

# THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

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## Meeting minutes for October 25, 2017

- I. The meeting was called to order at 2:49pm
- II. Roll Call: Abrams, Alley, Alo, Bellum, Berger, Billings, Brook, Carnevale, Collins, Curnutt, Dinour, Domine, Field, Fitzpatrick, Fleming, Friedman, Gaynor, Gingerich, Higgins, Jacobson, LaFountain, Lucas, Mamonov, Misra, Murray, Noonan, Nurse, Panorkou, Pemberton, Specchio, Sullivan, Trubatch, Williams-Edmund, Wolfson.
- III. Approval of Minutes: September minutes approved with addition of Nurse in Roll call.
- IV. Report from the Administration: (Gingerich)
  - a. Montclair State University Board of Trustees met this morning. We have 10 new emeritus professors. A lunch was sponsored for them.
  - b. We are addressing scheduling for Spring. The Registrar and the Deans' offices are both fully aware of the issues with the new software program "Optimizer". In the Chairs Council meeting, it was a major topic of discussion. Scheduling issues are being solved. We are encouraging people if they have concerns to talk to the Registrar. The new software will solve issues next year and each semester will see improvement.
  - c. There's an interesting article attached about the use of student data for student success from the Chronicle of Higher Education.
  - d. (Wolfson) This morning at the Board of Trustees, you approved an honorary degree, I'm assuming it's for January?  
(Gingerich) No, it is a special unique situation. It is an honorary Bachelors degree.  
(Wolfson) To my knowledge we've never given an honorary Bachelors degree before.  
(Gingerich) This person was a student at Montclair State University, and for reasons nobody knows, she left the University. She had a successful career and we want her back in the community of Montclair State. The degree was similar to what Harvard did for Bill Gates.  
(Wolfson) Could we give a doctorate if we wanted as well?  
(Gingerich) We could, but I would not approve it.
  - e. Technology  
(Fleming) Update on two initiatives: Cell service will improve with a new cell tower on Freeman by Verizon. And, we kicked off infrastructure inside buildings. It will take 12-18 months to get through it. Secondly, the initiative for Web accessibility we have renamed digital accessibility. We need to get all of our electronic media --Web pages, online materials, documents—compliant with accessibility standards. New media should be converted first. IT will provide more information and we'll share more information with department Chairpersons.  
(Trubatch) Where does responsibility lie to make items compliant?  
(Fleming) We are partnering with various areas on this.  
(Trubatch) MSU web is where we can do whatever we want. When does it become part of the initiative?

(Fleming) It is part of the question of timing.

(Trubatch) Who's responsible? For example, if I make a video and post it, who will close caption it?

(Fleming) There are no constraints on content, only the accessibility of the pages. Every employee has some responsibility about the material they publish.

(Trubatch) Unless I upload something that is not in the format you want. It would be valuable if the draft of the new format could be discussed here. Will you make a draft and ask for recommendations here?

(Fleming) Yes.

(Domine) The presentation that given previously to the Academic Information Technology Committee was illuminating. Could we have access to the presentation slides?

(Fleming) Yes. I can share that.

(Trubatch) We can post it on the Senate site.

(Fleming) All employees will be responsible, but I must monitor it.

(Nurse) This is a case where libraries are well ahead of the laws and regulations. It's nothing to do with content, we are talking about the format. There are spaces already at the library. We have stations for students with disabilities.

(Fleming) The digital repository must be accessible as well.

(Wolfson) We're talking about a policy for accessibility. There two other policies out there. If they are going to be changed, they need to come here. I just don't want any surprises.

- f. (Adams) We need clarification about the memo for online course student surveys. Does it just apply to adjuncts?

(Gingerich) Online student surveys are required for adjuncts. All candidates for tenure, promotion, etc. also must submit survey results with their applications. Every department is expected to have a survey and to submit it for conversion to an online version. Some surveys are still being circulated on paper, and collected. The change is that all of these are moving to an online format. When we do this in the spring semester, all of the surveys will be online.

(Adams) Will the paper surveys go away? Return rates have been so poor with online evaluations.

(Gingerich) The return rates have actually been quite good.

(Murray) All tenure-track faculty who are not yet tenured must be distribute student surveys every semester. Tenured faculty can opt out of the survey process.

(Jacobson) As faculty we have the opportunity to determine the time frame?

(Gingerich) I think so.

(Fleming) The timing is as late in the term as possible before grades have been posted.

(Jacobson) It should not be too early.

(Gingerich) Right.

(Wolfson) Is Steve Johnson the only person who can look at aggregates?

(Gingerich) There is no change on who can access the aggregates.

(Wolfson) It's important.

(Gingerich) Of course. I'm trying to think how this has worked with Adjuncts.

(Trubatch) It's a question the policy regarding access to, and use of, the data.

(Noonan) I've been getting inquiries. Two things get raised: the return rate. Is there data?

(Gingerich) Yes. We can get you that.

(Noonan) At what point is there a poor return rate? It's a question of the aggregates. We got all of it before when it was on paper.

(Gingerich) The free-response portion of the survey is included.

(Field) Where do Specialists fall in this? Would we have the option of using the department developed survey instead of the University tool?

(Gingerich) No reason for it to be anything other than the department survey.

(Specchio) For the tenured faculty, who can opt in or out? How does that work?

(Murray) You tell me (your Chair) what you want, in or out, and I send it in.

(Curnutt) Surveys in class tend to be more constructive. I send out the link in class. It's an online survey, but done in class. It's more productive for me. The Chair will initiate surveys. Do you let your chair know you're going up for reappointment, or?

(Gingerich) They should know... Faculty are expected to produce survey results with their applications. It has been too haphazard. We want a consistent practice.

(Brook) I've been doing surveys forever. Who sees it?

(Gingerich) I believe it goes to the Chairperson.

(Trubatch) We need a clear policy of who sees what.

(Domine) We need clarification of how the data comes bundled and fidelity in this process.

(Noonan) There's a question about the timing. This material is not supposed to be used for rehiring decisions but are we clear it's not?

(Wolfson) There should never be any analysis of performance based on one criterion.

(Domine) Some department evaluations ask the students what their grade will be.

(Trubatch) The question of what is in the adjunct evaluation is a negotiable item.

(Curnutt) I use the survey every semester... but if it's living on a 3rd party platform. It would have been more private before, but now it isn't.

(Trubatch) That's a policy issue. People will be more comfortable if they know what the policy is. If there is a clearly stated policy, and constituents don't like it, the Senate can make a recommendation.

(Specchio) Faculty could use their own system in class.

(Sullivan) The Chair doesn't see mine. I do mine every semester on paper in class. You get 100% when you do this in class.

(Domine) In the context of Canvas, they are being pestered about everything, so in the student's world it's just one more thing.

(Sullivan) doing the survey in class is a solution.

## V. Committee of the Whole

### a. Endorsement of Lauren Dinour as Senate Representative to the Honorary-Degree Committee

(Wolfson) Was the Honorary degree given this morning moved through a committee? Or can the Board of Trustees do what they want?

(Gingerich) I can't say. The President makes recommendations to the Board of Trustees. Endorsement by acclamation,

- b. Dinour volunteered for the Constitution committee and appointed by acclamation.

- c. Second reading of the Constitution amendment.

(Lafountain) There's a grammatical error.

Error corrected as acceptance of a friendly amendment.

## VI. Council Reports

### a. Academic Affairs (Domine)

- i. Department policies and procedures. We request for updates for instructing unit leaders on development and renewal of policies and procedures. Also on the culling of departmental by-laws campus wide was being done by Ken Sumner. Will by-laws be part of the Chairs Council in the Spring? Is there another venue that might be more appropriate? What's the process for moving forward?

(Gingerich) Most departments have procedures in place. We don't have a specific timetable for collecting them. It's surprising a department need to go to the Provost to get a copy of their own procedures or by-laws.

(Domine) There's a lack of institutional memory in some areas. Ken Sumner said he may put them online.

(Grinberg) Do we share our bylaws? We decided to keep them on Canvas for ourselves.

(Gingerich) They must at least be shared by the Provost.

(Wolfson) It's not clear if the Provost actually approves them. What has happened in the past is that departments shares them with Provost and Union, reviews to make sure that there are no conflicts with contract. I don't think there's an option not to share.

(Gingerich) I am in agreement with my colleague. There's a process. They go to the Dean, and then to the Provost. We reach out to HR who then contacts the Local to make sure there's no conflict.

(Domine) It's great to get clarity on this.

(Misra) Where's in the process if some departments don't have by-laws? We gave ours to the Union. We sent them to the Deans and Provost and did not hear back.

(Adams) Some of us are schools, not departments.

- ii. Curriculum review process. The Council is in the early stages of developing a set of recommendations regarding the university's curriculum as they currently exist. There are some questions at this point but we aren't limited to the number of questions and the AAC will welcome additional input. It's open season right now. We are looking to cull information.
- iii. Academic Program Policies. The Council is in the early stages of developing a set of recommendations regarding policies and decisions making processes pertaining to academic programs after the speech of Fawzia Afzal-Khan at the 9/27/17 full Senate meeting. Some questions include: "What are the criteria for appointing, evaluating, and removing program directors? What are the criteria for funding and support of

courses and programs at the institution? Where does shared governance apply with regards to faculty election of program directors and administrative approval/removal of such? Is there an “Emergency Plan” per se for situations that incite social media hate speech and/or potential violence on campus?”

- iv. We aren’t limited to the number of questions. The AAC invites additional input and comments.
- v. Undergraduate Curriculum Committee: no report
- vi. Gen Ed Committee: no report

VII. Administrative Affairs (Pemberton)

- a. We will be meeting at the end of this meeting. We will have more things to report next time.

VIII. NAL (Curnutt)

The Union has been doing a lot of work in conjunction with HR regarding payroll overpay or underpay.

IX. Elections (Field)

We are running three elections for three open seats. Elections will conclude this Friday and new Senators will be sat at the next full meeting.

X. Reconvene Committee of the Whole

- a. (Trubatch) I received a letter from President Cole and it’s posted on our Canvas site. The SGA recommends Montclair State adopt a Socially Responsible Investment (SRI) policy that bans the investment in fossil fuels and companies that support the Dakota Access pipeline. In response to this motion, Dr. Cole asked that the Senate form a task force to develop an SRI for recommendation by the Senate to the Administration and Board of Trustees. A timeline is detailed in the letter. The recommendations should be ready by March.  
(Wolfson) My suggestion is that you ask for PSEGS contracts.  
We need a motion to form a committee.  
(Adams) Motion made.  
(Murray) Second.  
(Trubatch) discussion before the vote?  
(Specchio) We need to be careful, we need more information because it’s a broad issue. Fossil fuels are in many industries.  
(Trubatch) It’s not only about fossil fuel. See the full letter from the President is on Canvas.  
(Jacobson) I volunteer to be on that committee.  
(Trubatch) [Specchio], you are making a case that you ought to serve on this committee.  
(Gingerich) The President has made it clear that the VP of University Facilities and the VP for Finance and Treasurer should be consulted.  
(Trubatch) Yes. We are forming a task force to make recommendations to the President.  
Motion is passed by acclamation.

XI. Report of the Senate President

- a. Policy on policies. The Committee on Policy has created a draft and the Senate will review it.
- b. University Advisory Committee for the digital repository finally had a meeting. I have heard there was a robust discussion. We look forward to hearing more.
- c. Communication of Senate roles and accomplishments. We want to use the College meetings as a space to get good news out to college and schools constituents, and, to collect information from colleges. We will create summaries of the meetings for a representative to read. We need to increase communication and reciprocity among the campus community.  
 (Unknown) What are appropriate issues to bring to the Senate?  
 (Trubatch) Bring it to us. If it's not appropriate, we will tell you.  
 (Domine) We are the custodians of process. The purpose is to increase communication with colleges and departments.  
 (Sullivan) Don't get into discussions about work conditions. I recommend that the Senate Executive board tell us what to say.  
 (Trubatch) We will prepare a written summary for Senators to read.

## XII. New Business from Senate

- a. (Wolfson) [Trubatch] remarks to the Board of Trustees were excellent. I encourage you to read the statement.
- b. Course scheduling. There's been a lot of discussion about scheduling. I have included a report from CEHS. It's not meant to pick on CEHS. My assumption is that other colleges had problems, but did not compile as our representation from CEHS did. There's been confusion about what the Deans' role is. There's also lots of rules and practices that are not centralized. Deans should address what is their roles are. We need to work on communication with Registrar.  
 (Higgins) Thanks Shannon for the report.  
 (Nurse) there are still room problems. They are asking to use our rooms in the library.  
 (Fitzpatrick) Deans look at the distribution of classes, the number of sections, and enrollment in each section. Registrar looks at rooms, but not at the number of students, etc.  
 (Noonan) Adjuncts are concerned about their schedules.  
 (Gingerich) I did ask Leslie [Registrar] to schedule Adjuncts the way the departments submitted them.  
 (Fitzpatrick) Leslie's intent is to have a classroom for every course. Once she is sure every course has a room, they will go back and switch up rooms manually so people are not running around between classes.
- c. (Sullivan) I coordinate a program that requires a special GPA. SIS use to provide a way to check GPA all on one list. However, due to the new system, I need to check my students individually.  
 (German) There's a way to do this kind of reporting.  
 (Fleming) Open a technology ticket with the helpdesk and we will get it resolved.
- d. (Gingerich) As we sit here, there's an important gathering of University world leaders in University Hall. I'd like to invite everybody to head over.

XIII. The meeting was adjourned, at 4:25 pm.