THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Meeting minutes for April 19, 2017

I. The meeting was called to order at 2:47pm

II. Roll Call: Abrams, Alo, Alvares, Bellum, Brook, Camacho, Collins, Curnutt, Dinour, Domine, Ficke, Field, Fleming, Friedman, Gainor, Gingerich, Goldfarb, Gurskis, LaFountain, McDermid, Misra, Murray, Nurse, Panorkou, Parashar, Pemberton, Pennington, Prezant, Sadowsky, Salzman, Specchio, Strickland, Sullivan, Trubatch, Wolfson, Williams-Edmund, Wolfson.

III. Approval of Minutes: March minutes to approve.

IV. Tobacco, Smoking and Vapor Campus Use Policy (Pennington)

After careful review and consideration of the recommendations made by the University Senate and the Student Government Association, new University policies on the use of all tobacco and similar products will be effective. Now, current state law and University policy prohibit smoking, and/or the use of tobacco, vapor or similar products inside any campus building.

The plan for a phased elimination of the use of tobacco products will be implemented as follows:

    a. Effective September 1,2017, use of these products will be restricted on-campus to designated smoking areas which will be located at least 25 feet from all entries, outdoor air takes and operable windows.

    b. Permissible outdoor areas will be clearly marked and designated as such. Smoking, use of tobacco, tobacco products or vapor equipment will be prohibited outside of these areas.

    c. The Office of Health Promotion will prepare a series of programs for the campus community that will support and encourage tobacco cessation.

    d. The campus will become 100% smoke, tobacco and vapor product free on September 1,2020.

This plan will require the commitment of all members of the University. We recognize that this will be a difficult transition for many individuals. We trust that smokers will be cooperative with this plan and the non-smokers will support and help them locate designated smoking areas when necessary. We all benefit from a campus community that is healthy in all its many forms. We will send a message tomorrow informing about the plan. We would like to thank faculty members and students, especially Dr. Collins.

Collins: How will you mark the designated smoking areas? Pennington: With signs and more signs with messages "No smoking allowed in this area." Gainor: After seeing the map, we need extra smoking areas. Wolfson: It´s good but beforehand, how will you enforce it? Pennington: It will be easier to enforce once we make it a policy. Signage will say "It´s a violation to faculty policy to smoke in this area." But, I concede, enforcement will be a challenge. Wolfson: But there won't be a designated smoking areas later? Pennington: Yes, in 2020 those will be gone, too. Nurse: Could you orient us on the map? Pennington: It's between that area and

Dickson. N: And, not by Russ? Pennington: Actually, more toward the physical plant area. Trubatch: Any more questions? Thanks. Pennington: Thank you!

V.   Report from the Administration: (Gingerich)
   a. Middle states: Middle states came and went. They were a very intense group. Many of you participated in the meetings with them. We received a draft of their report. What they sent is more complete version of what was read by the committee review. We have until mid-May to submit corrections. There are a few: such as schedules, and names not correctly written. Then, we get a final version of the report. They will then send it on to the Commission. We will know the final results around the end of June/July. The whole experience went very well for us. We did very well in their review. We did not have any recommendations. They gave us a few suggestions in areas that we could have predicted. We, ourselves, had 9 suggestions, and the committee turned none of these into recommendations. You will all see the report in its the final draft. This will be circulated among the campus community. We will have plenty of opportunity to absorb, consider, and react to the information there. From this process now we move to the next strategic plan. The Senate will play an important role in developing that document.
   b. We had our annual published authors celebration at the Library. Faculty and staff published over 50 books this year. All the information can be found on the Library and the Provost website.
   c. The 5th Annual Grants Recognition event is tomorrow, April 24 at 11.30am in the Conference center, University Hall, 7th floor. Everybody who got a grant this year will be invited. The campus community is invited to attend.
   d. Update on Website (Fleming): All departments are migrating from Terminal 4 to Word Press. The new content will meet the requirement for accessibility. We now have standards with which we must comply. The website is only one part of this. Compliance includes all systems that we use to do our jobs. We do have an auditor who will starting their audit in June to help us plan and produce more accessibility across the systems. The migration will take a couple of years.
      Trubatch: The University has a corporate web presence. But, it also has a web that we use to do our jobs, or research, creative work, i.e. not the corporate face of the University. How will this idea effect that? Fleming: The auditor will cover everything, not just the corporate face. We must adhere to these guidelines. It's not just a matter of the content. For example, if you have a video, it will need to be Closed Captioned (CC). Trubatch: If someone creates a video, CC may not be part of their creative process. Is there going to be support for this? What if CC is not part of their content or creative product? Fleming: The auditor will be able to help us with this. Guidelines are guidelines, and different institutions will interpret them differently. Trubatch: If the guidelines are too restrictive, it will be the opposite effect. People will publish content elsewhere. Wolfson: Board of Trustees has an item for $120,000. Is that the audit? They never not approve anything, so you don't have to worry. Fleming: I've learned that until something is done…I'm not counting on it!
   e. Enrollment verification process (Gingerich)   Enrollment verification process we are not getting full cooperation on this process for FA. I am going to be reaching out and nudging faculty who are not responding. FA will not disperse to those who have not been verified. Petra has been involved

chasing down faculty to fulfill this obligation. It's going to have to become an unavoidable task of this job. Students are at risk and the University is at risk if they give out $$ to students not verified. We need to find means to get this info and have people respond to this. Wolfson: Did the Middle States committee say something about shared governance? Gingerich: Yes. They mentioned advisement, gen Eds, communication, and governance. Salzman: The issue with verification is students don´t respond. Sometimes students delay until 6 weeks in, but after I have done this verification process. It´s difficult to keep track. There is a difference between presence and online subjects. Gingerich: You mean it can be 1 and 1 ½ months, and you don't know if they have attended? Salzman: Online, sometimes the timing is later than the deadline for verification. Gingerich: Yes, online is harder, but I can't believe you don't know a student is attending that late. Salzman: It's just that I forget to verify. Last winter, we thought verification wasn´t needed because no email was sent. Gainor: Are you saying we need to do this every week? Salzman: No, but I keep going back and ... Gainor: Do we know if adjuncts or Fulltime faculty are the problem? Gingerich: There are lots of adjuncts. The report is 120 pages, so I assume there are adjuncts in it. Domine: I'd like to see the data on the response rate. There are tech issues. Strickland: I agree, it´s not user friendly. Clunky doesn't even begin to describe it. Trubatch: In my case, the system doesn´t work. I had someone do this by hand. Fleming: Last Fall we had real issues. This Spring we had very few calls. Collins: I don't have trouble doing this, but I am finding that people don't know that this needs to be done. I think we need to make sure people know about it. The announcements from Petra are important. Gingerich: From now on, the announcements will be clearer. The system needs to be addressed. I also want to know what the data says. I have asked for it. We want to know the problems. Domine: We need to see the data of the flaws. Camacho: The largest problem I had was with an adjunct. The class met 1xs per week. He did not respond to emails. It took a month for him to process the verify. Prof. didn't know or he delayed doing the process. Gingerich: Pennington, we should message the students. Trubatch: No. The students know. They don't need a message. Collins: Students don't always participate in roll call or in class, and then want to be verified. Trubatch: There is a clear obligation for students but we need a user-friendly system and getting everybody onboard. Domine: There's a difference between being able to do it and wanting to do it. Gingerich: It's the Feds that want this. We need to do it. Domine: I don't like the idea of singling out people when there are other issues interfering with our ability to accomplish verification.

VI.   Information from Emergency Services (Matt Gallup)
MSU has a state of art emergency operation plan in place. We have an All Hazard plan that includes all the events we hope will never happen. We look at different buildings and cover what threats they might generate. We work with MSU police, local police and federal police among others. We train campus staff to raise awareness. Our main aim is to minimize the anxiety caused by threats. Our points of contact are Ext 5159 or email Gallupm or konolpp. Domine: I appreciate your local plans. Is there a plan for campus wide? Gallup: Yes, we have this. But we come into your department to help you use your space to protect yourself and be trained to protect yourself. Domine: will there be a campus wise drill? Gallup: Yes. We need to figure that out logistically. We need to coordinate outside agencies. Domine: Is there a need for one? Gallup: When you have a major event, it will depicts how the plan unfolds. We are transparent to a

point, so that our plan cannot be compromised. We want to avoid mass evacuations. We want to evacuate procedurally to avoid further injuries. We want to control this process. We also have a communication plan as well. When we have updated to word press that will help us with communication. Nurse: Are all the officers trained, and academy trained? Gallup: yes. All are academy trained. And, all of our police cars are updated as well. Nurse: One of the biggest concern is evacuation. There's a lack of roads to evacuate parts of this campus. Gallup: We want people to get out effectively and safely. We can change direction of traffic, for example Yogi Berra stadium can become an exit. It's so important to get people to safety. Wolfson: Thank you for the plan. 1. Cell service is still sporadic. 2. Video surveillance? Do we have them, if so where? Gallup: Cameras are popping up on campus. Residence halls, and they are used by facilities. Policy of how we use cameras is important. If there a camera is going to be put in place, we have a plan to be sure it isn't compromising safety. Wolfson: We can expect the campus will have cameras. There not monitored, but they are used for forensic evidence. Gallup: Yes. We've identify where the biggest threats are. We have a plan for installing cameras. Wolfson: Are they in garages? The reason why I am asking is that we've asked in the past and have been told, "there is no video surveillance. We are not monitoring." We were told there was no funding. Gallup: I think, for parking decks, it's important. If there's a catastrophic event, in parking garages we want to know what happened. Wolfson: We've been told no. Gallup: I'm the new guy who is checking where we should have them. I want video surveillance in car parks. Dinour: Can you give me peace of mind? Will you be able to know where we are by phone pings? Gallup: There are systems that can show this. We are updating our systems to see where you are specifically. Misra: Can you receive text messages? Can I send a message saying I am in trouble? Gallup: No, you need to go through the rave app. But our update will help with this. Our response will be incredible. We don't want to isolate anyone. Trubatch: To summarize, people who want to have training should contact you. Gallup: Yes. Email if you have doubts and we can arrange a training in your department.

VII. NAL report (Curnutt)
   a. The solidarity walk was well attended.
   b. We met with the Negotiations team 2 weeks ago, and there wasn´t any progress. There was a proposal which we´ll discuss next Friday.

VIII. Committee of the Whole
   a. Addition of Ram Misra to Committee on University Policy by unanimous consent. Committee will meet in May to develop clear, transparent University policies.
   b. Statement on immigration. McDermid: The document has been revised. We welcome suggestions to improve it. If it can be approved, right now, that's fine, too. Trubatch: Discussion or comments? Domine: This is great. I express concern about some of the word usage. We should use different words than "declining" and "prohibiting." Make it positive. McDermid: Should we lead with "unless"? Domine: Yes. Trubatch: Other discussion? Abrams: We should add gender identity. Trubatch: All in favor? Yeas 18, Nays 0, Abstentions 0 Gingerich: President Cole posted this morning an immigration status update with the Global ed office. It's basically an expanded version of this. It offers advice, counsel, etc. Any immigration issues that have surfaced at this time.

IX. Council Reports

a. Academic Affairs (Domine)
    i. Creation of Council By-laws
        Senate Executive Board discussed the integration of establishing bylaws for all Senate Councils. This work runs parallel to the larger task of marshaling departmental bylaws from across campus and warehousing them via the Senate.
    ii. Middle States Commission on Higher Education (MSCHE) Visitors
        Thanks to AAC senators for meeting with the Middle Senates visiting committee. Among the issues discussed were the desire for increased shared governance and lateral (rather than vertical) decision-making.
    iii. Policy on Integrity of Course Web Spaces in the University LMS (from February 2015 minutes, Section VIII. AAC report)
        The AAC finds that the resolution bears repeating, given the current climate of early warning and intervention in student progress.
        This is primarily a reminder to re-engage and keep current this issue of with who can go into our courses using the LMS system.

ACC COMMITTEE REPORTS

    iv. Undergraduate Curriculum Committee (Dyer)
        1. Several proposals that involve course alterations to programs in Art and Design (CART).
        2. There is only 1 Committee meeting left: May 5th.
    v. GenEd Committee (McDermid)
        1. We met with members of the Anthropology department to address their unique needs with regards to recertification of Gen Ed courses. We offered any support they might need to work through their issues. New courses have been approved and they will start Fall 2018. Alvares: Can we see the courses being recertified? McDermid: Yes. Domine: The Wiki Kirk created is very impressive.
    vi. Academic Information Technology Committee (Jacobson)
        1. IT reviewed planning assumptions for upgrading/refreshing the technology in classrooms across campus over the next few years. The upgrades will start University Hall. The University Hall faculty will be surveyed for more general feedback and to provide thoughts.
        Alvares: Will you provide DVD players and streaming options? Fleming: No ongoing plan to provide DVD players but some classrooms have DVD players.
        2. AITC Chair Jacobson is still in the process to arrange a meeting with Jim German to discuss emerging concerns.
        3. The Committee is also looking for faculty participation and encourages people to get involve.

X. Administrative Affairs (Pemberton)
    a. Starfish tool
        Domine: Issues with Starfish should be forwarded to Alison Stryker-Banks. She would welcome the feedback.
        (Gingerich) We haven't really learned how to use Starfish. We need to be better trained and learn what it can do. The first contact for issues is Alison with a cc to Jim German. Domine: Faculty complained that students received

inappropriate information and emails that advisors don't intend to send. Strickland: Some calendars match with Starfish and others don´t.

Alvares: What sort of data mining can it do? Strickland: It cannot even calculate gpa correctly right now. Trubatch: If Starfish does something you don´t want it to do, send a message to Alison Stryker-Banks. Domine: Who is the steward of degree works? Gingerich: Jim German. Fleming: This is a really good time to improve our technology. We are trying to figure out which systems make the most sense for us. Domine: Can we add this to the agenda for the AITC? Fleming: September would be perfect.

XI. Student Affairs Council (McDermid)
   a. Senate Statement and Recommendations on Immigration and Related Issues
   b. We are looking into campus violence
XII. Elections Committee (Field)
   a. Last week, 6 senators were elected. Nominations are open until Friday for School of Business.
XIII. Report of the Senate President (Trubatch)
   a. Remediation courses will have clear requirements. We clarified these are curricular changes. These changes are just the kind of thing our new committee on policy will address.
   b. Canvas preferred names
      Everyone on campus should have the ability to use a preferred name. We are still waiting for clarification of what we should do in the meantime. Gingerich: We will have more information toward the end of June, or July. Trubatch: The information we have is inconsistent with LGBTQ webpage. Fleming: The systems are interrelate. We are looking into how to they communicate with each other. We absolutely agree with the priority. We will have an update in June. Trubatch: So is the info on LGBTQ website correct? Fleming: In so far as it just puts name in Canvas. Trubatch: We want to be sure everyone has this information. Fleming: Yes, for Canvas. Trubatch: And for peer contact, this is just on Canvas. Gingerich: If it's changed on one canvas course, it's just that course? Fleming: I believe it follows through, but I will confirm that.
   c. Middle States: It will be interesting to see the report. There was a discussion about governance. There seems to be some dis-satisfaction about governance because parties don't agree. I hope the strategic plan will reflect this both in implementation and execution.
   d. Board of Trustees and Tuition Hearing
      I will be addressing the Board of Trustees about tuition. It's important to highlight the big change about eliminating course fees. We need to make sure the resources are available to make courses run.
XIV. Comment from the Community
XV. The meeting was adjourned, 4:35pm.