



University Senate
Professional Studies Building, Room 336; Extension 3459

MINUTES OF MEETING

February 9, 2015

ATTENDANCE:

Presiding: Dr. Joseph Riotto, University Senate President

DEPARTMENTS PRESENT: A. Harry Moore, Darlene Britt; Biology, Ethan Prosen; Chemistry, Robert Aslanian; Computer Science, Mort Aabdollah; Criminal Justice, Bill Calathes; Early Childhood Ed., Regina Adesanya; Economics, Ivan Steinberg; Educational Leadership & Counseling, Vaibhavee Agaskar; Educational Technology, Chris Carnahan; Elementary/Secondary, John Bragg; English, Joshua Fausty; Finance, Rosalyn Overton; Fire Science, Kevin Malley; Fitness, Exercise and Sports, Quoc Tu; Geography/Geoscience, Anna Cieslik; Health Sciences, Lilliam Rosado; History, Rosamond Hooper-Hamersley; Library, Min Chou; Literacy Ed., Fran Levin; Management, Wanda Rutledge; Marketing, Melissa M. Martirano; Mathematics, Freda Robbins; Media Arts, Jason Roque; Modern Languages, Grisel Lopez-Diaz; Dept. of Multicultural Ed., Vesna Radanovic-Kocic; Music, Dance & Theatre, Amparo Fabra Crespo; Nursing, Gloria Boseman; Philosophy/Religion, Sabine Roehr; Political Science, Joseph Moskowitz; Psychology, Patrice Dow-Nelson; Sociology/Anthropology, Max Herman; Women's & Gender Studies, Jacqueline Ellis.

DEPARTMENTS ABSENT: Accounting Jeanette Ramos-Alexander; African/Afro American Studies; Alumni, Jane McClellan; Art, Dennis Dittrich; ESL ; Latin American Studies, Liza Fiol-Matta; Physics, Chris Herbert; Professional Security Studies, Richard Cosgrove; Special Education, Carol Fleres;

SENATORS-AT-LARGE PRESENT: Cindy Arrigo, Deborah Bennett, Michael Cole, Marilyn Ettinger, Audrey Fisch, Karen Morgan Ivy, Joseph Riotto, Tim White.

SENATORS-AT-LARGE ABSENT: Christopher Cunningham, Jack Egan, Rosemary Thurston, Rubina Vohra.

PROFESSIONAL STAFF SENATORS-AT-LARGE PRESENT: Queen Gibson, Asheenia Johnson, Cynthia Vazquez.

PROFESSIONAL STAFF SENATORS-AT-LARGE ABSENT: Angela Arriaza-Jarquin

STUDENT SENATORS PRESENT: Brianna Gipe, Claudio Josuel Alejo.

STUDENT SENATORS ABSENT: Miraclea Adams, Thomas Caban.

STUDENT SENATORS-AT-LARGE PRESENT: Ana Pena, Arijean Feliciano, Alvert Hernandez, Marckervin Jannier.

STUDENT SENATORS-AT-LARGE ABSENT:

2-20-2015 draft
University Senate Meeting Minutes
University Senate Meeting #3, For AY 2014-2015
Monday, February 9, 2015, Gothic Lounge

[Note: Dr. Riotto assumed the presidency of the University Senate upon the resignation of Dr. Morgan]

Senate President, Dr. Joseph Riotto, called the meeting to order at 2:05 PM.

I. Moment of Silence

A moment of silence was observed on the passing of Ms. Andrea Goodwin, a teaching assistant at the A. Harry Moore School.

II. Approval of Agenda

Motion made and seconded to agenda as presented.

Motion made and seconded to amend the agenda so that the Enrollment Update by President Henderson and Vice President Melendez follow the University Senate President's Report.
Motion approved.

Motion made and seconded to add to the agenda Department Chairs' Responsibilities following the University President's Report.
Motion approved.

Motion made and seconded to amend the agenda so that Student Concerns follows the item Department Chairs' Responsibilities.
Motion approved.

Motion made and seconded to approve agenda as amended.
Motion approved.

III. Approval of Minutes

Motion made and seconded to accept the minutes of December 1, 2014 Senate Meeting as presented.
Motion approved.

IV. Announcements

President Riotto made the following announcements and referred Senators to the back of the agenda for additional announcements:

- A. NJCU's 2015 Commencement will be held Tuesday, May 12th starting at 9 AM in the Prudential Center in Newark, NJ.
- B. The NIH Medical Imagery in Ex-votos exhibit is on display at NJCU from February 5th to March 6th in the Guarini Library.
- C. NJCU will host the NJEDge Best Practices Showcase on Friday, March 13th. Registration for NJCU faculty and staff is \$25.

V. Clicker Test Performed

VI. University Senate President's Report

A. President Riotto announced the following committee memberships and openings:

- a. 2015 Judicial Board members (which adjudicates student discipline cases) are:
Andrew McCabe, Special Education.
Frank Nascimento, Psychology
Cynthia Vazquez, Center for Teaching Preparation & Partnership
Joyce Wright, Nursing
- b. An additional volunteer is requested for the 2015 Smoke Free Policy Implementation Team. A recent appointee is:
Desamparados Fabra Crespo, Music, Dance & Theatre
- c. Senate Ad Hoc Committee Concerning the Role of Departmental Personnel Committee's Role in Promotion/Range Changes:
Cindy Arrigo, Biology
Gloria Boseman, Nursing
Jesse Espallat, student
Sarah-Ann Harnick, Prof. Staff, Student Services, Co-chair
Joseph Moskowitz, Political Science, Co-chair
Rosilyn Overton, Finance
Christopher Shamburg, Educational Technology
- d. Senate Ad Hoc Committee to review proposed Senate Constitutional Amendments has openings for a member from the Professional Staff and from the School of Business. Currently the members are:
Debananda Chakraborty, Mathematics
Tracey Duncan, Educational Leadership and Counseling
Joseph Moskowitz, Political Science
Jeanne Ruggiero, Nursing
- e. Senate Ad Hoc General Education Assessment Committee:
Openings are available for 2 members from the CA&S and also 1 member from CPS
- f. Senate Ad Hoc General Education Curriculum Committee
An opening is available for 1 member from any college
- g. Senate Ad Hoc General Education Executive Committee
In accordance with past practice as the next highest vote getter and due to a vacancy Joseph Moskowitz, Political Science has been appointed to this committee.

- h. Student Government Organization (SGO) appointees to Standing Committees of the Senate:

Arijean Feliciano – PD&B Committee
Kennedy Affram – Elections Committee
Yesenia Rodas – Academic Support & Services Committee

Openings for one student member remain on each of the following: a) Committee on Instructional Technology, b) Curriculum & Instruction Committee, and c) Faculty & Professional Staff Affairs Committee.

B. Senate Vice President Vacancy

The Senate Executive Committee has declared a vacancy in the Senate Vice President position and in accordance with the Senate Constitution, nominations for the new vice president shall be submitted at the next full meeting of the Senate (February 2nd). Nominations will also be accepted on the floor of the Senate at the March 2nd meeting, wherein the election for the new Vice President to fulfill the remainder of the term will take place.

Nominations were opened for Senate Vice President. Nominees are:

Josh Fausty, English
Wanda Rutledge, Management
Ivan Steinberg, Economics

Additional nominations can be sent to the Senate office and will be taken from the floor at the March 2 Senate meeting.

C. Resolution of Appreciation

Motion made and seconded:

The Senate thanks Dr. Karen Morgan for her 1½ years of leadership, dedication and hard work as President of the Senate.

Motion approved.

D. Senate-Administration Coordinating Report

In accordance with the Senate's SACC Reporting resolution of September 15, 2014, President Riotto distributed his SACC Report (See attachment #1), he thanked all the SACC members, and he highlighted a number items from his written report about the February 3rd meeting:

1. General Education (GE) Draft Policies:

SACC Action: Approved as passed by the Senate

2. Credit Policy: Carnegie Unit Report drafted by Senate's Academic Standards Committee Report and revised by the Administration. (See attachment #2)

SACC Action: Approved as revised by the Administration with the understanding that a) Policy does not impact faculty, faculty

assignment sheets nor faculty course loads/contact hours in any way,
b) the policy does impact student credit hours.

3. Administrative Structure of the General Education Program:

Job Description of General Education Director

SACC Action: Tabled for future/continued discussion; Provost will discuss with Senate Executive Committee and Deans.

4. Guidelines for Search Procedures for Academic Deans

SACC Action: Tabled for future/continued discussion; Provost will discuss with Senate Executive Committee.

5. Class CAPS size language [Reconsideration of discussion and action taken as a result of the previous meeting]

SACC Action: Tabled for future/continued discussion; Provost will discuss with Senate Executive Committee so that enrollment & scheduling information, i.e., item #19, will be included on the course proposal form.

6. SACC Communications

SACC Action: Tabled for future/continued discussion.

See the written report for additional SACC information and announcements.

VII. Enrollment Update - President Henderson & Vice President Melendez

President Henderson provided handouts about construction for the School of Business, the West Campus, admissions/enrollment, and the current student profile (see attachments 2, 3, 4, 5). She stated among other items several important data points: a) as the number of seniors and graduates increase, the number of new students needed to sustain overall enrollment increases, b) NJCU's fall 2014 undergraduate enrollment was lower than hoped for while other universities had increased enrollment, c) for Spring 2015 the conversion rate of freshmen applications to enrollees increased significantly due to the efforts of the entire admissions/financial aid and advisement offices, and d) transfer students are an important target market.

NJCU's administration visited Georgia State University (GSU) to learn about its success in boosting graduation rates among its students of all demographics. Plans are being developed to implement lessons learned from GSU that are applicable at NJCU. Those plans will be shared with the entire NJCU community.

The NJCU student body profile shows that most undergraduates: a) attend directly after high school, b) live with their families, c) live within 5 miles of the main campus, d) attend day classes, e) prefer class start at approximately 9:00AM, f) remain on campus for a wide range of reasons, and g) would like a semester-long study abroad experience.

Vice President Melendez explained that a) our competitors have expanded and now include Montclair and Keane Universities in contrast to previous years when community colleges were our main competitors, b) efforts are underway to reach students earlier during their high school years, c) the support of Provost's effort is pivotal in international recruitment, d) IT support is crucial in managing admissions processes, e) streamlining placement testing is being pursued, f) scholarship programs are being reviewed to strategically support enrollment, g) some orientation programs will be on weekends, and h) department chairs and overall faculty support is important.

Discussion: NJCU graduates have the lowest debt in New Jersey; a survey is being developed to gather information about why some applicants select other universities to attend; the availability of programs (including Nursing) impacts admissions; Montclair has made SAT optional for admissions. Our urban mission and support for students of color remains strong. NJCU needs to become a University of choice and not just a safety school. NJCU is considering "conditional admits" as an additional option in enrollment.

VIII. Department Chairs

Motion made and seconded:

The Faculty and Professional Staff Affairs Committee will consider issues relating to the potentially changing duties of department chairpersons and report its findings back to the full Senate by the end of the spring [2015] semester.

Discussion: The committee should compare the duties specified in the faculty handbook with the duties being discussed at the chairs meetings with the Provost. Motion approved.

IX. Student Concerns – SGO President - Alvert Hernandez

SGO President Alvert Hernandez explained that students have several concerns about the University's plans and undertakings.

1. Business School

- Transportation: The University needs to find money to pay for free transportation for students from the main campus to the School of Business. Discounted fares on public transportation are not the answer.
- Food: Student food plans will not be useable downtown and there is no student cafeteria in any of the plans for the SoB. Adding more costs for students is unfair.
- Parking: Parking is very expensive and limited downtown. Business students taking General Education courses will have to pay both downtown and on campus. Very few students use the light rail so that is not a good answer. Even if discounted parking fees are arranged there are added costs for students.

- Campaign Priorities: The University raises money for buildings. It should raise money to reduce tuition and all the added costs students will incur.
2. Honors Program
 - Honors program is receiving significantly more money than the regular programs and regular admissions students.
 3. Science Building
 - What classroom space will be available when the Science building is renovated? Will classrooms be added to replace the additional labs being built?
 4. 2040 University Apartments
 - There are no kitchens, insufficient lounge space, current students need support not just students that will be in the new construction. Students pay the same amount even when they are in significantly smaller rooms. Something needs to be done now; maybe discounts.
 5. GSUB Space Issue
 - External organizations are using rooms in the GSUB during weekdays. Student groups cannot use the spaces and are put in a bind when these external groups use NJCU's space so students cannot use them. Exterior events should take place on Fridays and the weekends. When outside groups use the students' space the parking lot fills and students cannot get in.
 6. Administration & Transparency
 - Higher level administrators should be attending and supporting more student functions on campus.
 - The University President did an excellent job inviting students to her home last year. At those events, several students voiced complaints and offered suggestions to the University President. Have any of those suggestions come into fruition?
 7. Evaluation of Professors
 - Many teachers are very good and give a lot of their time outside of class.
 - Several students want a more thorough evaluation process of adjunct faculty and full-time professors.
 8. Graduation
 - Seniors have a hard time getting the final major classes they need to graduate. Classes should not be cancelled because of low enrollment when students need to graduate.
 - Many other universities offer fall graduation ceremonies. NJCU should have fall graduation ceremonies.
 - Graduation this year will be at the Prudential Center. Have students been informed? Last year at the Izod Center, parking was free. Will the University cover the cost for parking or provide discounts?
 - Will seniors and their guests need tickets for graduation this year?
 9. More communications are needed to students about important changes at NJCU.

Discussion: President Henderson explained that we are working on many of the suggestions that were given at her home and they are on a list given to the University's Vice Presidents. 2040 will be closed because improving it would be more costly than constructing the new dorm. Renovation of existing dorms and the construction of the new dorm needed to wait

until the University's loan was closed and the credit rating received. The new dorm will be open for Fall 2016. The administration is working on the transportation, parking and food concerns relating to the School of Business. At some other universities, a four-year map of course offerings helps students plan schedules to graduate. President Henderson wishes to speak with the students and issue a joint report to everyone addressing their concerns. The University is here for our students.

Senators commented that some of the student concerns should be referred to the proper Senate committee and the committees should report back to the Senate. Other concerns are administrative matters. The Secretary of the Senate was asked to include the full list of student concerns in the minutes.

President Riotto indicated that appropriate items will be forwarded to Senate committees for follow-up.

X. Approval of Program Announcements

A. Minor in Middle Eastern Studies

Motion made and seconded to approve Minor in Middle Eastern Studies.

Motion approved.

B. Major Program in Literacy Interdisciplinary Studies

Motion made and seconded to approve the major in Literacy Interdisciplinary Studies.

Motion approved.

XI. University Senate Standing Committee and Ad Hoc Committee Reports

a) Academic Support & Services Committee – Min Chou

Academic Support & Services Committee Report

December 1, 2014

At the Senate Meeting in May 2014, the Academic Support & Services Committee was charged to provide "clarification on the number [of] computer stations that will be remaining in the library once the donut concession is introduced; namely, will the 25 computers be reduced to 17." The room affected by the Dunkin Donuts is the Machuga Room which is used for library instructions. In fact, the Machuga Room was relocated from the 1st Floor to the 2nd Floor of the Library over the summer. It has 20 computers now, and soon will have 34 computers there.

JSTOR will be available as soon as possible through funding provided by the Provost's office.

Discussion: Some evening students wish to enter the library after their evening classes end, but it is closed. The Library closes fifteen minutes before the closing time which is posted but electronic access is always available.

b) Curriculum & Instruction Committee - Regina Adesanya

Curriculum and Instruction Committee

November 3, 2014

College of Arts and Sciences

Physics

The following name changes were approved:

Principles of Physics I, Lecture

Principles of Physics I, Laboratory & Recitation

Principles of Physics II, Lecture

Principles of Physics II, Laboratory & Recitation

College of Education

Literacy Education

Foundations of Literacy

200-level required course

Enrollment Cap: 20

This course introduces students to major theoretical frameworks of literacy, exploring how understandings of literacy relate to social, political, economic, and cultural factors. Students will explore multiple strands of literacy (e.g., digital literacy, 21st-Century literacies, media literacy), considering how contextual understandings of language and literacy continuously change.

Educational Technology

Teaching and Learning with Technology

200-level required course

Enrollment Cap: 20

This course prepares students to integrate digital media and technology into teaching and learning. Students gain experience with digital tools to support teaching methods and learning strategies in student-centered classrooms. Students design engaging learning activities that correlate to national standards and meet the needs of 21st century learners.

**Curriculum and Instruction Committee Report
December 1, 2014**

College of Education

Literacy Education

Literacy Interdisciplinary Studies - 36 credit major program

The goals of the Literacy Interdisciplinary Studies major/B.A. degree program are all related to providing students with a broad-based interdisciplinary perspective on the development of literacy; students who are prepared to meet the challenges of global competition in both the workplace and educational environments.

College of Professional Studies

Professional Security Studies

Ethics in National Security

200-level required course

Enrollment Cap: 30

Prerequisite: SECU 150: Introduction to Security

This course examines how ethical standards apply to human relations and the specific implications for National Security professionals. It combines lectures, case studies, and discussions to critically analyze the impact of ethical behavior and conduct in support of National Security objectives.

Professional Security Studies

Risk Management

300-level required course

Enrollment Cap: 30

Prerequisite: SECU 150: Introduction to Security

This course focuses on the management and mitigation of risk in Security settings. Critical incident response, risk assessment, and the development of security surveys, identifying risks and offering solutions will be emphasized and applied to the three major domains of national, corporate and cyber security within the security industry.

Professional Security Studies

Policy Development for the Security Professional

300-level required course

Enrollment Cap: 30

Prerequisite: SECU 150: Introduction to Security

This course examines policymaking and the analytical process used to develop and implement them. This course studies the impact of policy decisions at various levels on the operations of Security organizations. Security policy is presented as the link between Security systems and people.

School of Business

Finance

Introduction to Entrepreneurship

200-level elective course

Prerequisite: English Composition 1

Enrollment Cap: 25

This course is designed to provide a foundation in entrepreneurship. Students will gain an understanding of the ongoing challenges for entrepreneurs in the key functional areas such as marketing, finance, and operations. Using business plan templates, students will examine the opportunities that exist in new venture planning.

College of Arts and Science

Chemistry

Organic Chemistry I Lecture

200-level required course

Enrollment Cap: 24

Prerequisite: Chem106: General Chemistry II Lecture, Chemistry: 1106
General Chemistry Laboratory & Recitation

Co-requisite: Organic Chemistry II Laboratory & Recitation

This course will introduce the theory and concepts of modern organic chemistry. Topics include structure and bonding and acid/base theory applied to organic compounds, stereochemistry, conformational analysis, and an introduction to organic functional groups, organic synthesis and spectroscopy.

Chemistry

Organic Chemistry I Laboratory

200-level required course

Enrollment Cap: 18

Prerequisite: Chem106: General Chemistry II Lecture, Chem 1106:
General Chemistry Laboratory & Recitation

Co-requisite: Organic Chemistry II Lecture

By hands-on participation, students in this course will be introduced to the theory and techniques of the modern organic chemistry laboratory such as extraction, thin layer chromatography, purification, and gas-liquid chromatography. Students will apply these techniques to the synthesis of organic molecules from several important functional group classes.

Chemistry

Organic Chemistry II Lecture

200-level required course

Enrollment Cap: 24

Prerequisite: Organic Chemistry I Lecture, and Organic Chemistry II
Laboratory

Co-requisite: Organic Chemistry II Laboratory

A continuation of Organic Chemistry I lecture, this course will advance student understanding of the theory and concepts of organic chemistry via the study of an array of chemical reactions and mechanisms including aromaticity, carbonyl chemistry, oxidation and reduction reactions, and the study of important functional groups.

Chemistry

Organic Chemistry II Laboratory

200-level required course

Enrollment Cap: 18

Prerequisite: Organic Chemistry I Lecture, and Organic Chemistry II
Laboratory

Co-requisite: Organic Chemistry II Laboratory

A continuation of Organic Chemistry I lab, students in this course will advance their study of the techniques and theory of modern organic chemistry via the study of an array of chemical reactions used to prepare important functional group classes such as aromatic compounds, ketones, alcohols, and hydrazones.

Modern Languages
Minor Program

Middle Eastern Studies: 21 credit interdisciplinary minor program

A Minor in Middle Eastern Studies offers students an opportunity to complement their academic Major with an interdisciplinary exploration of one of the world's most important regions. This program, which draws upon faculty and courses from many departments, is aimed at preparing students to better understand the languages, cultures, and political systems of the Middle East. It affords them the opportunity to study art and history, three of the world's major religions, international relations, and the languages of the Middle East, among other subjects. The language component (two semesters) is designed to introduce students to one of the languages of the Middle East, as well as the cultures and social customs of that region. Arabic is the only Middle Eastern language currently offered at NJCU. Other languages spoken in the region, such as Hebrew and Farsi, may be substituted for Arabic.

**Curriculum and Instruction Committee Report
February 9, 2015**

School of Business

Finance

Entrepreneurial Finance

300-level elective course

Enrollment Cap: 25

Prerequisite: Math 112 and BUSI 2014 or MGMT 2xx

This course introduces the principles of business finance from the perspective of starting and growing new ventures. Topics correspond with the life cycle of an enterprise, including forms of small-business organization, sources of early-stage and subsequent financing, best practices in management of scarce resources, and strategies for harvesting the venture.

College of Arts and Sciences

History

The Ottoman Empire

300-level elective course

Enrollment Cap: 25

Prerequisite: 3 credits of History

This course explores the rich history, folklore, and culture of one of the world's largest and most influential empires. The course begins on the Central Asian steppe with the conversion of Turkic pastoralists to Islam and ends with the collapse of the empire at the end of World War I.

Mathematics

Contemporary Mathematics

100-level course

General Education Tier: 1

Enrollment Cap: 25

Prerequisite: Developmental Math (proposed) or Math 098 Algebra for College or Placement

This course introduces the student to the role of mathematics in various aspects of contemporary life. Emphasis is on the use of quantitative descriptions and models to solve real-world problems. Examples of specific topics include the mathematics of social choice, data handling, growth and form, and optimization.

Economics

Contemporary Economic Issues

100-level elective course

General Education Tier: 1

Mode of Inquiry: Social and Historical Perspectives

Enrollment Cap: 25

This course discusses the way economic theory applies to important issues in the world today. It focuses on issues such as education, textbook cost, international trade and American jobs, healthcare, discrimination, the housing bubble, minimum wages, poverty and welfare, legal and illegal goods.

History

The Culture of European Enlightenment

300-level course

Enrollment Cap: 25

Prerequisite: HIST 158: Early Modern Europe

This course addresses the revolutionary 18th century Enlightenment from Rousseau in France to Catherine the Great in Russia. Students will evaluate the Republic of Letters, the literary underground, and the Rococo as conduits of reason, reform, and freedom. The course will elucidate how *philosophes* questioned authority through print and image.

College of Education

Literacy Education

Writing Workshop

300-level required course

Enrollment Cap: 20

Prerequisite: 3XX: Foundations of Literacy

This course focuses on the knowledge that excellent writing comes from frequent and ongoing opportunities to write, to examine theory, research, and practice together systematically. This course also addresses the teaching of writing with a reflective perspective, using a variety of strategies and best practices.

College of Arts and Sciences

Mathematics

Developmental Mathematics

90-level course

Enrollment Cap: _____

Prerequisite: Placement by Examination

The course develops the computational and algebraic skills that are necessary for success in college. Topics include operations and applications of whole numbers, integers, rational numbers, and percentages; operations with signed numbers; algebraic expressions; equations and inequalities; graphs of linear equations; basic geometry; and an introduction to descriptive statistics.

Art

Japanese Popular Culture and Art

200-level elective course

Enrollment Cap: _____

This course will explore the rich relationship between Japanese popular culture and art from manifold perspectives based on key themes. Focusing on contemporary era after 1945, the course will navigate through the worlds of Japanese art, architecture, design, anime, manga, fashion, film, and literature, employing interdisciplinary approaches.

Economics

Personal Finance

200-level elective course

General Education Tier: 2

Mode of Inquiry: Scientific & Quantitative

Enrollment Cap: 25

This course will teach planning and managing personal finances to make sound financial choices. It will cover management of cash, savings, credit and loans, time value, purchase of house and car, as well as home, car, health, and life insurance. The course will also teach retirement and estate planning.

Discussion (of C&I Reports): The new courses and minors will be scheduled through departments following completion of the entire approval process. Credits for all courses should be included in the report and C&I will do so in the future. Enrollment caps should be provided for all courses. In its next report, C&I will provide the missing information for 1) Developmental Mathematics and 2) Japanese Popular Culture and Art. C&I will also report on the enrollments caps for the General Education courses that were approved and whether they all adherence to the recommended caps specified in the approved General Education program.

c) Faculty & Professional Staff Affairs Committee - Audrey Fisch

**Faculty & Professional Staff Affairs Committee Report
December 1, 2014**

1. The committee reviewed and approved a nomination for President Emeritus. The nomination was forwarded to the President of the Senate and to the Provost.
2. The committee has been in communication with the provost about faculty emeritus nominations, mini grants, and sabbaticals (18), but we have not yet been informed by the Provost about when those programs will be announced.
3. The committee has begun work on the issue of Senate involvement in faculty research release time.

**Faculty & Professional Staff Affairs Committee Report
February 9, 2015**

A. Release Time

At its meeting of May 5, 2014, the University Senate approved a motion to have the Faculty & Professional Staff Affairs Committee review the current policy and policies of other institutions and make decisions pertaining to the role of the University Senate in decisions about released time for faculty research (University Senate Meeting Minutes May 5, 2014 – pages 7-8).

We surveyed:

5 local peer institutions:

Montclair
Kean
William Paterson
College of Staten Island
Delaware State

9 peer institutions identified by Sue Gerber

Criteria: *Public, 4-Year*

- *Degree-granting, primarily baccalaureate or above*
- *Master's Colleges and Universities (larger programs)* -

this is NJCU's Carnegie classification

- *Enrollment either 5,000 - 9,999*
- *City locale (Included large, medium, and small)*

Alabama State University (Montgomery, AL)

Chicago State University (Chicago, IL)

Columbus State University (Columbus, GA)

Framingham State University (Framingham, MA)

North Carolina Central University (Durham, NC)

The University of Texas at Tyler (Tyler, TX)

University of Baltimore (Baltimore, MD)

University of Illinois at Springfield (Springfield, IL)

University of Michigan-Flint (Flint, MI)

We asked:

Here at New Jersey City University, we are undergoing a review of our process for granting release-time for scholarship to faculty. As part of our review, we would like to understand the role your faculty senate plays in that process. For example, is there a senate committee that reviews proposals for release-time possible, can you briefly describe the process?

Answers:

There was no senate involvement at any institution.

Of particular note, at William Paterson, a similar institution to ours, release time is significantly broader. Over 150 people received release time in the previous year, with 191 faculty receiving it one year. Almost everyone applies, and over 90% receive an award of 3-12 credits; most people get 3 credits each semester for 2 years. All junior faculty teach a 9 credit load for the first two years at William Paterson.

Based on the answers we received, we make the following recommendations:

We do not recommend that the NJCU Senate become involved in the process of granting release-time for scholarship.

We make the following suggestions:

1. We recommend that the president increase the funding for SBR and use that established process to promote release-time for research.
2. We recommend that membership on the SBR review committee be modified. 1. Some members should be elected by the faculty at large, 2. Membership should be distributed across colleges, 3. Membership should have defined term limits, and 4. There should be some union representation on the committee. We might use the constitution of the UPC as a model.
3. New faculty should teach the equivalent of a 9 credit load (with 3 credits of release time per semester for the first two years) so that they can continue their research, adjust their teaching to the NJCU student body, and learn about and take on service responsibilities at our institution.

Discussion: Some new faculty received release time to replace in-load classes that were under enrolled. Apparently deans can provide release time though there was no such announcement or application process. Is release time available for everyone who has an under-enrolled class? Is there an applicable University policy? Shouldn't we move toward a more uniform and open process? Can the SBR process be improved and the UPC membership model be incorporated? How can the committee's recommendations be implemented? The Provost is discussing criteria and metrics for release time at his department chairs meetings and preferred having that continue. He would like new faculty to teach 1 or 2 courses per semester at most so they can pursue research. At NJCU approximately 15 faculty members receive SBR grants in contrast to 150+ at William Patterson. Department chairs need new faculty members to do the department's business and thus may indirectly hinder research efforts. Librarians do research and should be considered as criteria are developed. The research of both new and senior faculty needs additional support. The union President said that as in-load, release-time this subject is not a union matter. The union would only be involved if an issue of equity arises. The Provost expressed concern about whether it was a union issue.

Motion made and seconded

Faculty Affairs Committee please revisit this subject and come forward with additional suggestions regarding implementation that the Senate could adopt as suggestions for the University administration.

Motion made and seconded to call the question.

Motion approved.

Main motion approved.

B. Travel Policy

The committee urges faculty to read the posted travel policy which indicates there is not a \$1,000 limit per trip policy.

Discussion: Some faculty members have been told by their dean(s) that there is a \$1,000 cap. The provost is not aware of such a limit. The university's travel policy states that more support can be approved depending upon circumstances.

d) **Graduate Studies Committee - Rosilyn Overton**

**Graduate Studies Committee Report
November 10, 2014**

A. The Committee recommends the approval of the course:

College of Arts and Sciences

Music Dance and Theater

Sociology of Music Education

600 level research-based course.

3 credits

Enrollment cap: 20 students

Prerequisites or Co-requisites: MDT 604: Research in Music Education

B. The committee decided that it would help expedite proposals if it provided proposers with a sample course proposal that conformed to the Guidelines approved by the Senate on May 5. Dr. Cordelia Twomey volunteered to prepare a sample course proposal for a fictional course.

C. The Committee also decided that the same type of model proposal (based on Senate guidelines) would be helpful for proposers of new programs. Dr. John Collins will prepare such a model. Both models will be reviewed by the Committee before they are released.

D. In addition, should recommendations by the Ad Hoc committee that is reviewing the course proposal process change anything in the current process that would affect course proposals, these models will be revised to conform to those recommendations.

E. It was noted that AIC guidelines for course proposals change frequently. Dr. Rosilyn Overton will investigate and determine if any changes in the current guidelines affect course proposals. If so, they will be brought to the attention of the Senate and the Ad Hoc Committee.

Motion made and seconded to approve Sociology of Music Education.

Discussion: Did the Sociology Department Chair sign the proposal?

Motion approved

**Graduate Studies Committee Report
December 1, 2014**

The Graduate Studies Committee met on Monday, November 17 and approved two courses for recommendation to the Senate:

College of Professional Studies

Professional Security Studies

SECU 950 – Dissertation Advisement

Credits: 3 credits

Course Cap: “an individual university faculty member may serve as a core committee member of a dissertation committee on a maximum of 10 committees at any one time including serving as chair on a maximum of 4 of those committees” (*handbook for doctoral programs page 12*).

In this doctoral course, students will be advised by their Dissertation Mentor and committee members toward the completion of their dissertation. The resulting dissertation must demonstrate that the student has pursued a program of research, the results of which reveal superior academic competence and a significant contribution of knowledge to the Security field.

Professional Security Studies

SECU 960 Dissertation Completion and Defense

Credits: 3 credits

Course Cap: “an individual university faculty member may serve as a core committee member of a dissertation committee on a maximum of 10 committees at any one time including serving as chair on a maximum of 4 of those committees” (*handbook for doctoral programs page 12*)

In this doctoral course, students will finalize their dissertation with manuscript completion and oral defense. To be acceptable, the dissertation must be evidence that the student has pursued a program of research, the results of which reveal superior academic competence and a significant contribution of knowledge to the Security field.

President Riotto announced that the Senate meeting was being extended.

e) Planning Development & Budget Committee

Report deferred until next meeting.

f) Ad Hoc General Education Curriculum Committee – Josh Fausty

**General Education Curriculum Committee Report
February 2, 2015**

The GECC has reviewed 69 General Education course proposals to date and recommended that 65 be granted temporary approval to ensure eligibility for potential scheduling in Fall 2015. The 65 courses received temporary approval and have been assigned course numbers and added to the PeopleSoft system. The program curriculum is on track for the opening in Fall 2015.

In addition, since our last report, the following course proposals have been approved by the GECC and forwarded to C&I for its consideration for permanent approval:

- Business and Politics By the Numbers
- Digital Techniques and Applications

- Music and the City: The Urban Soundscape
- Old and New Worlds: Place in US Immigrant Lit
- Problem Solving in Mathematics
- Reading the Environment
- Why Things Move: Thinking Science Through Motion

Several dozen course proposals have also been revised and resubmitted and will be reviewed before being forwarded to C&I for its consideration for permanent approval.

Also, the GECC has produced, in collaboration with the offices of the Dean of Arts and Sciences, the Registrar, and the General Education Executive Committee, a new General Education Academic Planning sheet which will appear in the Master Course List as well as a list of (temporarily approved) General Education courses listed by Mode of Inquiry, Tier, Department, and course number. We have been working with the English, Math, and ESL departments to finalize the planning sheet, which reflects the requirements of the new General Education program as approved by the University Senate (please see below for the current draft of this document).

Also, we have collaborated with the above offices and the GEEC to produce Academic Planning Sheet 3-GS [See attachment #1] which reflects Senate approval of the reduced-credit General Studies program for continuing and transfer students in Fall 2015 (please see below for the current draft of this document).

We thank Anne Mabry for her invaluable service as a dedicated member of the GECC. We wish her well in her new role in the office of the Dean of Arts and Sciences.

Discussion: Chairs and faculty need to know which Tier 1 and Tier 2 courses will be offered in Fall 2015. Six Tier 2 sections will be offered in the Fall. The new General Education Planning Sheets will be updated to include courses currently in the process of being reviewed. Transfer students entering in the Fall will follow the 3-GS planning sheet. All students need to be informed about the program changes.

Motion made and seconded

The Senate requests that the Provost widely advertise the approved changes to the general education program including e-mail to all students, posters and posting to GothicNet by March 2nd 2015.

Motion approved.

g) Ad Hoc General Education Executive Committee – Barbara Hildner

Ad Hoc General Education Executive Committee Report

Department chairs have submitted lists of the Gen Education courses for the fall as well as FYEP courses. Approximately 60 sections of Tier 1 courses 6 sections of Tier 2 courses are scheduled for Fall 2015. Departments have submitted/scheduled the

sections. Additional courses are in the review pipeline and decisions will be needed to avoid having more sections than needed. A pilot program for Gen Ed Assessment is also underway.

Discussion: Some of the courses in the review pipeline are on faculty schedules as in-load classes and that may cause problems. Many of the courses on the planning sheet have temporary approval (not permanent course approval). Additional proposals were submitted to the dean's office and await his action.

XII. Adjournment

Motion made and seconded to adjourn

Motion approved.

Meeting adjourned by President Riotto at 4:25PM.

Respectfully submitted,

Joseph H. Moskowitz, Ph.D.

Attachments:

1: SACC Report

2: Main Campus enhancements [sic]

3: A Vision of Impact: New Jersey City University School of Business

4: Undergraduate Enrollment Report for Spring, 2015 (2/04/2015)

5: 2014 Undergraduates [Profile; 2/3/2015]

6: Planning Sheet #3

7: General Education Planning Sheet for Students admitted in fall 2015 or later