decision analysis, decision theory, and stimulation frequently shown in management, project, and resource management, supply chain management, logistics, and transportation management.
Course Prerequisite: N.A.
Enrollment and Scheduling: This course will be offered every semester, and the maximum number of students recommended per section is 25.

Committee members noted they had discussed what distinguishes a 600 level course from a 700 level course.

Motion (made and seconded): approve five courses recommended by the Graduate Studies Committee.

Discussion: Shouldn't some of the courses have prerequisites? Committee accepted departments' recommendations about prerequisites. A Senator noted that the University's doctoral handbook does specify the 600 & 700 level courses are masters' level courses, but does not provide further guidance. The Registrar's Office should be consulted. The proposed course numbers were recommended by the departments. The graduate catalog doesn't indicate how 600 and 700 level courses differ. The committee was concerned about the rigor of courses. Some 600 level courses do have prerequisites

Motion to amend (made and seconded): to approve the courses as 700 level courses Motion ruled out of order.

Main Motion (on approving five courses): passed.

Dr. Shamburg announced he may extend the length of the meeting by approximately 10 minutes.

4. Planning, Development & Budget Committee - Prof. Marilyn Ettinger, Chair

Planning Development & Budget Committee (PD&B)
Report to the University Senate
February 12, 2018

At a scheduled meeting on December 14, 2017, with a quorum present, the PD&B committee reviewed the following items:

- **Early Childhood Education Department:** ***Infant-Toddler Option.*** Status: Most of the questions arising from the committee's original review on April 25, 2017 have been addressed. The committee is recommending a few remaining adjustments for clarity.
- **Special Education and Multicultural Education Departments:** ***Multidisciplinary Program (B.A./M.A.) in Teacher Education with Triple Certification*****.** Status: The committee is requesting clarification from the Office of the Provost regarding state credit requirements for B.A./M.A. programs.
- Four new program proposals from the **School of Business**:
  - **Management Department:** ***Bachelor of Science in Entrepreneurship.***
  - **Management Department:** ***Bachelor of Science in Hospitality Management.***
  - **Management Department:** ***Bachelor of Science in Sports Management.***
  - **Finance Department:** ***Bachelor of Science in Business Analytics and Data Science.***

Status: The committee is requesting clarification on enrollment projections and resources.

- **Finance Department: Proposal for Reduction in Credit Requirement, *M.S. Business Analytics and Data Science.*** This proposal will reduce the credit requirements for the degree from 39 credits to 33 credits, by eliminating two of the four elective courses. The reduction will make the program more competitive with similar programs in the state. Status: The committee approved to move the proposal forward.

The PD&B committee will establish a meeting date during the last week of February to consider the anticipated clarifications and revisions for these proposals as the highest priority.

Respectfully submitted,
Marilyn Ettinger (chair), Pat Boyle, Betty Gerena, John Melendez. Ivan Steinberg, Laura Wadenpfuhl, Joyce Wright, Deion Jackson (Student Representative), Wilton Thomas-Hooke (ex officio)

Dr. Shamburg extended the meeting time for ten minutes.

IX. Update: General Education - Dr. Joshua Fausty, Director of Gen Ed

GenEd @NJCU
Gen Ed Report to the Senate
February 6, 2018

Gen Ed received word from Sue Gerber in November 2017 that the NJCU Middle States Monitoring Report had been accepted by MSCHE with no additional requirements. This was especially welcome news for the Gen Ed program. We thank the Senate, GECAP, the GECC, and the Gen Ed faculty for their support of the program and for planning and engaging in programmatic outcomes assessment.

The first semester of the Senate-approved plan for instructors to assess student signature assignments appears to have been a success. Preliminary assessment results for Fall 2017 have been drafted and are being reviewed by GECAP. While there were slightly fewer rubrics submitted in Fall 2017 than student assignments submitted to Tk20 in previous semesters, the number of scores submitted by instructors was far higher than the number of assignments scored by the assessment team in previous semesters. This level of participation will enable us to track student achievement of Tier-level outcomes across the English Composition, ESL, and required Math courses in addition to the Tiers and Modes of Inquiry. In addition, many more faculty than in previous semesters have now begun to consider the role of the program outcomes in their courses. A report of results will be posted to GothicNet in the coming weeks, and we will report on highlights at the next Senate meeting.

At the start of Spring 2018, Barbara Hildner informed the SEC and members of GECAP that she would be on medical leave for the semester. Barbara's involvement and leadership have been an essential feature of the Gen Ed program from the beginning, and her contribution to NJCU is immeasurable. Her absence this semester is already felt across the university, and especially strongly on GECAP. We thank Barbara for her service to Gen Ed and wish her a full and speedy recovery.

Barbara asked the Gen Ed director to convene the first meeting of GECAP, which he did on January 30, 2018. At that meeting, Venessa Garcia agreed to serve as Chairperson for the remainder of Spring 2018. Many thanks and congratulations to Venessa as she takes on this important position.

On February 2, 2018, the second Tier III Gen Ed Capstone Mini-Retreat took place. Students presented their Capstone projects and were joined by faculty in a round-table discussion of the Tier III courses. Several ideas emerged from the conversation about what works and ways to improve the capstone experience, such as aligning student preparedness with Capstone-level expectations. New initiatives will include inviting former Capstone students to visit Tier I and II courses and building a web page for students and faculty to showcase and view capstone projects and syllabi.

Future events will include the second-annual Gen Ed Spring Retreat and the first-annual Gen Ed Student Symposium (Monday, May 2, 2018, 10AM-4PM). We will also open a new Gen Ed Blackboard page where faculty will be able to access information and share resources and ideas about Gen Ed-related topics.

Please contact gened@njcu.edu with questions or comments.

X. New Business

None

Meeting adjourned at 4:08 pm

Respectfully submitted by,
Joseph H. Moskowitz, Ph.D.
Secretary of the University Senate

Attachment #1: New Program Review process
Attachment #2: Minor in Ethics