

THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

Meeting minutes for December 22, 2017

- I. The meeting was called to order at 2:47 pm
- II. Roll Call: Alleyne, Alvares, Bellum, Berger, Berisha, Billings, Carnevale, Collins, Curnutt, Dacey, Dinour, Domine, Field, Fleming, Friedman, Gaynor, Genise, Gingerich, LaFountain, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Pemberton, Specchio, Spitz, Strickland, Sullivan, Trubatch, Williams-Edmund, Wolfson.
- III. Approval of Minutes: November minutes approved.
Agenda approved by acclamation. Corrections may be submitted later.
- IV. Report from the Administration: (Gingerich)
 - a. Student retention numbers: We produce a handout about student's retention rate and we need to address this situation and pay attention. Our goal is 85% retention next year. Vice-Provost Jim German examined the data, prepared the handout and he'll explain.
(German) As it shows in the 1st two pages of the handout, 600 Freshmen students transferred. 325 end up in 4-year institutions or in community colleges. The others we could not identify, we presume they are not enrolled in a college in the US. Some leave for majors we don't offer.
(Gingerich) We will be collecting this data each year.
Discussion included Senators Domine, Alvares, Sullivan, Murray, McDermitt, Noonan, Misra, Nurse, Collins, Pemberton.
 - b. We've created a new budgeting process for capital equipment. This year, we funded all requests. We will probably do something similar next year.
 - c. VP Fleming on Accessibility update. We launched a website about accessibility. We will have classes available, as well as information and guidelines on the Website. I welcome you mention this in Department and College meetings. We are trying not to be so time-lined focused. We want this to happen more organically. We hope people will start Fall 2018 with their syllabus being accessible. There are templates and How-to's on the website, but it's not an overnight process. We are focused right now on new material. The expectation is that by 2019, everything will be accessible. It is particularly important for online courses to be accessible in their digital content. There's going to be a lot of information for getting started on the Website.
Discussion included Senators Trubatch, Noonan, & Alvares, as well as Provost Gingerich.
 - d. I have updates on the Library's digital repository.
(Hunt) We have begun populating the repository. In January, librarians will be available to begin making presentations nearer the launching point.
 - e. Updates on College Hall student services.
(Cote-Bonnano) Moving student services (Registrar, Financial, and Bursar) to Red Hawk Center on old Lot 7 over January break. We should be ready for January 3rd.

(Gingerich) We are calling it Red Hawk Central 'light'. It's a temporary move of all the services for about 2 years. If issues relating scheduling continue to occur, please make sure you contact Joanne.

(Alvares) There're still problems with transcripts in NEST.

(Cote-Bonnano) It should be taken care of, but please let me know about specific issues.

- f. Strategic planning has begun. There will be many opportunities to participate. There are focus groups and some of you could take part in thinking exercises. We will start engaging people in January and February 22-23 to design teams and to identify strategies. It's not following a departmental or college structure. We have a consultant planner this time, and he has interesting exercises the will help keep us on track. The new plan needs to be more flexible, and should address short, medium, and long term goals. The strategic plan must be dynamic. Things are changing rapidly and we are looking forward to a transparent open process. We will be reviewing Middle States Assessments as we craft our plan. The Senate will have a member to participate in this process. Everyone is a stakeholder.

(Wolfson) I want to go on record we are a Unionized workforce. At some point we should be included in the process.

(Gingerich) Noted.

Input from Ken Sumner, Associate Provost.

Discussion included Senators Wolfson, Alvares, and Trubatch.

V. Policy committee from Hila Berger.

- a. (Berger) The committee collects information and formulates recommendations regarding processes and protocols, by which the University policies are formulated, reviewed, changed documented, and disseminated. We looked at many institutions and saw that many had policies on policies. We have shared a draft, now our aim is to share a template and start collecting information and feedback. In the February meeting we'll check the form and the template. We think this is part of the process of shared governance. There should be a single place to house all policies. A central location has been proposed. This is not changing the statement, navigation and consistency of existing policies but should clarify how find the policies, how policies are established, and organized. Policies and procedures that are negotiable by Collective Bargaining Agents representing constituencies of the Senate do not fall under the purview of the Committee. We encourage everybody to look the document, make questions to the Committee and give recommendations.

Discussion included Senators Wolfson, Misra, Alvares, Noonan, Williams-Edmund, Sullivan, & Trubatch.

VI. Council Reports

- a. Academic Affairs (Domine)
 - i. We are in the early stages of developing a set of recommendations regarding the university's curriculum action processes. We encouraged and welcome all input to the full senate for review.
 - ii. We are also in the early stages of deliberating a set of recommendations regarding how academic policies are implemented, how they are assessed, how the faculty members are appointed and the decision-making processes pertaining to academic programs. We

welcome additional input from senators and the wider university community to develop recommendations and bring to the full senate for review.

iii. Committee Reports

1. Undergraduate Curriculum Committee (Dyer) Nothing to report.

2. Gen Ed Committee (McDermid)

We are still working on how to help people recertify. In the Spring semester, we'll present a report in January or February about what the Gen Ed curriculum looks like going forward and preliminary assessment information. We'll give details to the senate.

3. Graduate Committee (Gainor)

The report of our last meeting is included in the Senate's web. We recommended, and the Graduate Council approved, the following curriculum actions: Nursing courses.

4. Academic Information Technology Committee (Jacobson)

We have a meeting scheduled for January 17. The focus will be on two topics: (i) the use of open-access textbooks and related resources; and (ii) making the best use of the Starfish system with regards to supporting students. We are soliciting ideas for future meetings. If you have any thoughts or questions, please contact Erik Jacobson.

b. Students Affairs (McDermid) Nothing to report.

c. Administrative Affairs (Pemberton)

i. Task Force on socially responsible investments has met. We focused on where University funds are invested. We scheduled a meeting at the end of January and we'll continue developing the recommendations.

ii. The Technology liaison (Murray) is working with OIT on moving from paper to digital workflow in areas including: course substitution; ISR submission; and reappointment and tenure process. If you have any thoughts or questions, please contact Doug Murray.

iii. Regarding how to show attendance for students who earn "F" grades, please put last date the student came to class. (Cote-Bonnano) It's directly related to Financial Aid. It's for title 4 funding. (Gingerich) If you don't take attendance, or have other questions about which date to add to the system, send it to Joanne Cote-Bonnano. It's administrative issue related to financial aid, not an academic issue. Discussion included Senators Trubatch, Sullivan, Curnutt, Domine, Alvares, Lafountain

VII. NAL (Curnutt) We are looking into the administration of course surveys through Canvas and determining at which point the Union should become involved.

VIII. Report of the Senate President (Trubatch)

a. I would like to welcome the student representative, Serafina Genise.

b. The Senate met with President Cole and we talked about DACA expiration by March. Some students are not able to apply. The University isn't making a contingency plan. We hope there will be a fix for this. The University is planning to lobby to cover the students' expenses, but at state level there's no

lobbying due to change in Governor in New Jersey. President Cole said that students will be helped on a case-by-case basis.

(Wolfson) Local 1904 would be happy to work with the University to make sure our students are unharmed, and to help with legislation.

Discussion included Senators Sullivan, Murray, Noonan, Wolfson

- c. There will be a new Undeclared unit. The expectation is that it will facilitate students finding a major.
- d. The Senate website is reorganized and is now up to date.
- e. The elimination of the course fees and the implementation of course-fee accounts went into effect this academic/fiscal year.. The faculty and staff must understand the budget process. There is now information in Canvas. If you have any thoughts or questions please let Trubatch or Pemberton know.
- f. We want to emphasize sharing the information about the Senate's role and accomplishments with your colleagues. Did Colleges report?
 - i. CEHS, CSAM, and CART affirmative; CHSS & SBUS no.

IX. New Business from Senate

- a. (Wolfson) If we are going to have a consistent person from the SGA, we should add them to the agenda.
 - i. (Genise) We've been speaking about the Discovery programs. We are enthusiastic about the program. We believe it will help with Undeclared students.

The meeting was adjourned, 4:30 pm.