

University Senate

March 5, 2025 | 2:00 P.M. | Zoom

- Meeting Minutes: S. Sangregorio

Senate Membership Attendance

Voting Members in Attendance:

A. Beringer, A. Broderick, A. Korotkin, A. Rzepka, C. Baird, C. Dilkes, C. McKinley, C. Reinisch, C. Rodriguez-Unalt, D. Chong, D. Peterka-Benton, D. Trubatch, I. Ren, J. Baldwin LeClair, K. Temoney, L. Carr, L. Gavin, L. LeFever, M. Heller, M. Kamenetskiy, N. Panorkou, P. La Fountain, R. Kunstadter, S. Baglieri, S. Bellum, S. Collins, S. McCarthy, S. Sangregorio, T. Gorman, V. Nauta, W. Sullivan

Voting Members Missing:

D. Blake, E. Jacobson, M. Houston, O. Gharehgozli, S. Mamonov

Meeting Documents:

https://drive.google.com/drive/folders/1q6r_60Po_x4upaa8zfz1Y7PD1rkDS35s?usp=drive_link

Meeting Minutes

1. Call to Order

- **Call to Order:** 2:05 PM
- **Shannon Bellum** welcomes the group to the Senate meeting and reminds the group to sign in to the Google form for attendance.

2. Call to Quorum

- **Tim Gorman** states that we have a quorum.

3. Land Acknowledgement Statement

- **Shannon Bellum** reads the land acknowledgment statement.

4. Approval of the Minutes

- **Shannon Bellum** calls for the approval of the December minutes.
 - The motion to approve was made by **Daniela Peterka-Benton**.
 - **Saundra Collins** seconds the motion.
 - The minutes are approved by acclamation.
- **Shannon Bellum** calls for the approval of the January minutes.
 - The motion to approve was by **Alfredo Toro Carnevali**.
 - **Lauren Carr** seconds the motion.
- The minutes are approved by acclamation.

5. Report from the SGA President

- No report.

6. Report from Senate President

- **Shannon Bellum** stated that the Senate received four recommendation responses from the administration. More are forthcoming.
 - Policy Review Summary:
 - Acceptance of AV surveillance policy proposal.
 - Acceptance of policy process proposal.
 - Acceptance of To Go containers policy.
 - Acceptance of single-use plastics policy proposal.
 - Noted issues in responses - needing review and seeking next steps.
 - **From chat:**
 - The recommendations and responses are up on the website here: <https://www.montclair.edu/university-senate/recommendations-statements-and-reports/>
 - Responses to Recommendations are posted on Senate Web Pages <https://www.montclair.edu/university-senate/recommendations-statements-and-reports/>
- Health Insurance Issues for International Students
 - Health insurance for international students remains an open issue.
 - The administration has been notified of the issues.
 - Monitoring and seeking to close the loop are the only possible actions.
 - The Senate has communicated to students.
 - The letter from the students can be found in the meeting materials.
- Executive Board Discussions with President Koppell on Federal Government Executive Orders
 - Discussed with President Koppell about the Dear Colleague letter.

- Encouraged President Koppell to inform the campus community about university actions.
- Noted that these orders are frequently changing.
- The Senate Executive Board will monitor emerging work and actions related to these orders.
- Encouraged the campus community to reach out with specific concerns.
- Senators will inform the Executive Board, which will address concerns and questions.
- Scheduling Issues Spring 2025
 - Wendy Lin-Cook will be asked later in this meeting to talk about scheduling issues this semester.
 - There were scheduling issues this semester, primarily room shortages and new grid issues.
 - The Senate is currently collecting data from students and instructors.
 - Shared student and instructor survey links in meeting documents and in chat.
 - Data collection will continue for another week.
 - Information will be compiled and shared with the administration in a de-named manner.
 - Email addresses will not be shared or connected to answers or reports.
 - Recommending that Senators and people in this meeting distribute the survey widely
 - Survey launched a week ago
 - About 150 on the student response
 - About 50 on the instructor response
 - Variation of questions to elicit responses
 - **From chat:** Surveys for reporting Spring scheduling issues are still open and collecting data for the next week. Please take a few moments to participate, and send out to others, e.g., students and other faculty.
 - For Students: <https://forms.gle/VwUBqcPc1pnNsFpu6>
 - For Instructors: <https://forms.gle/S5uNtn3FRiYSSD37>

7. Senate Business Items

- **Shannon Bellum** states that the Dean Search guidelines will be held from the second read at the request of the Provost.
 - **Lauren Carr**, the chair of the Administrative Affairs Council, and **Shannon** will be meeting with the provost later this week, and we will bring this item back to the full Senate in the next Senate meeting.
- Items for Senate Vote/Affirmation
 - **Tim Gorman** brings forward the [Resolution to move Spring At-Large elections](#).
 - The Constitution outlines the process for elections, starting with at-large elections in February and concluding with constituency elections.
 - The process was originally planned to run at large elections in February, but a new constitutional amendment changed the number and allocation of senators.
 - The amendment took several weeks to work through due to changes in seat allocation.
 - The new Senate composition was based on the amendment, causing delays in the normal scheduling of the at-large elections.
 - The University Senate Elections Committee has proposed a resolution to delay the normal scheduling of the at large election until a full assessment and allocation of seats is completed.
 - The goal is to ensure proper representation for all senators by April 30.

Discussion

- **Sandra Collins** asked for clarification on the intent of the resolution, as communications had already gone out about elections.
- **David Trubatch** clarified that we need a plan moving forward as the timeline put forth in the constitution is no longer feasible.
- **Tim Gorman** stated that this is a good faith effort to comply with the Constitution in very strange circumstances: changes to the Constitution right before February, and our meeting in February, was pushed to March.
- **Bill Sullivan** stated that as former chair of the elections committee, things do happen. In the future, it might make sense when possible to bring the resolution to the Senate (the voting members) by e-mail.
- **Sandra Collins** stated that a formal resolution is not needed. The Executive Board could just state what happened and ask for Senator support.

- **David Trubatch** suggested that it could be put forth as a friendly amendment to the current resolution. The Senate would go on record as not having objections.
- **Alicia Broderick:** Endorsement of action already taken or Endorsement of executive action.
- **Tim Gorman** amended the resolution and reported back after the council reports. Tim read [the new resolution](#).
 - Motion to pass by **Bill Sullivan**.
 - Seconded by **Daniela Chong**.
 - Passed by unanimous consent.

8. Council Reports

- **Academic Affairs (David Trubatch)**
 - The university is in a phase of building better shared governance and operations.
 - The administration is working towards a collaborative approach to achieve the university's mission.
 - Despite progress, there is still a long way to go.
 - The university is doing well under challenging circumstances, highlighting areas for improvement.
 - Encourages faculty and staff to be active participants in shared governance.
 - Encourages volunteers to contribute to the robust and effective functioning of shared governance.
 - Encourages anyone interested in a shared governance initiative to contact the university for further discussion.
- **Administrative Affairs (Lauren Carr)**
 - **University's Workday Student Project**
 - **Lauren Carr** met with Danielle Insalaco-Egan, Deborah Stahl, Kathy Zamora, and Delavar Basha to discuss the Workday Student project.
 - The university is transitioning from using Workday HR and Finance to Workday Student.
 - The project, initiated in 2023, was put on hold and restarted in July 2024.
 - The project is set to go live in fall 2027, with students registered for the spring 2027 semester.
 - Representatives from various departments are working on the project, including advisors, communicators, Finance, and Financial Aid.
 - Extensive training is planned for faculty, staff, and students.
 - **Arnold Korotkin** delivers the Safety Committee Report.

- The fire safety group collaborates with departments for fire drills.
- Fire safety and emergency plans are posted on the University website: <https://www.montclair.edu/facilities/our-services/fire-safety/fire-evacuation-plan/>
- Urges review of evacuation plans and discussion with colleagues and students.
- Deputy Chief Tim Fox clarifies that New Jersey law enforcement follows the New Jersey State Attorney General's immigration trust directive.
- University police only assist in immigration enforcement with a valid warrant.
- Outside agencies are directed to the University Police Department.
 - **From chat:** Safety Committee 2/14 Meeting ~
 - 1. Fire Safety is working with departments to schedule fire drills.
 - Fire Safety and Emergency plans for all buildings are posted on the university's website.
 - Everyone on campus should review the evacuation plans and discuss them with colleagues and students.
 - 2. Deputy Chief Fox – with reference to Executive Orders regarding immigration enforcement. NJ Law Enforcement follows the NJ Attorney General Immigrant Trust Directive.
 - University Police does not assist in immigration enforcement unless there's a valid judicial warrant.
 - If outside agencies come to campus, they should be directed to the University PD.
 - <https://www.njoag.gov/trust/>

- Student Affairs (Pascale Lafountain)
 - Filed a report but did not have a report verbally.

9. Standing Committees

- Elections (Tim Gorman)
 - The spring elections calendar is slightly delayed, but nominations for at-large seats are now open.
 - Two at-large seats will be open for the first round of constituency elections.

- Nominations will be in place by after the break on Wednesday, the 19th, to allow time to schedule and complete the elections by the last week of March.
- The constituency elections will open up or open up nominations on April 1.
- The elections will go live by mid April, and conclude by April 30 to allow for seating of the new senators at the organizational meeting.
- The list of constituency seats has been updated, with several NTTP seats, faculty seats, and professional staff seats added.
- The Senate is running 31 open seats, two at-large seats, and 29 constituency seats.
- Concerns have been raised about the constitutional amendments creating a lot of new seats, with some seats no longer existing due to changes.
- The Elections Committee has proposed re-designating people holding CHSS or NTTP seats to these seats.
- Two CHSS seats that are not expired yet will be redesignated as seal seats.
- If all seats for CHSS or NTTPs expire automatically, four more open seats will go up.
- We have a list of Senators when their terms are up. Everyone's getting an email whose seat is expiring from the election committee.
- We're going to open the period for nominations on the 7th via a Google form, and we are looking to close on the 19th.
- An email will be sent to all-users on the 17th to remind them to register for two at-large seats.
- Eligible candidates for at-large seats include full-time faculty at NTTP, librarians, and non-tenure track teaching professors.
- There are numerous constituency seats for NTTPs and faculty opening up in the second round of elections.
- Seats:
- Faculty Seats
 - One CART Faculty Senator
 - Three CCHL Faculty Senators
 - Four CHSS Faculty Senators
 - One CSAM Faculty Senator
 - One Bloomfield College Faculty Senator
- NTTP Seats
 - One CCHL NTTP Senator

- One CEEL NTTP Senator
 - One CSAM NTTP Senator
 - Two CHSS NTTP Senators
 - One Feliciano School of Business NTTP Senator
 - One School of Nursing NTTP Senator
- Professional Staff Seats
 - One Administrative Professional Staff Senator (open to all professional staff not assigned to a school or college)
 - Two CART Professional Staff Senators
 - One CHSS Professional Staff Senator
 - Two CEEL Professional Staff Senators
 - One CCHL Professional Staff Senator
 - Two Bloomfield College Professional Staff Senators
 - One Library Professional Staff Senator
- Adjunct Faculty Seats
 - Two Adjunct Faculty Senators
- Constitution (Erik Jacobson)
 - No report.
- Just and Sustainable Practices (Shannon Bellum)
 - Developing survey for feedback on service.
 - Developing pointed questions.
 - Survey nearly ready for distribution.
 - Participating in Earth Day events in April.

10. NAAL Report

- **Catherine Baird** gave the following report:
 - AFT Local 1904 and the Adjunct Local Union held a solidarity walk on March 4 to call on lawmakers to strengthen schools and services.
 - Two workshops were held for teaching faculty, led by coordinator Rick Reed. The workshops included information sessions, Q&A sessions, and a promotion reappointment and tenure workshop. Additional workshops are planned for the spring.
- Applications are now open for the BKMBUW and Bloomfield College of Montclair State University Scholarship Award.
 - Full-time undergraduate students in any major are eligible for the \$500 award.

- The deadline for applications is Friday, April 11, 2025, at 4:30 pm.
- The next meeting will be held on March 19 from 2 to 3:30 pm on Zoom.
- **Link from chat:** <http://blog.aftlocal1904.org/p/about-msuft-1904.html>

11. Adjunct Union

- **Mary Wallace** gave the following report:
 - Negotiated with OFE for mandatory adjunct orientation for new hires, with seven participating.
 - Negotiations are on hold until April due to Ken Sumner's departure.
 - Established a \$10,000 annual Professional Development Fund, with three applications received.
 - Held annual meet and greets to update members on university activities and recruit adjuncts and full-time employees to the Unions.
 - March held with approximately 85 attendees, with two administrators (Emily Isaacs & Mary Colon) and students participating. Laureen LeFever encouraged her students to attend.
 - Emphasized the importance of peaceful protests in education, highlighting the serious issues affecting students from K-12 to university schools.

12. Voices of the Community

- **Caucus Reports**
 - None - asked to report events in the chat
 - **Disability Caucus**
 - 2025 03/05 University Senate Report: Disability Caucus
 - At our February general membership meeting, our Caucus was pleased and proud to welcome guests from Mask Bloc New Jersey. Mask Bloc is a mutual aid organization working in solidarity to provide communities with no-cost masks, COVID-19 testing, and community education about public health and community care. Immunosuppressed individuals (and their family members) make up a significant, and often un- or under-recognized segment of our community. Mask Bloc operates from the principles of Disability Justice, just as our Montclair employee Disability Caucus does.

- It was a very educational and valuable discussion, and the Disability Caucus would like to work to further disseminate this vital information to others in the university community. If there's any voice from the community or unit or committee who would like to learn more about masking as community care and disability justice, please reach out, and we will put you in touch with our contacts at Mask Bloc. We believe this is a vital and thus far largely neglected component of the conversation on campus about making sure that every single member feels that they are valued by this institution and that they belong (per President Koppell).
- At our March meeting, we are welcoming staff from the Office for Institutional Excellence (Ashante Connor, Jayme Ganey) to a community conversation about the institution's posture toward equity, justice, and diversity work in the current political climate. We are looking forward to this conversation and invite all members of the community (whether you are a Disability Caucus member or not) to attend (our meetings are open to the campus community).
- We'll be holding elections this spring. If you'd like to be involved in the work of our Caucus, and would like to participate in our upcoming elections, you'll need to be a member in good standing, so please fill out the membership form (I'll put the link to our webpage in the chat) if you'd like to participate in our upcoming governance decisions.
<https://www.montclair.edu/disability-caucus/caucus-meetings-and-membership-info/>
- Montclair Votes submitted a report to the shared drive.
 - Arnold Korotkin added in chat:

- MSU Vote Coalition 2/11/25:
 - 1) During March, the Coalition will sponsor several events:
 - On March 6th and 12th - the coalition will convene a Unify America program workshop for students regarding civic learning opportunities
 - On March 13th, the coalition will convene a Voter Rights and Responsibilities Seminar
 - 2) There was also a discussion about the Safeguard American Voter Eligibility Act H.R. 22/S.128 - These bills would prohibit states from accepting and processing an application to register to vote in a federal election unless the applicant presents proof of U.S. citizenship.
 - Here are links to both bills - <https://www.congress.gov/bill/119th-congress/house-bill/22> and <https://trackbill.com/bill/us-congress-senate-bill-128-save-act/2613938/>
- Open Floor, if needed, will happen after Wendy Lin-Cook.
 - **Adam Rzepka:** “I'm concerned that I that I have no answers for my constituents who want to know more, or anything at all, about the the process of vetting all university language for compliance with the executive orders. You know, we know it's happening with that much we learned from the town hall, but we don't know anything more than that, so hoping that there can be more dialog and communication and information about that.”
 - **From chat:** I would like to take a moment to acknowledge that many of our constituents in the campus community continue to view as urgent the question of the university's compliance with federal executive orders restricting speech and policing language; and that we in the Senate do not yet have the basic information we would need to discuss that matter, let alone provide any substantive answers to our constituents' questions.
 - Regarding the process of vetting the names and descriptions of university programs for compliance with executive orders

concerning DEI, affirmative action, and gender, for example: I applaud President Koppell for announcing that process at the Town Hall last week; but we do not yet know who is undertaking this process, or how far it has gone, or how far it may go, or anything about the criteria being used.

- I am hoping that answers to some of these questions will be forthcoming soon, but just as importantly, that we may use this moment as an occasion to think more broadly about the university's approach to freedom of expression, and about how we want to respond to external pressures to regulate speech and language in new ways.
- I encourage anyone interested in beginning that discussion to reach out to me.
- Here is a [link to the full text of the statement](#).

- **Link in the chat:**

- **Arnold Korotkin:** NJ Spotlight News (3/4/25) - Newark protest: Federal cuts to education and health care would be devastating to kids - <https://www.njspotlightnews.org/video/newark-protest-federal-cuts-to-education-and-health-care-would-be-devastating-to-kids/>

13. Report from the Administration

- **Wendy Lin-Cook (Spring Scheduling)**

- The University Senate raised concerns about the lack of classroom space.
- There were many new changes this semester: a new academic calendar and a fourth block, along with a change to the TBD class process.
 - The change to the TBD class process allowed students to register for classes without a room assignment.
 - This change has created visibility for previously hidden courses and provided early registration assets.
 - The process led to the need for alternative classroom space, which was time-consuming.
 - Extensive communication was sent out to faculty schedulers and departments about the issue, with most of the issues addressed just before school started.

- The number of TBD courses increased from 361 last year to 561 this year.
 - 10 sections had to have a modality change, but the rest were able to be accomplished without class cancellations.
 - With the support of the Provost Office and the deans, some non-traditional spaces were found for classes.
- The new course schedule saw a 2% increase in sections but a 4.39% increase in enrollment credit hours.
- This success indicates better student participation and a broader range of classes.
- Observations show no class scheduling conflicts and no time overlap.
- There is still a concentration of demand for prime-time teaching, with uneven distribution among colleges.
- The new course block will accommodate additional course sections and allow more classes.
- The new course calendar allows multiple sessions in the same academic calendar - no overlap of sessions in times as a result.
- A heat map is provided showing peak usage.
- **Aylin Solu-Brandon**
 - The 5:20 time block is currently the most enrolled time block.
 - There's room for more Friday blocks, including Monday/Friday, Monday/Wednesday/Friday, and Wednesday/Friday blocks.
 - Hybrid blocks for Friday have been opened, hoping to improve efficiency.
- **Wendy Lin-Cook**
 - The time block distribution had no significant restrictions on usage.
 - The distribution of classes has been concentrated into the 10 to 2 o'clock time period, with evening students returning by 20.
 - A series of recommendations have been proposed to the provost to flatten the distribution.
 - The objective is to provide clarity and certainty for students to register.
 - All classes must have a designated space before they can be publicized.
 - Over-prescribed spots will be moved to a different time slot, such as hybrid or online.
 - This will prevent false expectations and last-minute modality changes.

- Course viability management: Identifying classes with classroom space but no student registration.
 - Stricter scheduling: Implementing a preset time for classes with no registration.
 - Class clustering: Increasing class sizes to accommodate more students.
 - Prime time management: Imposing a prime time limit on certain departments to manage traffic and ensure equitable allocation of prime time slots.
 - Friday class usage: Adding new course blocks on Monday and Wednesday from 12 to 1:25 pm and 340 to 5:05 pm.
 - Hybrid class: Adding classes only once a week, such as an am to 8:30 pm Friday class.
 - Class ending late: Addressing the issue of students not having time for the next class to arrive.
- Various background issues are being addressed and listed in the process.
 - The fall semester is nearly complete, so some changes will be postponed for the spring semester.
 - The scheduling cycle is forward-looking, requiring changes to be for the next cycle.
 - Feedback from all students is continuously received and reviewed.
 - After the cycle ends, concerns are addressed with the Faculty Senate.
- Slides will be available in the Senator shared drive.

Discussion

- **Chris McKinley** asked for clarification on the Monday/Wednesday schedule block.
- **Wendy Lin-Cook** clarified that some course blocks are currently underutilized, with most classes occurring on Monday, Wednesday, and Friday.
 - To avoid adding pressure to these busy times, options are offered where they are currently utilized.
 - Initial attempts are made to test the afternoon time slot.
 - If there is a dropout, the course block usage will be reconsidered.
 - Course blocks are live and can be modified as needed.
- **Chris McKinley** asked a question about the time gap between classes. The time gap decreases throughout the day, confusing people regarding the consistency of this gap.

- **Wendy Lin-Cook:** The Fall course block has a uniform gap due to the variety of course offerings and the number of credits required. However, the goal is to maintain a similar starting time for all classes, ensuring that everyone starts at the same time. This helps maintain the required number of credits, reducing the gap. The gap may appear greater when comparing courses between three-credit courses and four-credit courses.
- **David Trubatch**
 - The system change exposed weaknesses in the old system, leading to problems.
 - The new system, which included multi-section and online courses, was not as effective as previously thought.
 - The idea of a transparent system of dates and criteria was discussed, but the scale and scope of the change were not fully understood.
 - Decisions should be made in consultation with shared governance bodies, including the Senate executive board and councils.
 - The new system was compared to the old system, but the new Friday was not considered as it was an odd day.
 - The Monday, Wednesday, Friday option was proposed, which would be a significant cultural change.
 - The administration chose not to engage with this change, indicating a need for more attention.
- **Wendy Lin-Cook**
 - Class time may be moved back five to 10 minutes to allow extra time for transportation.
 - Academic calendars for the past five years are already available for those who request them.
 - The team of over 20 individuals has worked on this project for over two years.
 - Despite the challenges, the team is committed to addressing and improving.
 - Some positive aspects include the addition of digital classes and reduced weekly days.
 - The ability to scale up is crucial, requiring flexibility in scheduling.
- **Aylin Solu-Brandon**
 - Proposed changes going forward:
 - Implement immediate improvements to existing issues.
 - Increase regular meetings with schedulers.
 - Prioritize direct communication over email communication.

- Encourage more conversations before classes become unmanageable.
 - Avoid sending blanket emails to a group.
- **Pascale La Fountain**
 - “I am concerned about going back to not posting the classes that don't have a classroom designated. So like, if you have all of the Hebrew classes, for instance, that didn't get a classroom, you just don't post any Hebrew classes on the schedules, and then the students just can't sign up for them. They don't even know that they exist.”
- **Aylin Solu-Brandon**
 - Proposed changes going forward:
 - The current scheduling process can be somewhat arbitrary and lacks guidance on how many slots are filled.
 - The issue is that one department may dominate a slot, leading to a lack of equity.
 - The solution proposed is to analyze the number of classes and analyze if any classes are not enrolled.
 - The solution involves creating a list of available times for classes that are not in the prime time slot.
 - The idea is to post the class as asynchronous online, but the student is on a waitlist.
 - The goal is to provide fair options to avoid a situation where there are 100 students waiting for a slot that doesn't exist.
 - The solution also includes a waitlist, where the student is on a waitlist if a slot opens up.
 - The solution is to work with all departments to ensure that the classes are available.
 - The team is working on improving communication and one-on-one interaction with the students.
 - The team is considering hiring additional staff to improve communication and collaboration.
 - The goal is to have a pre-planned system where the teacher will know they might have to do asynchronous online, but the list will be available for the student to switch out if a slot is canceled.
- **Shannon Bellum**
 - “It's really awesome that you're willing to collaborate. And I do think that it shouldn't be an all-or-nothing on the TBD. And I mentioned that yesterday, and I encourage you to think about some middle

ground. We're happy to collaborate with you as well. If that's useful, that proves useful. All right, any other quick questions we are at time, pretty much, and yeah, I agree. Pascale is saying it would be cool to see how many minutes per day, each of the 167 spaces are being used. So that would be interesting data to look at. We may have other data questions for you too."

- **Aylin Solu-Brandon**
 - Sees potential in systems engineering problem-solving.
 - Desires to work with professors and faculty
 - Aspires to be an apprentice and use their education to solve complex problems.
 - Questions why their expertise isn't utilized due to the complexity of the problem.

14. Meeting Adjournment

- **Shannon Bellum** calls for adjournment.
- Moved by **Christina Dilkes**.
- Seconded by **Lauren Carr**.
- **Meeting adjourned:** 3:34 PM.