University Senate
Meeting Minutes

MEETING DETAILS

Date:	March 22, 2023
Time:	1:30PM
Venue:	Zoom
Minutes taker:	Nicole A. Fackina

Voting Members in Attendance:
D. Axelrod, J. Baldwin-LeClair, S. Bellum, E. Berisha, A. Broderick, L. Carr, S. Collins, H. Curnutt, L. Ellis, N. Fackina, L. Field, M. Heller, E. Jacobson, A. Kurze, S. McCarthy, K. McDermid, R. Misra, V. Nauta, D. Peterka-Benton, R. Rodriguez, S. Sangregorio, M. Schmidt, R. Steiner-Otoo, W. Sullivan, K. Temoney, D. Trubatch, K. Woolston

Voting Members Missing:
J. Alvares, J. Braterm, C. Curran, A. Korotkin, P. LaFountain, S. Mamonov, C. McKinley, M. Viega

Meeting Documents:
https://docs.google.com/document/d/1adE0sD3IjDBB3hfQs8e_OPOg3NPOTYSHLBdNE2kdyug/edit?usp=sharing

Note: The Recording Secretary, Nicole A. Fackina had to attend The Graduate School in-person Open House as the GPC for her program and missed the first 20 minutes of the meeting.

Item	Notes
Meeting called to order at 1:31pm	E. Jacobson - Land Acknowledgement Statement Meeting minutes from February need to be approved. Bill Sullivan - move to approve by unanimous consent. K. Woolston - second. Meeting minutes from February accepted.
SGA President, Richard Steiner-Otoo	Notes from Richard: ● Dining RFP ● Support facilities and making campus more environmentally friendly and conscious

	- This year the SGA has registered a total of 112 student organizations with 6 still in the process of registering. This is a steep increase from previous years. - Ambulance contribution which we are excited to announce - We have been working on getting representatives on different councils and groups around campus - Elections for the SGA board has begun and we will know the new board by this time next year - Town halls have been more frequent - Working on a couple of initiatives - Exciting new programs coming up: Spring week the week of April 24th -28th - SGA Scholarships are open and we are currently accepting applications. : Students can apply on the SGA engagement page under forms for scholarships when they sign in! Applications close on Monday March 27th: https://montclair.campuslabs.com/engage/organization/student-government-association-inc
Reports from Administration	**Provost Junius Gonzalez:** Shared PowerPoint - Titled: Academic Affairs Update - Generative AI and Chat GPT - DEI legislation tracker in the south - Online approaches to education - What helps students succeed survey - Faculty searches are wrapping up - Commencement 3 ceremonies combining 2 colleges and schools together 7 tickets per person - Updates to come - Julie Mazur - presenting on iGrad - Vidya Atal - presenting on Curriculum Program Processes - Dean Coleman Carter - presenting with the CARE Team Co-Chairs

Julie Mazur:
https://www.igrad.com/Shibboleth.sso/Login?entityID=https://iams-auth.montclair.edu:443/auth&target=https://www.igrad.com/secure/shibboleth.aspx

Provided the above link and shared her screen.
- iGrad allows students to input financial data and the program will provide the "Financial Stress Score" to show them how long it will take to pay back loans.

Working with HR to have this program available to faculty and staff.

The site is almost ready for full launch, they are working on pictures and making the site still have the "MSU feel" so you are not feeling like you are leaving the MSU site by going to iGrad.

Looking for feedback and recommendations from faculty and staff.
Ultimately hoping it will become a larger conversation at the University.

Vidya Atal:
Shared her screen.
Working on revising the curriculum system.
Curriculum Program Proposals - changed the system because there is new State Legislation. Needs to show the new proposal meets the standards:
1. Academic rigor and sufficiency of resources
2. Demand from labor market
3. Demand from incoming students (limiting duplication in the region)
4. Impact on State's budget

Asking for supporting data early in the proposal.
Want to expand MSU's reach to new populations
Need to provide more detailed direction.

New Canvas page for Curriculum Forms and Resources.
https://montclair.instructure.com/courses/167074

Click on what is being proposed and then look at the step by step instructions.
Feel free to share feedback and comments to Vidya.

Arnaud Kurze:
Can you put something on the website where someone can book time with you or share a video with the presentation?
Vidya Atal:
Time should be booked with someone in the Provost Office.
Will make a video and presentation available.

David Trubatch:
https://www.montclair.edu/university-senate/wp-content/uploads/sites/185/2020/03/Curriculum-Review-GuidelinesPDF.pdf
We have clear guidelines but we have not addressed issues with the bodies themselves.
We need to work together to create something that's coherent and concise for our students.
We have a rigor that is imposed on us that is from the external but we need structure internally.
Front line faculty have no access to budget data.
Vidya Atal:
Working with the college curriculum committees to bring in consistency.
David Trubatch:
These efforts are extremely important, need to be on point and meeting a need. It is important to emphasize that the issue is not about training across curriculum committees but more about where do college curriculum committees come from? How are they constituted? What are the standards for constituting them and their operations within the college, so that they reach all of the faculty within that college or school. These are governance questions that go beyond the very important administrative work of making the system function, they are about building the system correctly, in a way that represents the actual deliberative action.

Dean Margaree Coleman-Carter:
The CARE Team is providing the students with services that aid them on their journey at MSU and create a safety-nets for students.
Dean Alveraz and Dr. Kevin Schafer - co-chairs of the CARE Team. The CARE Team is a group of university administrators who meet regularly to evaluate concerning behaviors of students.
https://www.montclair.edu/msu-cares/care-team/?

700 CARE Reports this semester.
Turn it over to the co-chair, Dr. Kevin Schafer for the flow chart.

	Dr. Kevin Schafer: Shared his screen to show the flow chart. - Case is submitted online. - Submission confirmation message is shown after successfully reported. - Case comes in and it is reviewed and assessed for the level of concern and/or immediacy. - The case is then assigned to a CARE team member and outreach begins. - Cases are monitored and stay open until the student is assisted as best as possible. *Dean Yolanda Alvarez:* Each student has a CARE Action Plan. There are weekly meetings and the action plan is brought to the meeting. They provide the student with all of the necessary resources they need to move forward. Dean Carter answered questions from the Senate members.
Negotiations Agent Liaison	**Hugh Curnutt:** Contract negotiations for a new statewide agreement have begun. Already had one meeting, another meeting planned for March 31st. Locally we are negotiating a new agreement for specialists. This agreement is underway and anticipating being completed sooner rather than later. Career development is open, active, and applications are due March 30th. The AFT local encourages everyone to attend the Board of Trustees meeting that is coming up on March 31st. The next AFT member meeting is April 14th Applications for AFT scholarships are due March 31st. http://blog.aftlocal1904.org/p/about-msuft-1904.html

Dean search update	**Carla Engstrom, ELAD Program Administrator**
	Interviewed 12 candidates.
	Questions were asked about:
	    ● Being the inaugural dean of the College for Education
	    ● Engaged learning
	    ● Diversity, equity, inclusion, and belonging
	    ● Leadership style
	    ● Call centers and fundraising, etc.
	    ● Community service and engagement
	
	Through the first phase now and over the next two (2) weeks decisions will be made to have five (5) candidates for the second phase. There will be closed and open opportunities for people to engage with these candidates.

Voices of Community	**Alicia Broderick, Disability Caucus:** Thank you to Nicole Fleming for attending the meeting. Making community facing events accessible for all members of the university community. The caucus is having ongoing conversation about accessibility and working together to embed additional information on websites, user friendly lists/guidelines, access to guidelines, checklist, etc. Holding elections for the Executive Board in April and May. Added the capability for online due payment. National Down Syndrome Day yesterday. Film Screening: Forget me not, inclusion in the classroom! UN1070 Registration here: https://www.njcie.org/forget-me-not **Montclair Votes - Erik Jacobson on behalf of Pascale Lafountain:** Efforts through the end of the month supporting the SGA elections and trying to get SGA as popular as possible in terms of people voting.

Standing Committees and Senate liaison	**Johnny Lorenz, President of the Latinx Caucus:** General meeting on Tuesday, March 28th Currently revising the constitution and have elections for the board coming up. April 6th - Circle of the Arts April 11th - Cafesito (face-to-face) April 12th - Latina playwright, Carmen Rivera, from La Gringa, will be on campus for a discussion. April 26th - Brazilian Poet **Elections Committee, Laura Field:** The Elections Committee just finished the first round of elections, which is to fill vacant seats. There are 2 elections. One was for 2 at-large seats, and the other was for a vacant CEHS. The ballots went out for the at-large seats. We only had one candidate for the CEHS seat, Bill Sullivan. We will cast the vote to nominate Bill into that position because the election was uncontested. Opening nominations for the regular cycle at-large seats.
Sustainable Practices	Tim Gorman not present. *Shannon Bellum* is on the committee and gave an impromptu report. Diversity, equity inclusion issues need to be discussed across the nation, there was a discussion about creating a statement that would then be brought to the full Senate to comment on and edit. Perhaps it could be a statement that would be representational of the Senate body. No updates on the food contracts, which is something that is being followed closely. *Siobhan McCarthy* is also on the committee. Discussed the Open Education Resources Initiative Programs running over the next month. Check the library website for more information.

Student Success Task Force	**Evin Deschamps** Thank you to all the committee members. Currently in the information gathering stage. Divided into 5 different working groups: 1. Academic support, advising and pathways to success 2. Experiential education and postgraduate preparation 3. Pedagogy and curriculum 4. Pre-college academic programs 5. Student engagement At the next meeting they will be digging into the above information and identifying priorities for moving forward.
Open Scholarship and Resources	**Siobhan McCarthy:** No report.
Constitution and Bylaws	**Erik Jacobson on behalf of Pascale Lafountain:** The committee is working on creating new positions. The split of the College of Education and Human Services into: College for Education and Engaged Learning College for Community Health The Constitution committee will account for that and each will need representation.
Council Reports	**Academic Affairs Council, Arnaud Kurze** ● The Graduate Council continues to investigate the issue of faculty reassigned time and overload credit for doctoral program directors/graduate program coordinators ● The Navigate team has finished coding midterm data and is now compiling a report. ● The Academic Policy Review Committee meeting was postponed, there will be another committee meeting later this week. ● There was some communication with the Provost Office and there should be updates on The Core by the end of the term. **Administrative Affairs Council, Shannon Bellum** ● Awaiting news about the drop-off/pick-up zone. A presentation will be made to

- Continuing to explore more documentation on the flex-work policy.
  - Intentions are to create a recommendation, asking for more robust tools and guidelines, best practices and support documentation that employees can utilize for a more equitable and even approach to the flex work policy.
- Administrative performance feedback committee.
- Update on College for Community Health
  - 9 candidates interviewed on zoom so far
  - On-campus interview this Friday
  - Other candidates are expected in the coming weeks.

Jean Alvares:
Where are we with trains stopping at MSU on the weekends?
The Student Affairs Council is looking into the shuttle services.

Student Affairs Council, Nicole A. Fackina on behalf of Jessica Brater
- The Student Affair Council has sought clarification regarding the policy for students participating in commencement exercises who are short credits to graduate. Space at commencement exercises is of concern to the administration.
  - First exception slots will go to students who are three credits (or one course) shy of graduation and who are signed up for a summer class.
  - The next slots will be for students who have summer clinical internships that are three credits (or one course).
  - In the future there will most likely be a full-set of ceremonies twice a year. This would then impact how many exceptions they would make for any given graduation ceremony.
- The Student Affairs Council worked with the Senate OIT liaison Pascale Lafountain to reach out to the Division of Information Technology to address questions regarding the Student Laptop Loan Program brought to us by faculty and students. The purview of these questions included clarification on changes in rental locations and policies and questions about student laptop loan inventory and software availability.
  - The Division of Information Technology clarified that the percentage of students using the laptop lending lab in University Hall had decreased by 88.7% - in 2019 there were 33,279 laptops rented and in 2021 there were only 3,767 laptops rented. They stated that the closing of the University Hall space was also due to benefits that

Sprague Library had, being adjacent to research support and their hours of operation. Before they dismantled the University Hall lending lab, it was kept intact to see if there were requests to have it open again. There were none. The laptops allocated to this area were absorbed back into inventory and the student staffing budget was reallocated to the overall student staffing budget.

- When questioned about the hours of Sprague Library and the students who may need to borrow in the early hours of the morning, the DIT stated that, in reviewing the number of students that borrowed laptops between the hours of 7 am - 8 am, only 44 individual loans were made. Most of those 44 individual loans came from 2 students in particular. This statistic tracked with their prior observations that student laptop loan requests had decreased overall. DIT was open to exploring options with the library if needs arise.
- We asked about the laptops themselves, we received clarification of the number (250) and the make and model (Dell WYSE 5470 Thin Clients) of the laptops allocated to students. We also received clarification that the power adapters were not included in the student laptop loan and that the four-hour lending window coincided with the amount of battery life on these machines.
- We received clarification of the overall process in that there is no limit to the number of times a student can take a laptop out during the day. There is also a grace period of 1 hour so a student has up to 5 hours before students are charged a late fee. Longer loans are not available at this time and there is no mechanism for pre-arranging loans.
- We also inquired as to details regarding the laptops that were made available to the students as long-term laptop loans. The Division of Information Technology stated that these laptops were unavailable and consisted of a mix of three categories: "leased laptops that were returned back to the vendor," "purchased computers that came to their end of life and were failing," and "70 machines not returned by students during this time period so have been marked as lost".
- The last point of clarification involves lockdown software for assessments. We had received feedback that the Montclair-specific Respondus Lockdown Browser software

	(hereafter MRLB) was sometimes missing from the loaned machines or out of date and the laptops were not equipped with additional textbook-specific lockdown software. The DIT stated that there was both a past issue and an ongoing issue with the virtual desktop software (Citrix) and the Montclair-specific lockdown browser. This past summer, MRLB was removed from the device as the virtual desktop environment did not allow for the thin client laptops to be truly locked down. At that time, students were supposed to request MRLB-equipped laptops and there were laptops set aside specifically for that purpose. Last month, DIT added MRLB back onto all of the laptops, but there is currently an issue with the lab management software (Citrix) and MRLB which is being investigated. They reported that this issue does not preclude students from using MRLB on loaned laptops at this time. ○ When we asked about textbook-software specific lockdown browsers like McGraw Hill Connect's browser-based LockDown solution called Proctorio and Wiley Plus's browser-based solution called Examity, DIT stated that there is a process and policy in place for faculty to request software and additional technologies in the public and teaching labs. Distribution of this policy used to be part of the Provost's communications via e-mail but has not been provided in the past couple of years.
New Business	No new business
Old Business	No old business.
Open Comment	Bill Sullivan: Registration is coming up and the degree audit in Degree Works only has credits applied not credits earned. Bill would like to suggest that: There should be a line for credits earned/completed as that is the number students need to find out when they register.

	Nicole A. Fackina: A tip for students is to look at their applied credits and subtract all of the credits they are currently registered for to get their earned credit hours.
Senate President Report	**Erik Jacobson** The MSU Foundation team is holding their donor celebration event on Friday, April 20th to show appreciation for university supporters. They are expecting close to 200 guests, and it is going to feature theater and dance students and performing selections from On The Town. It gives donors the opportunity to gather together and hear from the university leadership, faculty, and students who have benefited from their support. The university is gearing up for One Day for Montclair, the annual giving day that will take place on April 27th. It will be a festive day, as the campus also celebrates World's Fair Day. Look for updates on the university website to get involved and show your support. After our May Senate meeting we will have an in person get together. We will have food and beverages and hang out together. If anyone is interested in helping organize that, let us know. There was a formal request that the President give us answers related to the recommendation we have submitted to him. On our website we have all the recommendations. We need to close the loop by getting a formal response from him. There are conversations about what shared governance is going to look like with Bloomfield College. It will take time. We want to invite members from Bloomfield College to our Senate to build bridges as we move towards the transition.
Adjourned at 3:19pm	Erik Jacobson moved to adjourn. Jean Alvares: So moved Arnaud Kurze: Second