I. The February 18, 2015 meeting of the University Senate was called to order at 3:14 pm. (Collins)

II. Roll Call - Present: Allen, Alvares, Benfield, Brook, Chatterjee, Collins, Jerry Cutler, Jonathan Cutler, Fails, Fleming, Gainor, Gardin, Gaynor, Gingerich (Bonato), Hollister, Jacobson, Kelton, Lal, Lucas (representative), McCann, Mengara, Montesinos (Alvarez), Murray, Oosting, Powell, Prezant, Sadowsky, Samuels, Sullivan, Sweeper, Trubatch, and Wolfson.

III. Approval of January 21, 2015 minutes – Approved with one abstention.

IV. Good News/Announcements
   a. Happy Lunar New Year.
   b. The cross-disciplinary lunch schedule is revised. The next presentation will be by new faculty member Arnaud Kurze from Justice Studies on March 23.
   c. Senator Murray has accepted the invitation to serve on the Constitution Committee while Gabriel Rubin is on sabbatical.
   d. The eboard met with President Cole on January 30. We are not acquiring a nursing school, but accommodating Mountainside as it phases out its nursing program. The administration is working on a transportation and parking plan for commencement at the Prudential Center. This location has been reserved for commencement for the next several years.
   e. President Collins gave a report on Senate activities at the February 5 Board of Trustees meeting. She highlighted the issues being addressed by the councils, and reported that Senate work with the Provost, Ed Chapel and Jim Anderson on financial aid verification was productive and successful.
   f. President Collins requested that Rich Wolfson not reference her in his statement to the BOT without consulting her.
   g. NJGASP received a grant to provide technical support for institutions of higher ed to go smoke free. Karen Blumenfeld from the organization is willing to discuss going smoke free with the campus. We will need to identify who will continue efforts in the state senate to ban smoking on NJ college campuses now that the previous proponent has a different position.
   h. The 70% discount for the Emerging Learning Design conference ends at the end of February.
   i. Senator Samuels stated there is a good possibility the Izod Center will come back.

V. Elections Committee Report – Jean Alvares
   a. At-large nominatons are open through March 2. Elections will take place March 5-16. Three 3-year and one replacement position(s)are available. Constituency elections are coming up. Senator Alvares will distribute the senate roster with terms for reference.

VI. Report from Administration – Associate Provost Bonato
   a. The enrollment verification process is working, but a lot of adjuncts are not responding. Please get the message out. Communication has been sent to the deans. You can adjust the spreadsheet to put your students in alphabetical rather than CWID order. Senator Samuels asked how he could verify his students at Disney since Disney cannot confirm their attendance. One email is all that is required. Financial aid will be communicating with instructors of late-start courses about the verification process. Bob Noonan noted the difficulty of communicating with adjuncts. Students who never show up more than once do not need to be “deverified.”
   b. The visit from SBUS’s accreditors, AACSB went very well. Faculty, staff and Dean Hollister should be congratulated.
   c. The new Director of Data Analysis and management, started last week in Career Services.
   d. Senator Alvares introduced Yolanda Alvarez, the new assistant dean in CHSS.
VII. **Academic Affairs Council Report** – (Cutler)

a. The council recommended that coordinators and chairs should get instructors’ permission before adding students to classes without prerequisites. Debate ensued whether this required a new policy, or if communication could be improved to get the message to departments to determine their best way of managing the situation. Kirk McDermid suggested comparing the grades earned in classes by students w/out the prereqs, vs. those who had them.

b. The council also looked at academic dishonesty, since the Dean of Students brought to their attention that sometimes multiple offenders were not being identified since instructors were not reporting students to the coordinator of student conduct. The council suggested that language of the policy be changed to “faculty member is strongly encouraged” to report the offense in a timely manner. Senators expressed concern that there is confusion about the policy, and faculty are nervous that reporting a student will have serious implications for their academic future. There was some discussion of creating an honor code, but senators were not in favor of something that would require students to report each other. Senator Sullivan encouraged other senators to volunteer for the committee that meets to decide student issues. Typically when students are reported, they are informed about the policy, and their name is added to a list so that if they are reported again there is a record of that.

c. A spot has opened up on the UUCC.

d. Associate Provost Cote-Bonanno informed the Senate that there will be a moratorium on course alterations due to OneMontclair implementation. New courses and programs will be permitted to continue. The deadline for course alteration submission is April 1. Clean program alterations need to be submitted by September rather than the typical deadline of December to be changed for the 2016 catalog.

VIII. **Administrative Affairs Council Report** - (Kelton)

a. Moving forward, any issues of safety and security can be brought to the Senate, but the council will forward those issues to Roger Solomon, the Senate Rep to the safety committee, which meets monthly. He can be invited to report to the Senate.

b. The following motion from the ATC is going to administrative and academic affairs councils for review: “Moved that the Academic Technology Committee supports an important pedagogical need for instructors: that Montclair State University should continue to securely install and to service DVD players in all classrooms on campus.”

c. The Field Trip permission form is going to the Legal Department to find out whether it still needs to be included in the handbook and what updates are necessary. One of the first questions that will be asked is whether the form has been suspended or if the existing form should continue to be used.

d. Senator Kelton made a motion to support the language and spirit of the proposed resolution (attached), which was seconded by Senator Trubatch.

Senator Cutler listed some concerns of the Academic Affairs Council, including that the resolution precluded some of Canvas’s capabilities that some departments may want to use. Some instructors may want the ability to “opt in” to such features. There was a question whether the resolution applies to communities as well as courses. Senator Trubatch clarified that the resolution refers to courses only and faculty should be allowed to allow what they want. The concerned person should add language to the resolution to make this clear. Senator Samuels called the question, but then withdrew the motion. Questions were raised about assessment in courses with multiples sections and instructors. Senator Lal made a motion to change the first statement in the resolution from “instructor” to “instructors” to make an allowance for this. Senator Murray expressed concern about anonymity and Senator Trubatch stated that as long as the data cannot be disaggregated and cannot be used for evaluation, things should be fine. Senator Samuels seconded and Senator Kelton called the question. The motion was read again with the agreed change: “No one shall access or alter the Web space for any course on the University LMS, unless authorized by the course instructor[s], with the exception of the circumstances listed below. Moreover, the disaggregated meta-data associated with course Web spaces shall not be accessed in a manner identifiable with a specific instructor, course or enrolled student, without the authorization of the relevant instructors.”
e. Motion passed 15 in favor, 1 opposed and 1 abstention.

IX. **Student Affairs Council Report** – (Allen) – Senator Allen received a call from a student who was told to park in the Deck for snow removal, but then ordered to leave the deck before lots were cleared. The issue has been resolved. Senator Sullivan encouraged the Council to look at the comments on the University's Facebook page regarding snow.

X. **NAL Report** (Benfield)
   a. Negotiations are coming up concerning changes to the procedures agreement.
   b. The union has worked to define concepts of clinical and instructional specialists so that soon there will be a precise definition so departments can decide on recruitment.
   c. Negotiations for a new state-wide contract begin this summer. Your input is welcome.

XI. **Constitution Committee Report** (Mengara)
   a. There was no time for the second reading of the motion to amend the 1995 Constitution.
   b. Senator Samuels suggested that motions and discussion be handled under new business rather than council reports to allow more time for all items on the agenda.

XII. **New Business**
   a. Issues from Campus Senators - none
   b. Voices from Campus Community – none

XIII. **Meeting Adjourned at 5:01 p.m.**

Minutes Approved March 25, 2015
Respectfully Submitted by Kathleen Sadowsky, University Senate Recording Secretary
Subject: Proposed Resolution on Integrity of Course Web Spaces in the University Learning-Management System

The Academic Technology Committee recommends that the University Senate propose and endorse the policy statement below regarding the integrity of course Web spaces, and associated meta-data, in Canvas, or any learning-management system (LMS) adopted by the University.

Policy on Integrity of Course Web Spaces in the University LMS

No one shall access or alter the Web space for any course on the University LMS, unless authorized by the course instructor, with the exception of the circumstances listed below. Moreover, the disaggregated meta-data associated with course Web spaces shall not be accessed in a manner identifiable with a specific instructor, course or enrolled student, without the authorization of the relevant instructors.

The restrictions above are subject to the exceptions specifically listed below:

1. backup and restoration of data, as well as system administration tasks, undertaken by system administrators;
2. a warrant, subpoena, National Security Letter or other such government order that the University Administration has determined to be legally executed and compels a response;
3. global changes due to updates of the LMS installation.

Notwithstanding the above, students registered for a course will, in general, be added automatically (in a student role) to the Web space for that course. Should a student subsequently withdraw or be dis-enrolled from a course, all data in the course Web space relating to the student and his or her activity in the course shall be retained in situ, except as subsequently modified by the responsible instructor of the course, or those authorized by the instructor to modify the course data. Moreover, some Web space settings (for example, the initial date of student access to a course Web space) may have pre-set global default values that can be re-set by individual instructors for their own course Web spaces.

“Plain Language” Addendum

The purpose of the proposed policy is to provide for the same integrity on the University LMS as is found in communications and records associated with the traditional means of instruction. The need for the policy follows from the ease of access and modification that is characteristic of electronic records stored in centralized databases, which stands in contrast to the data and data-access integrity appropriate for instruction in the Academy. While a similar policy may be appropriate for the Web spaces of organizations (“community” in Canvas), this policy is concerned only with Web spaces for courses.