

THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

Meeting minutes for September 27, 2017

- I. The meeting was called to order at 2:47pm
- II. Roll Call: Abrams, Alo, Bellum, Berger, Billings, Brook, Cant, Carnevale, Collins, Curnutt, Dacey, Dinour, Domine, Ficke, Field, Fleming, Gaynor, Grinberg, Gingerich, Higgins, Hunt, Jacobson, LaFountain, Lucas, McDermid, Misra, Murray, Nurse, Noonan, Panorkou, Pemberton, Pennington, Sadowsky, Smith, Sharps, Specchio, Sullivan, Trubatch, Vega, Williams-Edmund, Wolfson.
- III. Approval of Minutes: May minutes approved.
Agenda approved by acclamation.
- IV. Report from the Administration: (Gingerich)
 - a. MSU has been the recipient of an important grant for working with students, counselors to address the issue of suicide rate. It's an important problem. The President of Counseling Center is here to explain the program, expectation and training.
(Lombardo) It's a 3-year Federal grant through the Mental Health Administration to help and prevent student's suicide. We are going to launch a 45-minute online training for faculty and staff called Carnido at risk, first launched last Monday noon to faculty and staff when they encounter situations. The goal is and how to connect students with the resources available on campus. Right now, the counseling service has numbers of September 2016. Students at MSU die every year, we want the students to be identified and connected to the support services available. Our goal is 100% participation and the faculty and staff will continue receiving reminders to complete the training.
(Noonan) Will the adjuncts be invited to participate?
(Lombardo) Absolutely. I'm very eager to integrate the adjuncts.
(Murray) Is it a MSU issue or a national one?
(Lombardo) It's a national issue, not only MSU. We had to report the numbers during the last 5 years to get the grant but the numbers are underreported because most of the suicides are unknown death and car accidents are not included. Over the last 5 years, we had 4 directly. MSU is in line with the national.
(Domine) What's the deadline to fill the training?
(Lombardo) In the email it states during Fall 2017, but we have 3 years (the duration of the programme).
(Domine) Could you follow up with us in a future Senate meeting?
(Lombardo) Yes
(Sullivan) In my experience, some people are not the best one to deal with this situation.
(Lombardo) The training will explain the resources available but you do not need to put in the position to deal with an event; there are help available 24 hours on campus since September 1.
(Gingerich) It's an invisible but very serious.

(Pennington) It's very important to be aware of this issue. We listen to students that they feel overwhelmed, they are not ready for college...Please, be mindful and let us know, so we can help.

b. Campus life: Tobacco Free Policy

[] From September 1st, there are 11 designated areas on campus. Most people are in compliance with our new policy. We sent team members to tag the areas and times when students do not comply. Overall, we have received a positive response. It's a process to change the culture on campus. In the future, we will be focusing in some designated areas, continuing to support the process and moving some areas.

(Nurse) In the original maps there appears to be a designated area opposite to the library but now it's at the back door. Smoke comes in from this door into the Library.

() If some areas don't work, we'll alternative ones.

(Sullivan) This area is right next to the ventilation system at the library.

(Hunt) It's been reported to facilities.

() There is a flag that said designated smoking area. For example, in the business building, we've been told people smoked in the benches and we send the team to speak with them.

(Pemberton) Is the loading dock of the communication building an area?

() I don't think so. Are people smoking there? We can send staff over to talk with them.

(Brook) I've been noticing people are more functional with technology, etc. More students coming in with issues. But as faculty, I don't have any knowledge about how to help them.

(Pennington) You're absolutely right. We are seeing record numbers of students that need more assistance. Everyone should have 5222 on their phones. We have 24 hr EMS.

(Wolfson) Yesterday, I received an email about the flu shot and in the email it said the flu shot is 20 US. All medical insurances cover flu shots for free. It's a terrible situation. I want to speak with the Board again about getting flu shots on campus for free.

(Pennington) It's a matter of 3rd party billing process and it's not easy to solve. Currently, the only insurance we can bill is the student one. The reason why you pay is because the students have already paid. We are sorry we can't give it to the campus community at no cost.

(Wolfson) CVS and Walgreen make money on the shots. Why don't we invite them to the university and make a notice to faculty and staff? We did it one year they thought it was going to be bad. We get it for free and we also make sure more people get it.

(Gingerich) I talked to Vice president Pennington about training with the new School of Nursing about providing flu shot. That may be viable down the road.

c. (Gingerich) We have made major decisions and changes regarding the graduation ceremonies. The plan is: there will be 2 graduations ceremonies for graduate students, both will take place at the New Jersey Performing Arts Center. The first, Jan 14th at noon and the second, May 22nd, at 7pm. These are ceremonies for graduate students, only. The graduate student commencement went really well and we want to repeat them. It's a size we can handle and a

venue that works very well. Undergraduate commencement will be only once a year in the Prudential Center, although we dislike the facility. Friday May 25th at 11am. There'll be no reading of names at commencement. All the name readings will be assigned to College convocations. Colleges will now perform their own convocations. We will send out dates. Senior staff will not be present on these.

(Pemberton) January undergraduate has been canceled?

(Gingerich) Yes.

- d. (Gingerich) The Registrar (Leslie Sutton) is here with Jeff Schonfeld, Associate Registrar for Scheduling. For final exams conflicts, we have a resolution for them. In the next couple weeks the exam schedule will be published and blasted out to the students. It will basically say, Look at your exam schedule now and if you have conflicts try to resolve them now. If they cannot be resolved by faculty, the recourse is to go to the Dean's office.

(Collins) Will it be a different schedule?

(Leslie) Our resolution is to publish the exams as earlier as possible, in two weeks and inform students electronically about exam asap. We have so many conflicts because classes are off block. It took weeks and weeks to fix them.

(Trubatch) It will have times for every class. It'll be schematic. You'll publish the times and the rooms. And it will be available soon.

(Leslie) yes.

(Sullivan) They should talk with the faculty first because sometimes this can be worked out.

(Gingerich): Yes, and if faculty cannot resolve they should go to the Dean.

(Trubatch) The faculty member should go to their Chair.

(Domine) What does the Chair do? Is it going to be continued practice to schedule exams during the Wed block?

(Leslie) We're following the scheduled calendar.

(Domine) Which one?

(Gingerich) This semester was chaotic. Leslie and her team were working with a new system. The new class schedule sets the exam schedule. We need to push students to look the exam dates now and speak with the professor before the exam. The schedule of classes is next and it's a new system doable and Jeff had been working on it. This letter went to all Chairs.

(Leslie) Recap of email. (See email attached.)

(Murray) I just heard you say that you will redo class times.

(Leslie) The goal is to make schedules easy for students.

(Murray) Sure, but we need to staff the class. There aren't battalion of people who want to teach for us. I understand the goal but it's not simple to find adjuncts...What I'm hearing is a lot of top down, 'here's the deal.'

(Gingerich) Some issues with classes scheduled will need to be resolved.

(Murray) Do I need to work with the Dean?

(Noonan) Can we notify the adjuncts in advance? If this give us flexibility....

(Murray) Last things I want to do any Friday is wait for an email regarding problems with the schedule and I must contact the Dean and not the Registrar?

(Leslie) We need to optimize the class grid.

(Domine) How do we close the loop? Do we work with the Provost or the Dean, or you?

(Gingerich) First contact the Deans, they are responsible to solve these issues and need to understand these issues. The Provost is too busy. Further contact the Registrar, it's not a perfect and they are still working with Optimizer, the new tool. It's not a perfect system, but early results are good.

(Pemberton) What if we need to different rooms, one lecture and a lab for different days?

(Leslie) No, we know. We didn't change those. This is just lectures and seminars.

(Trubatch) So the information has been sent to the Chairs and the Chairs need to notify? The email got lost in my department. It doesn't work effectively, if it doesn't get to the people who should know about these issues.

(Gingerich) It went directly from Registrar to Chairs.

(Leslie) Everybody that sent the schedule has received an email.

(Bellum) I didn't get an email and I submitted the schedule.

- e. The 65 by 25 Campaign: The goal is basically 65% of adult in every state will get a secondary credential by 2025 to meet the economic needs for a skilled labor force. New Jersey has higher score but there are variations between counties. Some in the 20's and others in the higher 65's. It's a state-wide and national initiative and we need to pay attention because it's our business.

(Domine) Is it a certificate or a state certification?

(Gingerich) Lumina casts a wide net and doesn't specify. Finally, the Annual Institution Research profiles has been updated, and we'll post it online soon. The results are positive. Our undergraduate and graduate full time population is steady increasing. The M/F ratio is 62% female and 38% male.

(Sullivan) Our sister institutions enrollments are going down. Why is that?

(Gingerich) The State student enrollment in general is decreasing.

V. Committee of the Whole

- a. Confirmation of Committee nominations (Trubatch)

For the Senate Committee, we have for the Senate Election Committee 2017-2018, Clement Alo and Nicole Panorkou. In the University Safety Committee 2017-2018, Roger Salomon and University Undergraduate Curriculum Committee 2017-2018, Soyoung Lee.

(Sullivan) Moves that they are accepted.

Accepted by unanimous consent.

We need a 3rd person as a representative in the Senate Committee. Send the names to Trubatch.

- b. Constitution Committee

(Murray) This is the first reading of a Constitutional change about student representation (attached). The proposed changes are enclosed in the agenda and I am happy to modify them, if someone has a suggestion.

VI. Council Reports

- a. Academic Affairs (Domine)
 - i. Courselink catalog module.

(Joanne Cote-Bonnano) It's a module more complex, than what we previously had. I am hoping to link the Curriculum committees as we go into the next academic year.

- ii. We are working on strengthening our curriculum process. What is the process for curriculum changes? How can we increase transparency? Dr Cole raise this issue in her talk with the Senate last week. Our council invites non-voting members to participate.
- iii. Gen ed comm (McDermid) We are still working on the current course, 70% has been done. They all need to be done by Dec 1st. We are trying to be responsive and filling the information about the courses. In the Spring we are anticipating looking at World cultures require and the new student seminar courses. Anticipating working with Melinda Knight and her grad writing committee to try to promote writing.
- iv. Tech committee (Jacobson) Following up on issues for Spring 17. Email any continuing or new issues.
(Wolfson) Cell service on this campus...
(Trubatch) That is not for this committee. Doug Murray is our OIT liaison.

VII. Student Affairs Council (McDermid)

- a. We are working on recommendations related to DACA and Student support on campus.
- b. We are looking into criteria for health insurance and waivers for students, especially International students.

VIII. Administrative Affairs (Pemberton)

- a. No meeting at the moment but we have received emails about issues. We expect a fuller report next meeting.

IX. NAL (Curnutt)

- a. There are 107 new FULL members in the Union.
(Noonan) Adjunct contract approved this past Tuesday. A 100 USD increase per credit has been approved for the adjuncts, and we moved from 10 paychecks to 8.
(Gingerich) The adjuncts teach about 60% or 2/3 of our courses.
(Curnutt) The Union would like to thank the Provost for a quick turn around on the faculty scholarships.

X. Elections (Field)

- a. We have 2 positions: 1 open at-large, and 1 in SBUS. Look out for email.

XI. Report of the Senate President (Trubatch)

- a. Now that we have no more course fees, it'll be called course expenditures. It's following the regular budget processes. We have asked the Provost to provide information downstream. We encourage all the staff to ask questions.
(Misra) Where does the money come from?
(Trubatch/Gingerich) The fees went down and tuition went up a little bit equaled out the same amount of money into the University.
(Trubatch) The course basic skills and remediation has disappeared and now we offer supplementary courses. Everyone involved in these changes should be made aware.
Next, regarding the strategic plan; the Provost will update us in the future with clear guidelines on how to offer input and feedback.

- b. From the Senate meeting on May, the Senate passed issues about the Computer lifecycle to the IT department. The Administration has responded and we would like to thank them for a timely response. The document is on Canvas.
(Misra) If I want administrative rights, do I need to bring the computer to IT? Who do I need to contact?
(Fleming) We will be clarifying these process, but for now contact your local IT person. If you need administration rights for teaching, work or research, we'll provide it.
(Trubatch) Replacement process: I think it is still unclear. We asked for 3 years cycle but 4 years is the standard. It's a simple situation.

XII. New Business from Senate

- a. (Noonan) There was issue about how to get computers connected to the tech systems in the classrooms. What can we do if they don't work? Some adjuncts buy their own computers. It would be useful of there were universal guidelines for equipment.
(Fleming) That's good advice. I'll work on it.
(Trubatch) IT should provide clear guidelines. Students probably have similar issues. It would be useful to have a model on the website the campus community could look at. For example, when you purchase a machine, make sure it has this, this, and this.

XIII. Voices from the Community

- (Turbatch) It's important that the Senate function as a place or open forum where everybody can bring issues to the Senate. Dr. Fawzia Afzal-Khan would like to speak about her termination from the directorship of the Gender, Sexuality and Women's Studies Program last August.
(Documents on Canvas)
Discussion and questions:
(Noonan) I worked with her and students need to encourage freedom of expression. It's important somehow to make clear where the institution is now.
(Gingerich) I can make no further comments regarding the statement because of the legal implications.
(Sullivan) The impression in the community is somebody gets bad press and the Administration finds a way to punish.
(Abrams) It's extremely hard; what you've gone through, and I'd like to express my empathy.
(Misra) This is a process question. What can the Senate do?
(Trubatch) Each Council will decide, if there is an issue. Discuss among the Councils. We can pass a resolution and make specific recommendations. The Administration has the authority to ignore them in their official response.
() This seems to have some relation with what President Cole spoke about last time. It goes beyond issues of academic freedom.
(Misra) I think Members of the Senate need to respond.
(Sullivan) I don't remember an individual coming forward and talking about her circumstances. I don't know the facts but it looks bad for the University.
(Wolfson) It's not new, it's in social media. If a person asks the university to demonstrate against you, you feel threaten. Fawzia is not the only person stalked by social media, but there's protection.

(Gingerich) We take the issue of personal threats very seriously. We have the police involve. We offer protection for students, staff and faculty.

(Trubatch) If someone or group want to protest on campus, is there a 2-week notice?

(Gingerich) No

(Wolfson) If somebody wants to stand with a sign that is OK, but a demonstration on campus needs 2-week notice?

(Gingerich) I'm not 100% sure.

(Trubatch) There are a number of issues raised here about process and governance. The Senate speaks most strongly when it speaks from its members.

(Gingerich) I'll be delighted to be engage in the discussions about what this raises, but until the legal questions aren't finalized I can't comment.

(LaFountain) Can you ask questions about resources? Is there something that the Administration can do to lend support to the program?

(Gingerich) Yes.

XIV. The meeting was adjourned, 4:51 pm.