<u>Faculty Senate Retreat Agenda</u> Committee Chair Reports

Academic program and planning report

- Reviewed 4 proposals.
- Having problems with 2 week deadline- want to review this deadline, and use an online system for submitting proposals.
- Reviewing proposals and have discussion with other programs.
- Difference between major and minors and concentrations because confusion regarding what they were proposing and if needed a full review.
- A revised proposal on increasing the number of G-courses within a given category was submitted to the Senate and voted down.
- A conversation was held about whether or not the scope of the 'I' attribute meets the needs of ensuring our students are exposed to global issues. It was decided not to revisit the attribute definitions at this time.
- A conversation was had about academic programs using G-courses to fulfill requirements for the major. The committee is concerned about the tendency but does not see that there is anything that can be done at the committee level to combat this trend.
- Discussion of the review process continues. The conveners are piloting a review process in which faculty with courses up for review submit only a syllabus for the course and no additional paperwork unless the convener has concerns about the appropriateness of the course for that category. This minimalist process is likely to increase faculty compliance with the procedure but removes one of the valuable aspects of the course review the self-reflection on the part of the faculty member with respect to what they are doing in the course and why.

Administration and Finance: Susan Fahey

- Funding by school on discretionary money (2 meetings)-
 - Some Deans fund beyond the \$900 allotted money but some Deans do not.
- Schools vary in degree seek external funding.
- Variations in where conferences are being held among the disciplines.
- Deans should be transparent regarding securing extra funding.
- No adjuncts were not eligible for funding though are required to do research; it varies among programs. Endorsed those faculty be funded for travel.
- Talked but did not vote on professional development money.

How to share the Road with Cyclists

- Transportation related concern for cyclist and pedestrians.
- Access related concerns to the physical space available.
- Putting gravel against path to assist or have shared "sharrows".
- Recommended a bike awareness messaging campaign.

Pedestrian Safety

• In the parking lots, especially in Lots 6 & 7— voted to unanimously send both issues to the Parking committee and have Susan Fahey and Michael Busler report back.

Campus Accessibility

Parking

- We do not meet demand for ADA compliant spaces.
- Front side drop off area for Students, employees and PAC visitors.
- Looking between WQ and PAC.
- Looking at Campus Center facility which has a design but they don't have funding yet.
- Signage is needed.
- Various signs on campus need redesigning or replacement to be ADA compliant.
- Many inaccessible restroom/services need signs directing to an accessible one.

Restrooms

- Accomplishing renovation of F-wing 100 level restroom to be complaint opened.
- Evacuation Plan.
- Booklets in classroom they do not tell you what to do if you cannot negotiate stairs or otherwise need assistance evacuating.

Question asked — need more awareness regarding parking spaces regarding vans — particularly in Lot 4.

Answer — we do not meet the requirement of accessible van spaces.

R&PD: Justin Ostrofsky

- 9 rounds of funding 196 applications, endorsed 125 applications=64%
- Major changes effective this year- all sabbatical recipients are required to sign an acknowledgment of the terms of the award before the award can be considered official.
- New online system effective May 2017, R&PD awards are now collected and reviewed electronically through online secure system.

Committee on General Studies

- It was a quiet year for General Studies with the committee meeting only twice as no agenda items were brought to the committee by either committee members.
- Some programs are requiring students to take specific general studies courses.

Committee on Student Affairs: Manish Madan

- Commencement speaker.
- Stockton Safe Zone.
- Food Assistance Program-but some students are not using the program due to stigma
- Program to identify and study access fund programs and how it impacts students' academic performance
- Day of Scholarship is the best day to assistance students to attend without affecting classes.
- Travel or scholarship want to channel a pool of money for students to support student research and travel.
- Question- separate graduation for graduate programs.
- Stockton Safe Campus.

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Answer — not sure how much weight they have as a committee.
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Q: How do students know about this food program?

A: disseminate thru Argo or post on homepage Only used \$5000 out of \$35,000.

Academic Policy Committee: Deanna Button

6 separate charges

- One General Studies course limits not enough evidence since so few students need the change- suggested adjustment can be made through academic advising.
- Early registration for student athletics request to give priority because of a pilot study.
 - Looked at sister institutions committee did not support this. Meet with preceptor early so can register in Fall and record meeting so athlete could register early.
- Not supposed to get early early registration but rather just fill out preceptor form and therefore can register early.
- BOT concern about taking sub population and giving them special consideration.
- Non-grading participation in commencement ceremonies- supported this- can walk and do not have to register for summer or fall. Now only need 120 credits not 128 to walk, and do not need to be registered for 8 credits to walk.
- Student evaluation of Teaching IDEA 2 Moving to online only- faculty are happy with IDEA in general.

Academic Honesty Procedure- mandating the third strike.

- Strike rule you will be suspended and it will be noted on transcript.
- If it is the second time, suspension is still an option, but does not have to be.
- Will still send certified mail, but will now use email also due to the 10-day window notification.

• Adding newer forms for Academic Honesty.

BOT- Senate- President never signed the policy so senate needs to follow up on this Answer- if suspended goes on transcript.

- BOT Union discussion on MOA- 3 faculty members that looked at this matter showed that 70% happy with IDEA- so no compelling reason to change, only concern is that IDEA moving to online administration.
- This is not to be a link sent to students, but should be administered in a synchronized manner.
- Would like to present to senate- asked by provost why did not vote.
- Committee unaware that they needed to vote on this issue.
- So special meeting was called so can be informed before voting.
- Made an executive decision to place on agenda because needed a task force to look into this further.
- MOA if we need to migrate to IDEA 2, that there will be a synchronized delivery.

Q: team taught courses — now have to use small course evaluation

A: Need to look into this further.

Union: We have heard from faculty wanting a synchronized delivery, so union will make sure this will happen and go to bargaining table.

Q: We need to be mindful of accessibility concerns if using online administration.

A: Need to make sure Union is aware of this concern.

Academic Programs and Planning Committee

I. Proposals — Programs

• Minor in Disability Studies

Reviewed by the Committee twice at the 9/28/16 and 10/27/16 meetings. Feedback provided regarding clarification of faculty support, active courses, budget, and enrollment by the Committee. Feedback was followed and the proposal was approved with revisions and instructions to the Chair that we make no recommendation regarding the creation of a faculty line. Passed by a vote of 9-2 in favor at the 10/27/16 meeting and forwarded to the Senate.

• Master of Arts in Counseling Psychology

Reviewed by the Committee twice at the 10/27/16 and 12/8/16 meetings. Feedback provided regarding accreditation, clarification of differences from the Master of Social Work program, and

placement of students for fieldwork. A revised proposal was approved and passed by a vote of 9-0 in favor at the 12/8/16 meeting, and forwarded to the Senate.

• Doctor of Nursing Practice

Reviewed by the Committee twice at the 12/8/16 and 1/26/17 meetings. Feedback provided regarding use of adjunct faculty, field placements, and reliance of overload teaching by the Committee. A revised proposal was approved and passed by a vote of 9-0 in favor at the 1/26/17 meeting, and forwarded to the Senate.

• Bachelor of Science in Computer Science/Bachelor of Science in Computer Information Systems

Proposal to convert the Computer Science and Information Systems major into two separate majors was reviewed by the Committee twice at the 2/23/17 and 3/26/17 meetings. Feedback provided regarding administrative support, program coordinators, and enrollments. A revised proposal was approved and passed by a vote of 6-1 in favor at the 3/26/17 meeting, and forwarded to the Senate.

II. Proposals - Concentrations

• Pre-Nursing Concentration

Proposal for a new concentration in Health Sciences was reviewed at the 9/28/16 meeting. The Committee had questions regarding the impact of the concentration for the Chemistry and Biology courses that would be required. The proposal was approved and passed by a vote of 11-0 in favor, and forwarded to the Senate.

• Pre-Physician Assistant Concentration

Proposal for a new concentration in Health Sciences was reviewed at the 9/28/16 meeting. The Committee had questions regarding the impact of the concentration for the Chemistry and Biology courses that would be required. The proposal was approved and passed by a vote of 11-0 in favor, and forwarded to the Senate.

• Visual Arts K-12 Certification Concentration

Proposal for a new concentration in Education leading to a teaching certification in visual arts was reviewed at the 1/26/17 meeting. The Committee discussed the At Some Distance course requirements and the potential for limiting student course choices. The proposal was approved and passed by a vote of 10-0 in favor, and forwarded to the Senate.

• Early Childhood Education Concentration

Proposal for a new concentration in Education leading to a teaching certification in early

childhood education for teaching in pre-school to grade three was reviewed at the 2/23/17 meeting. The Committee voiced concerns regarding the courses required and the impact on supporting programs, and discussed concerns about the short time frame for turnaround being asked for in the proposal. The proposal was approved for forwarding to the Senate on the condition that the proposers work with Chair to address the changes discussed. The proposal was passed by a vote of 6-0 in favor, and forwarded to the Senate.

III. Closure of Program Notifications

• Closure of Public Health Program

Committee was presented with a memo specifying the closing of the Public Health program at the 10/27/16 meeting. Accepted by the Committee and forward to the Senate.

IV. Informational Items

• E-Portfolio Courses

The Committee was presented with a series of 1-credit courses designed to support the voluntary creation of e-portfolios by students. The Committee asked questions regarding how courses would count towards graduation requirements, the impact of the courses on scheduling, enrollment caps, faculty coverage of courses, and course formats.

V. Committee Business

• A. Proposal Deadlines

Concerns were expressed throughout the year that proposals were being added to the meeting agendas beyond the deadline of two weeks prior to the Committee meeting. While it is the case that the Chair has discretion to allow late proposals in certain circumstances, it appears that allowance for late proposals has become expected among proposal writers. The Committee requests looking into a system similar to that used by the GENS convener that does not allow a meeting date to be selected that is less than two weeks out, and that would reinforce the deadline being followed. The Chair will discuss with the Senate leadership for next academic year.

• Documentation of Consultation with Other Programs

The Committee raised concerns that proposals were coming in without proof of consultation with other programs that may be impacted. In some situations, it might not be impacting programs significantly, and the Committee does not wish to create too much additional burden on proposers. A mechanism in the procedure should be instituted that ensures all programs be notified ahead of a proposal coming before the Committee. An email or website announcement of proposals was suggested. Creation of an online proposal form that automatically notifies program coordinators/directors was also put forward. Another idea was that proposers should be

required to identify and reach out to other impacted programs prior to submission. The Committee felt that a combination of methods might be considered. The Chair will discuss with the Senate leadership for next academic year.

• Page Limit for Written Portion

The Committee suggests that proposers be cognizant of the length of proposals. It was suggested that 10 - 12 pages of narrative and rationale, with appendices for data, be the standard followed for proposals.

• Definitions for Proposal Formats

The Committee urges that the Senate leadership seek clarify with the administration as to the differences between terminologies — what is a major, minor, concentration, etc. – and codify this for proposers. Example proposals should be provided to the faculty for each type.

• Close the loop

The Committee would like communication from further down the chain as to what happens to proposals after they leave the committee. A mechanism for such communication should be established such that the Committee is regularly updated as to the status of proposals it sends forward.

• Research data

As long as it is possible, the program proposal writing process should be strengthened by using Hanover Research to gather data for labor market and enrollment projections. While not strictly necessary for the committee's review, having such data makes it easier to review the proposal. It is the understanding of the Committee that one month notice is required to get on the queue for Hanover Research to conduct such studies.

VII. Academic Year 2017-2018

A. Chair

Douglas Harvey will remain as Chair for the next academic year.

B. Elections

- Manish Madan and Michael Seda were elected to serve for 2017-2019 as the At-Large Graduate Studies Representatives by vote of the University faculty.
- Susan Cydis was re-elected to serve for 2017-2019 as the EDUC representative by vote of the School of Education faculty.

- Judy Copeland was re-elected to serve for 2017-2019 as the GENS representative by vote of the School of General Studies faculty.
- Jiajin Chen was elected to serve for 2017-2019 as the BUSN representative by vote of the School of Business faculty.
- Mary Padden was elected to serve for 2017-2019 as the HLTH representative by vote of the School of Health Sciences faculty.

All other representatives will be elected or appointed before the first meeting of the 2017-2018 academic year in September.

Committee on Library:

- Two librarians received tenure.
- Fall faculty conference- issue was raised about the restoration of the McNaughton collection of popular reading materials, which had been in steady decline during the last 3 years.
- Student senate did a survey "do you read for leisure" and how many books read in last 6 months? campus- typically have access to e-books
- Students residing on Stockton Campus can acquire a library card and borrow materials there upon presentation of a Stockton ID and a "regular" ID card.

Funding issue- if want to increase leisure reading for students, we do outreach.

Library Budget -

- Discussion and possibility of the Senate taking up the matter with a request of improved funding of the library by Stockton University in order to meet such a growth and adequately support faculty research and other scholarship.
- In particular, the committee asked the library director for additional information regarding the current budgetary "crunch".
- Due to inflation, all library can do is maintain access to what we already have, since all go up 5% annually, so increase in budget goes to the 5% increase. If we do not renew subscription, we lose access to back file.
- Conclusion no budgetary access to obtain new request.

Q: Is online subscription cheaper?

A: Before it was, but not it is the same price. Many online journals, if do not continue subscription, then do, and go by size of college for their charges. If you want paper and online, then must pay extra cost.

- Save money by eliminating duplicate subscriptions that may have similar or same
 - materials.
 - Library budget has remained the same although students and programs have increase. Perhaps library budget should increase as a new program emerges.

- Library use to able accommodate annual standing orders for resources but no longer could afford
 - Is there a report of denied requests?
 - Perhaps in the library's annual report
- Could we hook into the county library's online stock of popular novels?
 - Worth exploring
 - There has been a decrease in access to print journals in the past 10 years.
 - With all the fees students are charged- is there some money that can go to the library budget?
 - Proposals for new programs- there use to be a more serious look at the demand for the program, and in the resources section, no new requests were made. People are not really thinking about this on a program level; particularly new programs need to show any information on student demand and take seriously the idea of resources.
 - Demand analysis in programs submissions provost hired Hanover research, but did not start because programs already handed in proposals.
 - Therefore, Hanover should look at the demand before new program proposals.
 - Hanover is a great idea-but it may take time before they address a particular school's concerns.
 - Can senate address the schools goal of 10,000 students by 2021— and how it will affect each programs 5-year plans?
 - This will be a 2.8 % so our supply will increase by 7 %.
 - Definitely need more faculty lines to address this goal
 - Need 10,000 to balance out the budget.
 - As we bring on new students, what is happening to high school population in NJ? If we are trying to get 10,000 – is this a sustainable strategy?
 - Is there a strategic financial plan? What faculty has a say on this plan? No response was provided by the administration.
 - Need the committee to be transparent about their strategic plan.
 - Fastest growing school is Health Sciences- concerned about the faculty-student ratio and how it is compared to other schools.
 - Student growth and faculty growth is not being met. Health sciences have used adjuncts for 4 courses a year, which is not allowed.
 - Education leadership, not enough faculty to handle dissertations of students along with their teaching loads.
 - Recommend that senate look at new program proposals.
 - Lack of communication among the schools about adjuncts being utilized across the programs.
 - Now adjuncts are precepting preceptees at a distance.
- 5 Breakout into Committees for Discussion of Challenges Facing Committees

Full Senate Discussion of Challenges Facing Committees

• Will be done online in September due to lack of time.

Atlantic City Update:

- Pictures were shown regarding the process of the buildings
- Have officially broken ground on the academic building
- Academic building
 - o 5,600 square feet
 - o 14 classrooms, 3-4 can double as classrooms or computer rooms
 - o Offices are on 3rd level
 - o 1st level café, food-dining, and 3,000 square feet for events.
- Residential building has two classrooms on first floor.
 - Secured by police substation- will have cameras and security
- Parking garage
 - o 7 levels of parking.
 - \circ 1st building to be completed done by next Spring
- 1st level has space for urgent care provided by Atlanticare.
- Will have two meeting rooms allocated.
- Swing spaces will be available for faculty who do not have a designated office in Atlantic City.
- No assignments have been made regarding faculty offices.

AC operations Team

Subcommittees

- Academics
- Anchor institution-community engagement
- Each working group will share their working paper so operating principles are connected to each other.
 - o Goal is to maintain consistency
 - o In October 2017 Assistant Deans assign course sheets to faculty for Fall 2018.
 - Residential life begins marketing campaign for fall 2018 housing options.

Feb 2018

Registrar being build course schedule for fall 2018. Students being housing process for fall 2018.

Academic Affairs Working Group- update

- Monday/Wednesday will look like Tues/Thurs schedule we have on Main Campus.
- Friday day- flexible time for meeting, retreats etc.- space will be available.
- Discussion on having a room available to be able to conference in remotely to a meeting on main campu.s

Regular Business Meeting Agenda

- I. Approval of April Faculty Senate Minutes-
 - Minutes are approved

- II. Proposal for a Bachelor of Science in Computer Science and a Bachelor of Science in Computer Information Systems (Second Reading)
 - Will remain in the School of Business.
 - Vote on approving program or against.
 - 30 people voting- results indicate that 29 votes were in favor of approving the program; 1 abstention.
- I. Approval of April Faculty Senate Minutes-minutes were approved
- II. Endorsement of a Meeting Module Change (2:30 Start) (Second Reading)
 - 4:00PM-5:00PM Class module
 - Will be a trial basis academic year 2018-2019 needed for 2 semesters.
 - Taskforce will be created and report back to Senate by 3rd meeting in order to impact the future scheduling.
 - Science program have to run labs, so if you want to run for senate, then avoid to teach during this meeting module.
 - Try to accommodate faculty in ARHU.

Q: Concern for Arts-different times for labs and visual art, modules are at 2.5 hours, so able to get classes in before 4:30, so if cannot teach on 2:30 module, then faculty is impacted.

Q: To provost- can classes in Arts be scheduled during the meeting module?

- A formal request should be made by Dean; cannot be answered today.
- Paucity of resources in order to reschedule classes.
- Visual or performing arts need to address this.
- This is a pilot so after we implement it, then we can truly address concerns.
- Concern about only having 4 weeks to evaluate this, pilot has to be longer than 4 weeks, for at least a full semester.
- Answer: initial report can quickly address the concerns, so get a full academic year. The initial report would affect the 3rd semester.
- Trial 2 semesters, get feedback after 4 weeks

Q: Why not do a theoretical pilot instead of a real pilot

Q: What are we voting on?

A: Senate to vote on where to endorse a meeting module tie of 2:30 to 3:50 on Tues/Thurs at the 4-5:50Pm class module.

- Is there motion to revise the module?
- Suggestion to amend the motion with caveat of schools can make a request to override the meeting module to schedule classes at this time.

- Clause: some exceptions for studios and labs and other courses that do not fit into regular class modules.
- Added impact of satellite campuses will they also be impacted by meeting module?
- Can we vote no on the amendment?
- Can we do a mock schedule for every school?
- 5th debate on this issue.
- Reason for it coming up for 40 years let's try something and see how it works.
- Stay at 4:30 and end up with another task force in another few years and find ourselves with this concern again.
- The problem with meeting module maybe due to the class module.
- The task force did look at the class modules, but did not receive changing the class modules.
- How many programs would be opposed to this change and would be impacted?
- Believe that more classes that meet at 2:30 rather than at 4:30 class module so cannot believe there will be more problems.
- Task force attempted to consider possible concerns about changing the module.
- Did the taskforce only consider just meeting module and not class modules? Suggestion was to change 12:30 to 12:00-1:50
- Ending up just recommending changing the meeting module.
- Let's look at the program level and not on the individual say- just looking at the 48% is not truly analyzing the situation.
- Task force had individuals who spoke to the schools to get fine-grained information in an effort to address all of the schools and this was the best option for now.
- Motion to amend the motion?

Concerns brought up:

- Improvement because allows for some flexibility, but not sure because of the number of programs meeting negatively affected.
- Increasing number of students being disenfranchised due to this new proposed meeting module.
- 4:30 is good for Health Science students who are here from the morning or for the evening students.
- Are we creating a new class module that certain people will not teach due to family responsibilities? A certain few will be stuck teaching 4:00-5:50PM.
- It is more of an equity issue coordinators will work with their faculty regarding equity.
- Move to original motion.
- Vote to conduct a vote on whether if want to vote unless anyone objects of closing debate.
- Vote of 23 ending, 7 for not, so 2/3voted to vote on the motion.
- Vote of changing meeting module 10 votes for, 20 votes against. Vote fails.

Approval of the New IDEA2 Diagnostic Instrument for the Student Evaluation of Teaching, Replacing IDEA Legacy (Second Reading)

- The MOA specifies there will be a synchronous option in the classroom.
- Will they get the link if you choose synchronous option?

- No, the students would not get the link.
- Can new faculty be encouraged to do synchronous evaluation?
 - Yes, IFD should communicate it.
- Being mandated would not be allowed likely.
- Concern about response rates.
- What is the plan for synchronous?
 - Having a computer room, kiosk, using smart phones, iPads.
 - Is there a real possibility for students to take the IDEA seriously if doing it on a mobile device?
 - It will be mobile friendly
 - Pilot showed great response rate, and did synchronous and a- synchronous, and not much of a significant difference.
 - With campuses that have adopted the IDEA 2, the average response rate is up to the 90%. Therefore it is mobile friendly and getting a higher response rate.
 - Approval of the new IDEA 2 and replacing the old IDEA legacy.
 - Current MOA one semester will be used and go back to the negotiating table.
 - Vote to replace IDEA legacy and moving to IDEA 2 voting results show that motion 25 for and 4 against.

Revisions to Procedure 2005 (Second Reading)

- Minor changes were done to address a word change, notice of suspension or expulsion of 1032, if they are suspended or expelled, a notation of this sanction will be made on their transcript,
- To amend sanctioning model for automated, 3rd academic offense, from 2nd offense recommending that move more common sanction to the 3rd office and allow faculty a teaching opportunity.
- Omitting referring to U.S. postal service, verifying start of 10-day notification but use email notice to trigger 10-day notice.
- May be few occasions rises to a level on 1st offense can be suspended or expelled.
- If this procedure passes, it will go on their academic transcript.

Q: Concerned that the one mistake will impact their future career, particularly in Education program.

• Can be done on case by case.

Q: What situation would occur that a student would have two cases of AD and not have a suspension or expulsion?

- Not likely 2nd offense warrants suspension, but 3rd case would be common trigger for suspension.
- Why would we want students want to have the opportunity to engage in academic dishonestly?
- Because we do not want to impact the future of students.
- Never had a students with 3 charges.

- Q: a student can be suspended and return to same program and transcript will not show the suspension.
- Expulsion means no chance of returning.
- Q: 3rd offense grounds for suspension or expulsion so not automatically mean get suspended or expelled?
 - Yes, that is correct.
- If a student is suspended, it will be notated on their transcript.
- Page #1, "those 2 sanctions will be recorded" old version.
- Motion on page 4 paragraph 2, "sanction imposed" revised to "the suspension or expulsion will be recorded".
- Page 1— it is possible that 1^{st} and/or 2^{nd} offense can warrant a suspension or expulsion.
- Concern about disagreement between Provost and faculty- should only have tenured or only Full faculty members this is subject for discussion for the senate but not regarding this amendment
- A motion was called and seconded. The votes showed that motion passes 24 to 4.

VI. AY 2017/2018 Priorities Discussion

- Discussions regarding constitutional changes like medical policy for senators current policy states that if missed two meeting then you are done.
- Staggering committee members believe to have the largest impact.
- Potentially committee chairs to be senators.
- Continue to examine accessible concerns on both from staff, faculty and students.
- Parking.
- Headway made on addressing issues of minority recruitment and retention- but needs to be an ongoing issue to address.
- Have chairs help deliver training to committee chairs and members.
- Two concerns field trips and consent forms.
 - Difficult to collect from portal student information.
 - Now procedure on portal to present to students- but problem is students do not have emergency contact or current addresses on the portal.
 - Suggest administration to tighter up this at moment of registration
 - Registration state they cannot do this due to being busy.

Another concern

• Students putting laptops on their laps- potential harm to students due to future fertility concerns.

New president- Donnie Allison-

• Looking into stream lining the search process of faculty.

- More training search chairs- more beyond having standard appropriate questions, but having a streamline process.
- We should still be looking into diversity and hiring.
- Interested in having a survey about having a search advocate on the search committee.
- Interested from knowing what others want senate to look into and addressing
- Open to the audience- no suggestions made.

Minutes prepared by elected secretary for the Faculty Senate 2017-2019 term: Allison Sinanan.

Minutes revised by secretary of Faculty Senate on 9/21/17.