

THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

Meeting minutes for May 10, 2017

- I. The meeting was called to order at 2:53pm
- II. Roll Call: Abrams, Allen, Alvares, Bellum, Berger, Brook, Camacho, Cant, Cottle, Curnutt, Dacey, Dinour, Domine, Ficke, Field, Fleming, Gainor, Gaynor, Gingerich, Goldfarb, Gurskis, Hunt, Jacobson, Lal, LaFountain, Lucas, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Parashar, Pemberton, Pennington, Prezant, Sadowsky, Specchio, Sullivan, Trubatch, Williams-Edmund, Wolfson, Petra Knox, Joanne Cote-Bonanno.
- III. Approval of Minutes: April minutes to approve.
Agenda approved by acclimation.
- IV. Report from the Administration: (Gingerich)
 - a. Petra will provide an update of the graduation procedure when she arrives.
 - b. Issues about overlapping time and classrooms during the final exam period.
There are several issues, including classes that overlap and many that not in regular slots. We will create some better language to provide guidance for conflict resolution for faculty. Another thing we will do is issue the exam schedule earlier. If an overlap happens, students must contact their faculty members, and the faculty members contact the Registrar.
 - c. Enrollment verification process
The Senate asked in the last meeting about the figures in the support verification process. Now grading's finalized and the update from the support verification process shows 38 faculty members failed to complete it, 15 were full time faculty and specialists. The rest were adjuncts. The result is less problematic than I thought. Pass the word on the importance of this process; we are aware of tech issues, and they need to be fixed. The Technology Committee will be discussing them.
 - d. We had opportunity to meet with Congressman Rodney Frelinhuysen. It was a good exposure for us as an institution.
 - e. There was an article in the Montclarion. It included complaints about faculty members not using Canvas, especially for grades. We are drafting a response to address the student concerns. I'll share with Trubatch for feedback and recommendations.
 - f. Graduation update (Petra Knox)
There are 2 graduation ceremonies, one for graduate and one for undergraduate students.
Wolfson: Will there be a shuttle? Petra: There will be a shuttle. Trubatch: What's the overall time? Petra: 1 hour 45 minutes, depending on the length of the speech. We will be pushing them across as soon as possible. Other questions? Wolfson: Refreshments mean breakfast? Petra: Yes. Cottle: Do we have a commencement speaker? Petra: not yet. Trubatch: The total time is 3 ½ hours? Petra: Yes. Trubatch: how much time per student? Petra: 3 sec per student Sullivan: If you haven't signed up yet, can you still sign up? Petra: Yes. If you haven't signed yet, come and see me in the Provost office. Nurse: NJPAC

has very limited parking Petra: Yes we know. That's why we have certain number credentials and it's important that you see me for them.

g. Basic skills policies (Jim German)

Trubatch: This impacts all Undergraduate students. It wasn't totally clear as to how this policy would be carried out; we asked for clear guidelines.

German: We are drafting 1st year placement plan. We are getting out of the business of offering basic skills courses for no credit in Math and Writing. In the past, students were placed in one of these by a variety of methods. We have found it increases time to degree, and these courses have proven to not be terribly effective. Our experience at MSU tracks National trends. Students don't perform as well in their first semester. Basically, we have found Community colleges do a better job than we do teaching these basic skills courses. We are replacing developmental courses with 3 credit versions of Writ 105/106, if students are fully ready for College writing; and with a 4 credit course for those not prepared. In Math, we are working a similar system. Math is more complicated. Students will be placed by HS grades, and standard testing. Those not ready will have options, such as, Math 071 in the summer, online boot camps, or take equivalency at Community College. Also, we will look at what math does the student need to know to get through their program. Different programs have different needs.

Brook: Your recommendation is that faculty who are teaching 4 credit course will be receiving 4 cr load? German: Yes. Misra: Math courses with workshop will get 3 credits? G: Math (103) will be three credit course plus an additional credit, no an extra course. Supplemental structure to the course that already exist but it's not a new course. Trubatch: Some students will get workshop and some won't, but we won't need to know this at the time of registration.

Trubatch: To clarify, supplemental instruction/courses is a term that is used already on campus, so we need to use a different term.

Jacobson: As a literature Professor I want to ask, what is replacing Read 099?

German: Summer online boot camp/workshop. Jacobson: So the student completes the online workshop. What if it doesn't work? What support the students receive after the camp.

German: We don't have a contingency plan, except the existing resources available to the campus population. Gingerich: Would your department have further recommendations? Jacobson: Perhaps. Gingerich: If you can't read you can't go to college.

Sullivan: What about our Admissions Policies? How many of students might need help after these courses? German: The needs vary tremendously by programs. Dacey: Can we have access to the data from Admissions, especially since the SAT is not required. I'd love to have access to the data that tracks quality measures. German: That's a query for Admissions. Dacey: Maybe we could track this with the data for students when they don't pass basic skills. Sadowsky: How are we placing students?

Trubatch: Now that 105 is a variable credit course, will the catalog description will explain how credit load gets decided? German: Admissions decides this for their first semester. Gingerich: Jim is trying to represent the faculty in English. They are not in agreement about how this placement is done. Trubatch: You mean writing studies. Gingerich: Yes. Trubatch: We have the Policy review

committee that allows people to know where they can have input and how decisions get made.

Murray: We're upstream of where the problem persists. How much are we letting High Schools know that they aren't helping students get college ready?

Gingerich: We need to identify all students, schools and districts and work together. Feedback could be done through our relationships with schools. We work with schools in student teachers. If anyone is interested, talk with Jim.

Noonan: K-12 people have similar attitude. We tried to work with Community Colleges, but we didn't get a good collaboration. Gingerich: [to Noonan] we need you to chair a taskforce. Domine: We need to encourage more input from Admissions and close the loop with them on this issue.

Trubatch: Programs are welcome to create admissions standards of their own; this is one way we can address this issue of standards. Each program can set GPA for example.

Gingrich: Jim looked at this. GPA requirement create downstream problems.

Rather than GPA, use gateway courses. This prevents students from creeping along, and not finishing their degree. Trubatch: I meant putting in admissions criteria to the University.

Gingerich: We need to find people the right major as soon as possible. Sullivan: One of the issues with that model, is that students often do poorly their first semester regardless.

Gingrich: In other news, Fred Bonato will be leaving us to become Provost of St Peter's College. Dean Prezant will be going on to be Provost at Southern Connecticut University.

V. Committee of the Whole

- a. Proposed Recommendations regarding the Computer Life-Cycle Replacement Program. Trubatch: There has been an issue of ongoing discussion, a survey, and draft proposals going back and forth about the Computer Life-Cycle Replacement program. Vote on the official recommendations as follows.

- i. Administrative Rights

PC's are used for a wide range of purposes and staff. Hence, no standard computer configuration image can meet these diverse needs. Currently, PC's are issued under Life-Cycle program and are configured, by default, such that the user's account on the machine does not have administrative rights. The configuration restricts the user from installing additional software and from applying updates to already installed software. To install or update software, the user must obtain the assistance of a person with an account on the machine that has administrative right, typically IT support staff but IT support staff do not have the specific knowledge or expertise of the diverse specialized needs of the users.

Recommendation: Administrative rights should be granted upon request, at the time of issue or for the person issued the machine under the Life Cycle Program. If IT have a specific reason that administrative privileges should not be granted, the rationale should be in writing to the user along with a contact with sufficient authorization to resolve the issues.

Any discussion on? Abrams: Are there degrees of admin rights? Trubatch: It depends on the operating system. Fleming: Yes, this is probably true. It sounds like you're asking about the ability to update software, and this is

the security issue. Alveres: It was explained to me in the past that there are warranty issues involved with people having the ability to update their software. Fleming: I'm not aware of that. It has been weighing the safety of the campus network vs ability to update software. Wolfson: What's our cyber insurance policy? Fleming: Most Universities have a basic policy. I know there are high deductibles. Wolfson: What does it cover? Fleming: Only major issues. I'd have to check on the details. Wolfson: Could you say it generally covers the University's liability? Fleming: Yes. Wolfson: It doesn't include what we're talking about here. F: Yes. Lal: Does it cover just University owned laptops, or project laptop? Trubatch: You mean if you bought a computer with your grant? Lal: Yes. Fleming: Not covered. Pemberton: Students have their own machines. We're not worried about them, and their downloads or updates. We have the same security issues. Trubatch: Also, people bring their own systems to campus. So security issues can back fire. You have more people creating downloads through our network. So if they don't have admin rights, they bring their own machines. This doesn't seem to be a security interest to the network. If you have admin rights you have responsibilities. Computers are our lab equipment. Most of us are very responsible users. Woman blue shirt: We don't want to give admin rights to all departments such as HR, etc. Trubatch: The recommendation addresses this, maybe not perfectly, but does. Trubatch: The problem is that our tasks are not defined by supervisors. Misra: My observation is that they are afraid that faculty will download software that will defray the computer and increase their work. Abrams: We are responsible for molding minds over 4 years. This seems minor compared to that responsibility. Trubatch: no, it's based on lowered productivity. Gingerich: What are the best practices at other institutions? Murray: If I'm working with confidential data and I encrypt it, how do I do that if I can't admin my own machine? Gingerich: This isn't a unique problem to MSU. Fleming: You can set your own pin. I've done this. Wolfson: [to Fleming] do you have to call IT to administer your own machine. Fleming: Yes. I'd love to hear about issues people are having. Trubatch: I think that's unfair to ask the IT staff to administer changes like this. Domine: The flip side is that we're calling about a flash update. Talk about productivity going down. Dinour: Any updated programs should be automatic updates, if that can be programmed at least. Trubatch: Automatic updates can break things. I want the computer to ask me before it updates.

Motion to accept the recommendation, and a 2nd.

Vote on rec # 1 yeas 20, opposed 1, abstention 1

ii. Replacement Process

At the start of the academic year, the individuals who are due for a new computer under the Life Cycle Program should be notified the process, the machine options and the date range for replacement. Each individual should have a designated single point of contact to address questions and concerns regarding the replacement. Each person issued a machine under the Life Cycle program should be able to look up basic information, such as

the required return date for the current computer, on a website by authenticating with his/her NetID.

Trubatch: What's the reason why the webpage with the link is made but the link doesn't work? Fleming: The link will be updated by June. Trubatch: You need to use your NetID.

Trubatch: Vote? Yeas 21. Nay 0. Abstention: 0

iii. Life Cycle Length

The Life-Cycle Program provided users with a new machine every three years, but this has been changed to four years. However, personal computing technology has continued to evolve rapidly.

Recommendation: The Life-Cycle replacement should occur every three years.

Wolfson: Are there options to avoid replacing the computer every three years? There should be an opt out. The replacement should be every three years.

Trubatch Vote? Yeas 16. Nays 0. Abstentions 7

Trubatch: We accept the recommendation and the Union should handle the issues of liability. Curnutt: It falls under the "conditions at work" and is under the purview of the Union.

VI. Council Reports

a. Academic Affairs (Domine)

- i. Creation of Council By-laws: The Senate Executive Board will discuss the integration of establishing bylaws for ALL Senate Councils in September.
- ii. As part of the monthly Senate Executive Board meeting with President Cole and the Provost, we reminded them about the bylaws/departmental procedures and we required training for many department chairpersons.

ACC COMMITTEE REPORTS

iii. Undergraduate Curriculum Committee (Dyer)

The UUCC and the Provost's Office are working together to facilitate the implementation of CourseLeaf's Course Inventory Management Module, which is the curriculum processing program to which we will be transitioning. The University is already using CAT to produce the University Catalog. Over this summer, UUCC Chairman (Dyer) and Associate Provost for Academic Programs and Assessment (Cote-Bonanno) will establish the plan by which the various University constituencies will have a voice in how we can all tool this program to serve all our needs in curriculum implementation. Anyone interested in the progress, please contact Dyer.

Cote-Bonanno: We have a software that we purchased it and we are making decisions about this critical piece of software and we will keep you inform but at this point we don't have more information. Dyer invites you to comment.

iv. GenEd Committee (McDermid)

The committee will be working over summer through recertification of courses.

v. Graduate Council (Vega)

No report submitted

vi. Academic Information Technology Committee (Jacobson)

AVP Jim German will meet with the chairs of AITC (Jacobson), Academic Affairs (Domine), and Senate President (Trubatch) on Thursday, May 11th, regarding the administrative plan to derive actionable data from monitoring student activity on the Canvas LMS. There will be a survey coming out about IT and suggestions are welcome, please contact me if you have issues you would like to discuss.

Jacobson: LMS proposal and survey going out soon. Fleming: It's ready to go out. Jacobson: Please respond to it. Also, we've gotten inquiries about the liability issues, which I will forward to the Union.

Domine: Give agenda items to Eric.

VII. Administrative Affairs (Pemberton)

We created an IT adviser group. Doug Murray will report.

Murray: I met with VP Fleming and went over some of the issues I collected from people. Many of them turned out to be very complex and we found we needed to consult with other areas in order to problem solve. So, we will set up additional meetings. We will continue to seek out more information with stake holders. Trubatch: Senate E-Board suggested that IT issues that got in the way of work on campus. This is way to work through these issues. Domine: What's the name? Fleming: It's an advisory board. Each item probably needs its own set of people to help it. In the HR example... we need to gather more info on what's going on from the Chairs and area heads. Each area needs its own group if IT people. The issues and discussions need different focus groups. Domine: Where do advisors fall? Fleming: I'm not sure. Trubatch: Does it have academic content? What are the steps a person has to go through to hire a student? Domine: Advising has no academic content. What about Degreeworks issues? Murray: We did cover some of what you brought up.

Gingerich: We need to make sure we designed systems that address all the questions would have. We want to be sure it has the information we need. We need the user information and user issues so we can improve it. Fleming: It's good timing to be thinking about this. Alvares: Do we have an idea about what could be put into the system we already have? Is there a list of what is coming down the pike? Fleming: We do. Let me give thought to how we can best share that. Kirk: If there's a way for us to do this on the Gen Eds... Alvares: We'd like to know how many students need a certain requirement. Domine: I'm thinking that is an academic issue.

Goldfarb: When you need feedback from the Chairs, let me know. I can send someone or I can go.

VIII. Student Affairs Council (McDermid)

No report submitted

IX. Elections Committee (Field)

a. **College of Education and Human Services**

Vanessa Alleyne

Erik Jacobson

School of Business

Stanislav Mamonov
College of Science and Mathematics
David Trubatch

- X. Report of the Senate President (Trubatch)
 - I would like to recognize people leaving; Camacho will graduate the month.
 - Welcome new Senators.
- XI. New Business
 - a. Noonan: Last month, we have a conflict and I was not here because we attended the annual board dinner. We start negotiations and process regarding the compensation for adjuncts and an agreement for next semester.
- XII. The meeting was adjourned @ 4:36pm.