

THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

DRAFT

Meeting minutes February 15, 2017

- I. Call to order 2:51pm
- II. Roll Call: Adams, Alvares, Berger, Brook, Camacho, Chang, Collins, Connolly, Curnutt, Cutler, Dinour, Domine, Ficke, Field, Fleming, Friedman, Gainor, Gaynor, Gingerich, Gurskis, Jacobson, LaFountain, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Parashar, Pemberton, Sadowsky, Samuels J., Specchio, Strickland, Sullivan, Trubatch, Wolfson; Guests: Cottle, German, Samuels T.
- III. December, 2016 and January, 2017 minutes. Wolfson: motion to accept these provisionally; motion accepted unanimously
- IV. Administration Report:
 - a. University business magazine had lead article which profiles President Cole: “A workhorse university becomes thoroughbred.”
 - b. More sabbaticals given out this year than past years
 - c. 42 positions for tenure-track faculty searches. Deep/strong pool of applicants. We are attracting high quality candidates. Brook: If all 42 are filled are these additions or or only replacing people who have left? Gingerich: Fred [Bonato] brought numbers to the attention of the Administration and the Provost’s office has been trying to get ahead of attrition
- V. Smoke-Free Campus Task Force Report: Dr. Marie Cascarano presenting/ Collins introduces
 - a. Reviews history of smoking policies task force (began in 2011); presentations to Senate; and open forum to campus community; students voices included; includes helping people be tobacco free; smoking cessation groups (incentives included) 11 students sign up 2 showed; faculty 7 signed up; 6 showed up; upcoming events noted
 - b. Specchio: Have you included other groups on campus, like professional staff? How do you enforce this? Cascarano: Enforcement is coming up through another committee Trubatch: This [Cascarano’s] group is focused on incentives Speechio: So another group will work on policy? Trubatch: Yes. VP Karen Pennington is working on this.
 - c. Nurse: Is there a promotion of the idea of doors opening, [second hand] smoke comes in? Cascarano: There is currently a 20 ft rule. Even with signs, such as University Hall, people still don’t pay attention and it happens. We are working on outreach to enforce this.
 - d. Collins: Is the e-mail still active? Cascarano: good question, I should look into that
 - e. Wolfson: do we have any idea of the numbers of faculty/staff/students? Cascarano: roughly 10-11%

Council Reports

VI. Academic Affairs

- a. Old business: Council convened Jan 18th and is developing ACC bylaws
- b. Activities:
 - i. UCC had a proposal from Computer Science department to change BS in Science Informatics to BS in Data Sciences; Also, several proposals that involve alterations to programs in the Art and Design department to broaden the foundation courses and give students a flexible skill-set.
 - ii. Gen Ed committee: emergent issues concerns the re-certification process and managing Gen ed courses relative to academic freedom, underpreparedness of students and scholarly publishing; the assessment of courses is micromanaged and excessive; McDermid: would be interested in new concerns AAC gets about Gen Ed
 - iii. Grad council: thanks to Brian [Carolyn] for bylaws of grad council that were forwarded to AAC; Next scheduled meeting of the Graduate Council is March 15th.
 - iv. AITC: Next meeting is Feb 22nd 3-4:30, issues include using LMS data to identify students in academic trouble; we are encouraging people to come to meeting to voice their concerns as well as send feedback to Eric prior to 2/22. Jacobson: We'd like to hit the ground running so we can dig into the issues.
- c. New business: 5 emergent issues and contradictions
 - i. Domine: Personally administered weighty exam, but the students were also bumped out of the system for non-payment; finding the balance between using Canvas for course delivery as well as
 - ii. Sullivan: what is the present policy on repeats? Gingerich: they can repeat one time without approval of Dean; Sullivan: not for 1st time? Gingerich: No; Domine: students are reading this though and technology/messaging within NEST and degreeworks are confusing; Gingerich: the messaging needs to be consistent
 - iii. Specchio: About the bylaws, make it a subset of the Senate constitution? Trubatch: Senate Constitution calls for bylaws of all committees and Vanessa is ahead of it
 - iv. Brook: 90 majors in Anthro looked at the past 2 semesters for IN/F/D academic challenges; lack of progress to grad...50% were fine next semester; the other 50% were in worse shape; hard to predict who would go which way; wanting to mitigate their grades; Midterm grades seem to be good identifier
 - v. Gingerich: This is what we've done; the LMS policy that is proposed is suppose to support that, as well as advisory systems. German: literature agrees with Ken Brook re: a decline in GPA over a semester or 2 shows the student is at risk
 - vi. John: We should look at a revamp of New Student seminar. It doesn't properly acclimate students to college
 - vii. Domine: once you identify the students, what do you do? Brook: We need more time to learn more and hear more about this. The difference is that when you are

dealing with a course in progress, what impact do you have on the instruction of students? This needs to be dealt with immediately, and not wait for drop in GPA the next semester. German: Agreed; Gingerich: Jim's program is intended to do exactly that.

- viii. Murray: to Ken's point, there are no academic advisors in my department; technology alert will be more efficient for departments low on staffing
- ix. Trubatch: Comments and ideas on HOW should be implemented send to Eric; Questions on WHAT is proposed, send to Jim German. Domine: read the scope of the program in the "white paper" form Jim German.

VII. Administrative Affairs

- a. Life-cycle computers: recommendations and key points are on handout; Fleming: give comments back to this? Pemberton: Yes
- b. New website design: looking for where and who we can make comments in advance of roll out; Domine: is just the home page changed? Trubatch: changes have been made to Admissions and the home page and are rolling out; Gainor: UG admissions, to clarify; Trubatch: Yes; Fleming: We did provide an email for comments; Murray: Is the web link is receiving comments? Fleming: Yes. Murray: I've been wondering why questions weren't answered... Fleming: I will relay that; IT help desk is being called and they are relaying the questions and comments to the team doing the rollouts
- c. Bylaws: Administrative Affairs Council would like to collect all department and School bylaws. The goal for collecting them is for transparency. We'd create a repository for some kind resources for faculty. Brooks: it would be helpful to departments to understand the process of getting them approved. What do you do once you get bylaws? John: Ficke asked a bunch of us to send by-laws; Gingerich: we have a repository of bylaws. Write to Fred [Bonato].
- d. Changes to Course-Fee System: Still a work in progress. Deans now have the course fee policies to review; They are to disseminate information as they have it
- e. Safety: There will be more active-shooter drills. Matt Gallup is working with the University community. Wolfson: have we ever had a drill? Gingerich: No. Wolfson: We've never seen if we can evacuate campus completely. Noonan: Every public school has a plan of where to go, and how to proceed. When there's an issue on campus of a shooter, how do you convey information to the community? Gingerich: There is a procedure but we need to revisit. I will tell Karen Pennington. We need to involve Paul Cell, Chief of police and work out logistics of disseminating information. Noonan: The turn over of adjuncts contributes to lack of knowledge. Gingerich: Let's have a report on this first, Tony. Let's be in touch.
- f. Discussion
 - i. Nurse: Can I have a recap course fees? Pemberton: We are working out how to fund courses without having fees in them. Nurse: I meant which courses are we talking about? Labs? Gingerich: Yes and others. There are 1100 courses that have fees. Trubatch: how much money is it? Do we know? Gingerich: Millions. Noonan: Certain courses have fees which cover certification requirements... Gingerich: Some of those fees will need to be kept. Domine: Then it's a program fee, not course fee. Gingerich: Yes.

- VIII. Student Affairs: No report; bring forward any issues.
- IX. NAL Report:
- a. Last couple weeks there have been good solidarity walks. Everyone is invited to participate. They are at 12:30 PM on Wednesdays.
 - b. State-wide negotiations have been progressing. The offer from the State was insulting; Come to the Union Membership Meeting for more information.
- X. Elections Committee: There will be election for seats: 6 at large and in colleges. will be sending email for those seats
- XI. Report of the Senate President:
- a. Immigration rules/enforcement has been difficult to navigate given the changes. We want to acknowledge the President for strong statement, and now on the home page there is an update.
 - b. Need Volunteers for:
 - i. University advisory committee for digital repository; 1-2 members of University community to join, person will report back to Senate; nominations will be forwarded to the President.
 - ii. Committee on Administrative IT issues. Senators, nominate yourself.
 - iii. Committee that will review where our policies are residing in the University for clarification purposes, and find out what's going on
 - c. John: Do colleges have bylaws? Domine: Colleges are administrated, not governed. Trubatch: We haven't tackled policies yet. Senate can collect information and make recommendations. Gainor: Can we get a list of what you're asking for in committee members? And, what are the time lines? Trubatch: I will send email. Collins: And identify who must be a senate member, or not
 - d. On the philosophy of course fees: because of them, different majors cost different amounts. We're an access institution which argues against having a course-fee structure. There's the political problem: course fees have negative press. Even if it's perfect, we may still have an issue. Regardless of the particular arrangements, at the end, resources have to get to the students in the classrooms. It's not clear what the processes are that will replace course fees. It may be useful to have a stakeholders task force to help devise an effective process. Pemberton: 'stakeholders' means coordinators, department chairpersons, etc.
 - e. Proposal for Student Monitoring via the LMS: Please provide input and participate in the discussion at the AITC meeting next week so that whatever is adopted is useful. Gingerich: There is an article in University Business Magazine called "Unleash your LMS; what are the best ways to maximize it". Fleming: Can we get a clarification of agenda? Jacobson: The agenda is LMS and disability resources centered around technology.
 - f. Joanne Cote-Bonnano reports Accreditation's next steps: self study is almost ready, and will be available next week. Gingerich: Confirms. Accreditation Committee will visit in April. They will tell Cote-Bonnano who they want to speak to. It's up to them. The webpage about Accreditation will be updated.
- XII. New business

- a. Wolfson: Cell service on campus is miserable. Fleming: Recommend reporting problems to IT help desk and it will be forwarded to telecom department. We follow up.
- b. Wolfson: Can students change their names in Canvas? Trubatch: Student names in LMS are an issue. Yanling (TTI) said student names pulled into Canvas from Banner. Banner is not yet active for preferred name field. LGBTQ center is working on a solution. Gingerich → Fleming: there is enhancement coming in Banner; desire on the University side to support this. Fleming: Within the next year. Wolfson: could take a year? Fleming: Yes. Trubatch: Transgender student in class that has online discussion, other students have no idea who they are because they go by another name face to face. Domine: It limits how we can use Canvas. Gainor: Also privacy issues; it forces students to come out when they want to keep that private. Trubatch: There is a clear goal, to speed this up. Looking for a possible way to handle it in the interim. Wolfson: it works in Hawksync. Fleming: Different system, not linked to Banner. Jacobson: Can you create a dummy account? Trubatch: Instructors can't, but forward to IT who presumably can. Nurse: What if I change name? DT: Same thing applies.
- c. Murray: ISRs: Any tech coming through for relief for them? Repetitive information input for Chairs.
- d. Camacho: some students want a recommendation for the University to be a 'sanctuary campus'. They are pressing for this to move forward for DACA students. They want to come to speak to the Senate. Trubatch: Communicate with Student Affairs Council. Wolfson: This has come to us before by others. Trubatch: Yes.
- e. Jacobson: Students asked about the divestment for fossil fuels, Cole said if it did not come through the SGA, she wouldn't consider it; what's the process? Gingerich: That's the process. Utilize the SGA. Jacobson: What if students got together as a group, not SGA?? Gingerich: Yes, if the number is 10,000 [substantial]. Wolfson: Can we get clarification of the process? Trubatch: Students do not have to be in part of the SGA to contact the Senate with their concerns.

XIII. Trubatch: Chris Cottle from the President's Commission on Affirmative Action, Equal opportunity, and diversity (PCAAEOD) is here to speak.

- a. Lactation rooms will be established across campus. Information will be posted on the website and coordinated through the office of Equity and Diversity. Sullivan: What's criteria for lactation rooms? Cottle: There is clear guidelines we are following. Dinour: Will there be a policy for lactation rooms? Cottle: Yes. Dinour: Will they be open all time? Cottle: Yes we are working out details. Dinour: This is a passion of mine, if you need help, let me know.
- b. Accessibility on campus particularly to the interior of campus for disabled community members has been an ongoing discussion. We are working on compromise and resolution.
- c. Sponsorship of programs and events on campus, roughly one a month. Those interested in next academic year should contact the PCAAEOd.
- d. Affirmative Action day 2017 "The importance of Allies" will discuss the need for providing support to all community members. It is scheduled for March 23rd, 1-3pm.

Meeting adjourned 4:26pm