**MINUTES**

**FACULTY SENATE**

**April 20, 2016 – 12:00-1:20 pm – SCP 117**

**In attendance:** Abourahma, Anthony, Bender, Bennett, Beyers, Blake, Brown-Glaude, Bush-Wallace, Curtis, Deese, Dickinson, Didi-Ogren, Domingo, Farrell, Ghitulescu, Girard, Gosselin, Guarracino, Hirsh, Holleran, Hughes, Krimmel, Krstic, LaJevic, Leonard, Li, Lopes-Murphy, McCarty, Morin, Norvell, O’Connell, Paliwal, Steinberg, Vickerman, Weng, Winston, Wiita.

**Excused:** Adler, Brechman, Jaksch

**Absent:** Benoit, Meixner, Sears

**APPROVAL OF MINUTES**

The minutes of the 2/17/16 meeting had one correction: Under “Recommendations of the Appointments Committee, Don Hirsh’s term on CFA was amended to read “1-semester replacement.” Minutes approved as amended.

**ANNOUNCEMENTS**

* Upcoming Events:
  + May 4, 4 pm, 1855 Room: End of the Semester Faculty Happy Hour
  + May 9, 9 am, Business Lounge: Faculty Senate meeting
  + May 9, 11 am, Business Lounge: Dr. Terrel Rhodes, “Knowing What We Know About What We Don't Know: Liberal Learning Today and Tomorrow”
* There is an AFT meeting this afternoon in 136 Armstrong.
* Upcoming Open Fora:
  + CSCC – Title IX Policy and Student Conduct – Tuesday, April 26th, 3:30-4:30 pm, Kendall 233.
  + CAP – Program Approval, Graduate Certificate Programs, Undergraduate Internships, and Change of Major – Tuesday, April 26th, 12:30-1:30 pm, Social Sciences 230.
* Amanda thanked the outgoing senators for their service: Rachel Adler, James Beyers, Winnifred Brown-Glaude. Anthony Deese, Brenda Ghitulescu, Colette Gosselin, Danielle Guaracino, Rebecca Li, John McCarty, and Marcia O'Connell.

**BUDGET UPDATE**

* President Gitenstein, Provost Taylor, and Treasurer Ricketts gave an overview of the FY 17 budget plan.
* Discussion and questions.

**REPORT FROM TLPC**

* Helene Anthony reported on the Teaching and Learning Program Council, reviewing what the council does and who is currently on it.
* Discussion and questions.
* The report is attached. **(Attachment 1)**

**GOVERNANCE REVIEW UPDATE**

* Matt gave an update on the governance review.
* The process is taking longer than expected and will go into next year.
* They hope to have an internal draft done by the end of the AY for the Steering Committee, who will review it and hopefully have it out to the rest of campus by fall.
* They are looking at staffing numbers on committees and adding new committees.
* They are working on changes to the Wednesday calendar.
* They are looking at changes in how testimony is gathered.
* Discussion and questions.

**REPORTS FROM STANDING COMMITTEE**

* Due to time constraints, the reports from the standing committees were emailed to the senate members after the meeting. They are attached as follows:
  + CAP – **(Attachment 2)**
  + CFA – **(Attachment 3)**
  + CSPP – **(Attachment 4)**
  + CSCC – **(Attachment 5)**

**TRUSTEES REPORT**

* Due to time constraints, the Trustees Report was emailed to the senate members after the meeting. **(Attachment 6)**

**AFT REPORT**

* Due to time constraints, the AFT Report was emailed to the senate members after the meeting. **(Attachment 7)**

Meeting adjourned at 1:20 pm.

**Attachment 1**

**MEMORANDUM**

**TO:** Senate Executive Board, Provost Taylor and Maura Moore

**FROM:** Teaching and Learning Program Council

**RE:** Student Feedback on Teaching

**DATE:** April 15, 2016

Thank you for consulting with the TLPC on the subject of the on-line Student Feedback on Teaching form. After reviewing Maura Moore’s suggestions (thank you, Maura!), researching the issues, and discussing this topic at our April 6 meeting, we respectfully submit the following recommendations:

**Short-term Initiatives**

1. Share best practices with full time and adjunct faculty (perhaps in an email from the Provost) to enlist their help in improving response rates:  
   1. We recommend that faculty engage in a dialogue with students on why the feedback forms are important. This could be an in-person class announcement, an email, or both. Helping students to realize that the feedback has value is an important factor.
   2. We recommend that class time be set aside for the completion of the forms, even though they are online. This could be accomplished by inviting students to bring their laptops to class on the specified date. Faculty utilizing this strategy should leave the room for 10-15 minutes to give students privacy. Anecdotally, students report that the main reason for failing to complete the forms is because they are being asked to give up their own time during a busy part of the semester.
2. We recommend that TCNJ send emails and/or incorporate pop-up notices on Canvas, Paws and Lion’s Gate to alert students that the deadline for submission is approaching. Ads could also be placed in *The Signal*.
3. We recommend that video screens in campus buildings include a reminder for students.
4. Ask the registrar’s office to provide faculty with updates on completion rates in the days prior to the close of the collection period.

**Long-term Strategies**

1. Develop a best practices page for faculty that can be available through the web sites of The Office of Institutional Effectiveness, Records and Registration, and the Center for Excellence in Teaching and Learning.
2. Simplify the process so students do not need to navigate from Main Menu to Student Self Service to Student Records to TCNJ Course Feedback. If students could click on a direct link, it would be more inviting.
3. Build in headers to inform students which class they are evaluating as they move through the forms. Students indicated that once they begin an evaluation, it is hard to know which class they are reviewing. While we do not have confirmation of what students see (this is based on anecdotal feedback), faculty in our committee also referenced receiving results in the open- ended sections that suggested students were reviewing someone else. If there are no headers, or if the headers are small, perhaps we can explore ways to improve visibility.
4. Consider revising the questions on the feedback form. Now that we have the forms online, we have options that were not previously available (customized questions for particular delivery modes, customized questions from the individual faculty members, etc.) We encourage the Senate Executive Board to explore these possibilities.
5. Work with the Center for Excellence In Teaching and Learning to support a faculty Learning Community that could explore best practices in assessing teaching. We realize this expands beyond the original question about strategies to improve response rates, but it is an important related issue that would benefit our faculty.

**Attachment 2**

**CAP Report**

The Committee on Academic Programs (CAP) approved the preliminary recommendations on  1) Proposed changes to the college's Program Approval Policy, 2) Proposed changes to the approval process for Graduate Certificate Programs, 3) Proposed changes to the college's Undergraduate Internships Policy, and 4) Proposed changes to the college's Change of Major Policy. CAP is holding a series of open fora to gather testimony on these policies on Tuesday, April 26.

**Attachment 3**

**CFA Report to the Faculty Senate, February 17, 2016**

Since the last report to the Faculty Senate, the Committee on Faculty Affairs met on January 27 and February 10. The following are updates on current matters:

1. Chair Paul Wiita announced his resignation from CFA due to medical reasons. Vice-Chair will chair the meeting for the remainder of the year. CFA is will soon receive two replacements, one to fill the resignation and the other to cover a temporary leave of absence. Election of a vice-chair will take place at the next CFA meeting.
2. The Disciplinary Standards of the Marketing and the Biology departments were recently approved; Art Education is still under review. The DS of 16 other departments and programs still (out of a total of 40) need to be revised to be consistent with the PRD approved in the fall of 2015.
3. CFA undertook a major restructuring to the 2015 Promotion and Reappointment Document (PRD). The October 2015 PRD is a complex document that incorporates three major changes to the tenure and promotions process: a five-year probationary period for tenure (instead of four years), an alternative calendar for faculty with Qualifying Life Events, and the joining of tenure and promotion to Associate Professor/Librarian II for new Assistant Professor/Librarian I hires.

The restructuring of the PRD attempts to streamline the document by reducing repetitive information, eliminating inconsistencies, rearranging some sections and appendices, and presenting steps and dates in a clearer format. It now has five sections (rather than four) and the document is roughly one third shorter. The restructured PRD will be presented for discussion at the upcoming Open Forum scheduled for March.

1. CFA is continuing to review the criteria and bases of evaluation of teaching/librarianship and service. Such proposals will be presented at the upcoming forum in March for consideration and discussion.
2. A final recommendation regarding the SOSA RFP to allow for more flexibility, so that faculty might request funds to facilitate research in lieu of one or both course releases, was approved by CFA and sent to Steering. CFA conducted two faculty fora and two Qualtrics surveys of the faculty; in addition, SOSA committee members were heard and much feedback from faculty was received and discussed at a number of CFA meetings throughout Spring and Fall 2015. CFA’s recommendation allows faculty to choose between reassigned time for two semesters in consecutive years, reassigned time for one semester in one year and one monetary grant for research in one year, or for two research grants in consecutive years. Grant funds, equivalent to 3 FWH at the Assistant Professor level, can only be used to cover research related expenses. CFA recommends that this policy be revised in a few years due to concerns among a meaningful number of faculty that the new policy may unduly favor some departments at the expense of others.

**Attachment 4**

CSPP Report for the Faculty Senate

The Committee on Strategic Planning and Priorities has met several times since the last Faculty Senate meeting. The Committee began the semester by considering different implementation and reporting plans for the next five years of the Strategic Plan. Since then, the Committee has consulted with several dozen stakeholders about how to clarify and meet the Strategic Plan’s goals for diversity. It has also met with Matt Bender, the chair of the subcommittee reviewing the College’s governance system, to explore new, more efficient models for having cabinet members report to campus stakeholders. (We are looking closely at the role of the various Planning Committees.) Finally, CSPP met with Frank Cooper, Executive Director of Records & Registration, and Will Casaine, the Director of Financial Aid, about new pricing models for overloaded courses that would bring TCNJ in line with other state colleges and universities.

David Blake

April 20, 2016

**Attachment 5**

**CSCC Report**

CSCC has begun hosting open forums on the proposed revisions to the Undergraduate/Graduate Student Conduct Code(s) and the proposed new Title IX Policy.  The final open forum for both these items will be Tuesday, April 26, from 3:30-4:30 p.m. in Kendall Hall 233.  The CSCC has also met with Gary Miller, Director of Compliance and Privacy Officer, to begin work on reviewing, revising, and approving the Protection of Children Policy (an interim policy that defaulted to permanent without formal governance review).

**Attachment 6**

April 22, 2016

In preparation for its April meeting the Board of Trustees undertook a thorough review of its Bylaws. The revised version has several changes that were made in order to continually improve the process by which the Board makes decisions. In particular, the four committees that had representation from all stakeholders have been combined to create two committees, so that members of those committees can think more holistically about issues. These are Institutional Primary Purpose (Academic Affairs, Student Affairs, Enrollment), and Business and Infrastructure (Buildings and Grounds, Finance, Campus Safety, IT). This has also allowed changes to be made to the Board meeting schedule itself, such that more time will be available at the meetings to have substantive discussions.

Respectfully submitted: M. O’Connell

Attachment 7

**President’s Report from John Krimmel for April 20, 2016**

* Developed and delivered a petition to the Board of Trustees
* I dealt with conflicts and grievances with Humanities and Social Sciences, School of Education, School of Science, School of Engineering, School of Art and Communication and Professional Staff.
* Attending a fundraiser for Assemblyman Dan Benson
* Facilitated Membership Drive
* Participated in VIBE (Review Five Year) Process
* Attended President Gitenstein Breakfast
* Attended Leadership Meetings
* Attended Council Meeting
* Attended Faculty Senate Meeting