

THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

Meeting minutes for March 22, 2017

- I. The meeting was called to order at 2:48pm
- II. Roll Call: Abrams, Alo, Bellum, Bonato (for Gingerich), Brook, Camacho, Curnutt, Dacey, Dinour, Domine, Field, Fleming, Friedman, Gainor, Gaynor, Jacobson, LaFountain, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Parashar, Pemberton, Prezant, Sadowsky, Salzman, Samuels, Sharps (for Gurskis), Sullivan, Trubatch, Wolfson, Williams-Edmund.
- III. Administration report: (Bonato)
 - a. Middle states: April 3rd/ 11am and 3pm Senate E board. Wolfson: clarification of meetings?
 - b. General faculty meeting April 4th. Trubatch: moving the meeting April 5th because there is conflict and people have classes?
 - c. The New Director for Summer and Winter Sessions, Dominique Houze, is introduced.
 - d. University Advisory group for Title V grant proposal: specific to our new status as a Hispanic Serving Institution. Camacho: Hispanic-Serving Institution need students participation? Bonato: Latino club LASO is invited, asking for funding related to student activities; higher involvement of students. Camacho: is there anyway I can get involved? Bonato: let's go through the leadership, ask LASO. Wolfson: With compensatory time for volunteering we will get more involvement from faculty and staff.
 - e. Graduation: Sullivan: January Commencement: how will things change? Samuels: the planned double stream of students did not occur and caused problems. Sullivan: We've run out of room for convocations? Samuels: I'd like to propose different scenario... maybe 2 or 3 graduation ceremonies; What do other institutions do? We need changes, now it is a very long day. Any suggestion what to do? Nurse: Can we invite the person who runs it to come here to come up with ideas? Trubatch: yes. Murray: meetings are happening, but no one is asked to attend, another opportunity missed; engage administration and faculty. Bonato: large group of graduates in the Spring to consider; Trubatch: not transparent, group that prepared the program is not known; let's ask for a representative to go and report back.
- IV. February minutes approved
- V. Committee of the Whole
 - a. Committee on Policy Development, Review, and Dissemination
 - i. The Committee is formed by acclamation. The aim of the Committee is the ongoing development of clear, transparent shared-governance practices regarding University policies.
 - ii. The initial members are: Abrams, Berger, Gainor, and Weir. Term is through May 2018. They need to determine their means of operation and choose a Chairperson.

VI. Council Reports

a. Academic Affairs (Domine) CURRENT BUSINESS

- i. Council is developing AAC By-laws, still in progress.
- ii. Provost Gingerich responded (on 3/9/17) regarding the 5 “Emergent Tensions and Contradictions”. Those responses will be discussed at the AAC meeting, following the full Senate meeting today.

iii. COMMITTEE REPORTS

1. Undergraduate Curriculum Committee (Dyer)

- a. Several proposals that involve course alterations to programs in Art and Design (CART).
- b. There are two remaining UCC meetings left for the academic year: April 7 and May 5.

2. GenEd Committee (McDermid)

- a. Update on recertification process
- b. Committee representation/elections - Domine: We need clarification about who can serve Gen ed Committee. Colleges send one member, which means some departments don't get a free flow of information because they don't serve, or are not in the loop. Every department should have representation in the Committee. Noonan: Is there a clear number of adjuncts that have been asked to participate in re-certification process? McDermid: I will get the number and get back to you.

3. Graduate Council (Vega): Mid-year report on Canvas.

4. Academic Information Technology Committee (Jacobson)

- a. Formal presentation given by Marie Tizon (associate Director of Disability Resources) detailing student accessibility issues at our last meeting. Katherine Tasheff also gave a presentation on the principles of web access. Feedback was given on LMS student progress for early intervention. This information is uploaded in Canvas under “LMS Data and Student Success White Paper”, please feel free to see. There are many issues yet to be addresses with this student success initiative: key points of engagement, where to locate “actionable data”, the extent to which these data are predictive, and how to best craft an intervention. Trubatch: We still need clarification. Domine: We need the parameters that will be set about responses and thoughts about this idea of how LMS is tied to student success. Samuels: Yes, we need clarification. Domine: Can we get the power points uploaded in the Senate website? McDermid: any comment on the explosion of disabled population accessing higher education? It's a big increase. Domine: Is this mostly new business?
- b. AITC Chair Jacobson is in the process to arrange a meeting with Jim German to discuss emerging concerns.

- c. There are two meetings left till the end of the academic year. The next meeting is scheduled for April 12th. Purchasing and technology will be discussed. An update will be given in the next Senate Committee. The Committee is also looking for people. We need to appoint new reps. All the information is in Canvas and we encourage responses and thoughts.

b. Administrative Affairs (Pemberton)

- i. Life cycle computers: response is received from the Division of IT.
 - 1. Centralization: currently the College/School technology team or the client within Administrative Divisions is alerted up to two months before machines are due back. The College/School technology team work with the faculty/staff due for a replacement and they coordinate a date for replacement. Effective July 2017, OIT will be enhancing this process with a software module, enabling faculty and staff to proactively look up their equipment along with the date that the lease expires, review the hardware, confirm model and request a replacement.
 - 2. Administrative Privileges: Uncontrolled software installations pose risks to individual workstation and the broader campus network. Due to the proliferation of malware and ransomware, administrative rights are not granted for the end users. However, the installation can be requested by contacting the College/School technology team or the IT Service Desk. In addition, where local administrative rights have been approved on an exception basis, faculty/staff are directly responsible for performing all system updates, testing compatibility against standard applications, and ensuring security and operational reliability of the workstation. The user also becomes solely responsible for ensuring the security and backup of any University data that s/he handles. IT will not troubleshoot nor back up the data and will strictly reimagine the machine back to the University standard. Trubatch: There's a difference between comp. research vs office support; locking down machines may have an effect opposite effect of OIT's goal: faculty and Staff, as well as students, will bring in their own machines with no OIT review of software installed.
 - 3. Insurance/responsibility: MSU's warranty covers only normal wear and tear or hardware failure due to malfunctioning part. It does not cover hardware failure due to accidents such as dropping or spilling liquid on the workstation. MSU policy states that: "University personnel are expected to exercise care to assure against theft and damage of equipment provided to them. In situations where negligence or violations of this policy result in damage or loss of equipment, the cost for its repair or replacement will be responsibility of the employee. Negligence is determined by the lease vendor." Murray: What's more important is our insurance policy. What's negligence and unintentional? Fleming: We do not budget for accidents or

repairs. Trubatch: Seems unrealistic. In practice, it's a worker's computer provide to do work here, but if the computer breaks we're on our own. We need more information about the insurance policy. How much do we spend in repairs? Fleming: No figures. Wolfson: how much are we talking about? Fleming: I don't know. Wolfson: I'd guess it's probably not much, but we'll find out. Fleming: It may be difficult because of arbitration of intention. Can the school or department arbitrate? Jacobson: the default position is that we did something wrong. Trubatch: With the current policy, in the financial sense we are. Jacobson: Who pays the damages in a computer? Who pays if a student knocks it off the desk? Am I shaking down my students? Pemerton: Do they have AppleCare? Fleming: Yes, just for 1 year. Fleming: Administration rights for research can be given. Wolfson: We purchase AppleCare in the past; has that changed? Fleming: I'll check. Wolfson: The extended resource is \$300 per machine; warranty repairs rarely happen; explore this amount. Gaynor: I have coverage until May 2019. Wolfson: The money spent not always utilized; maybe it can be repurposed. If it is covered by AppleCare, they used it. In the budget discussion, AppleCare should be considered. Recommendations to purchase AppleCare can extend the warranty.

- c. Student Affairs Council (McDermid)
 - i. We drafted a statement against bigotry and violence. Jacobson: This needs to be updated to reflect the current situation; it feels dated. McDermid: Yes.

VII. NAL Report (Curnutt)

- a. No progress in negotiations w/State; Union membership is up, which means Local 1904 has more votes than on the Council than any other Local.

VIII. Elections Committee (Field)

- a. There will be election for 6 at-large Faculty positions. Nominations are open for 6 positions until Friday

IX. Report of the Senate President (Trubatch)

- a. OIT/Provost: presentation of the University Advisory Committee. Additional seats on the committee.
- b. In the Executive meeting, it was explained that course fees no longer exist; instead will be replaced the Regular Budget Process. Materials/supplies and equipment will now go through Regular Budget Processes; Faculty will need to learn how the process works. The Provost will include a presentation information at the upcoming Council of Chairpersons meeting.
- c. Affirmative action day tomorrow
- d. Dinour: how is going to work, the course fees? Trubatch: We need to educate ourselves to find out how it works. Samuels: mystery supplies are disputed how is it resolved? Items are listed. Nurse: basic skills policies? Trubatch: The basic skills policy is going to change. There will be more information later. Pemberton: Back to course fees: Now that they are put into the budget; What if there's a new course? Domine: Does it come out of the general budget? Samuels: how will these things be considered? Murray: As a Chair, I solicit input from faculty, and hand it into the

Deans. We consider and prioritize items; Then it goes to VP Finance; and then Provost. Domine: Bylaws will/can define how decisions will be made in each department, including course fees. Trubatch: Administrators, is there something we should be thinking about, or is missing? Prezant: The course fees have become a budgetary issue, because fees became a Trenton issue. Going forward, Faculty will tell Deans and money is put into budget. There is a Budgetary Review. Sullivan: University need to publish what the fees are, etc. Trubatch: We should focus on how to make the new system work. Prezant: If there are special fees for students due to fieldtrips and special exams, budgets will be imposed onto courses. In the future, it will be published in the website. Trubatch: We need to focus on how to make the course budgeting system work.

X. New Business

- a. Smoking policy will soon be announced but we are waiting for the SGA and Administration to hear
- b. We have a June timeline determining when the use of preferred names will be possible in Canvas. An update to Banner is required and this will happen in June.

XI. Comments from the Community

XII. The meeting was adjourned, 3:58pm.