**MINUTES**

**FACULTY SENATE**

**February 19, 2014 – 12:00 P.M. – SCP 117**

**In attendance:** Alves, Ammentorp, Anthony, Bender, Beyers, Blake, Brown-Glaude, Chan, Curtis, Eberly, Farrell, Ghitulescu, Gosselin, Haynes, Holleran, Horst, Jakubowski, Li, Lovett, McGreevey, Meixner, Meola, Mirtcheva, Norvell, Paces, Prensky, , Robertson, Salgian, Steinberg, van der Heijden

**Excused:** Dell’Angelo, Guarracino, Heisler, Hu, Jaksch, Landreau, Martinovic, Wiita

**Absent:** Deese, Edelbach, McCarty, Paliwal

**INTRODUCTION OF NEW VICE/ASSOCIATE/ASSISTANT PROVOSTS**

* Ieva Zake was introduced as the new Vice Provost for Faculty and Academic Planning. Christopher Murphy was introduced as the new Associate Provost for Liberal Learning and Curriculum. Jennifer Palmgren was introduced as the new Assistant Provost.

**APPROVAL OF MINUTES**

* The amended minutes of the October 2013 were approved.
* The minutes of the November 2013 meeting were approved as submitted.

**ANNOUNCEMENTS**

* Events
	+ 3/5/14 – Faculty Senate Colloquium
	+ 3/26/14 – FACE event
	+ 4/30/14 – Happy Hour
	+ 5/7/14 – new senate organizational meeting and guest speaker – Tim Burke, who teaches history at Swarthmore.
* Healthy Campus Program Council Wellness Expo at the Student Center on Tuesday, March 18, 2014.
* AFT meeting at 3pm today.
* Cindy and the Executive Board will be meeting with the president to discuss the processes for granting tenure at hire to administrative and non-administrative faculty.
* Wayne Heisler will be out for the semester. He has been sick since finals. Two cards are being passed around the meeting for you to sign if you wish.

**OPEN DISCUSSION OF THE PROCESS FORWARD IN IMPLEMENTING THE TENURE LAW**

Cindy led a discussion of questions posed by the Executive Board in response to the provost’s memo concerning implementation of the new tenure law:

1. Are we ready to commit to developing a process linking tenure and promotion to associate this spring, with the understanding that the details of the process (including the role of the CPC) will be sorted out in the fall?

2. As we rewrite disciplinary standards this spring, do we want to agree to write unified standards for tenure and for promotion to associate, or do we want to keep separate standards (which a department may still choose to make identical)?

3. If we link the tenure and promotion processes, what do we feel that the role of CPC should be in the tenure evaluation process, if any?

4. Other concerns/comments?

**LUNCH WITH CINDY**

* A sign-up sheet was passed around for anyone who would like to schedule a lunch with Cindy.

**RESOLUTION FROM INSTRUCTIONAL INNOVATION COMMITTEE**

* Jody read the resolution.
* Discussion.
* Several minor changes were made and approved.
* Amended resolution passed unanimously. See Appendix 1.

**APPOINTMENT**

* A replacement was solicited to cover for Wayne on CAP
* David Blake volunteered to sit in.
* The temporary appointment was approved unanimously.

**REPORTS FROM STANDING COMMITTEES**

* CAP – David Blake submitted the report for CAP, which is attached as Appendix 2.
* CFA – Carlos Alves reported the following from the CFA meeting:
	+ Recording of Lectures sent to Steering.
	+ Use of Student Feedback Forms in Special Circumstances sent to Steering. The wording in the policy is expected to also be part of new MOA on Student Feedback Forms as we move to electronic forms.
	+ Delayed Tenure in Reappointment/Promotions document still in Legal.
	+ Faculty Reassigned Time subcommittee met with the Provost. Next step will be to interview deans to learn how reassigned time is applied in each school and the different schools’ views on the process. Vice Provost will help the committee’s work.
	+ CFA continues review of the Reappointment/Promotions document, in particular working towards electronic submission of materials. While an implementation issue, CFA finds it wise to be involved.
	+ Still reviewing some disciplinary standards.
* CSCC – Jody Eberly reported the following from CSCC :
	+ CSCC’s recommendations for the Alcohol policy were sent to Steering in January.
	+ CSCC met last week, but there were too few members present so the meeting was cancelled. On the agenda is our new charge regarding the Student Conduct Code, which will be discussed at our next meeting.
* CSPP– Amanda Norvell reported for John Landreau:
	+ CSPP sent a final recommendation for a new scheduling grid to the provost, it was approved by Steering on November 20, 2013. The provost has accepted the recommendation and the new grid will be in effect in Fall 2014.
	+ In the Fall of 2013, CSPP collected testimony and evidence with regard to a preliminary recommendation to make changes to the academic calendar. The purpose of the proposed changes was to extend the Winter Term by one week in order to provide the space for increased pedagogical flexibility and course diversity in Winter Term offerings. A final recommendation from CSPP was approved by Steering on February 7, 2014. The provost has accepted the recommendation and the new calendar will be in effect for 2014-2015 academic year.
	+ CSPP is working on the formation of charges for several working groups (some already existing, others yet to be formed) to continue our efforts on the signature experiences aspect of the strategic plan.
	+ CSPP is now looking ahead towards the last year of strategic plan implementation and beyond.

**TRUSTEES REPORT**

* David Blake (for Mike Martinovic) submitted the Trustees Meeting report, which is attached as Appendix 3.

**UPCOMING EVENTS**

*March 5, Noon, Education 212:* Senate Colloquium: Janet Morrison

*March 26, Noon, Social Science Atrium:* Faculty Administrator Community Event

*April 30, 4pm:* Faculty Happy Hour

*May 7, 9am - Noon:* 2014-2015 Senate followed by guest speaker

Appendix 1

Resolution

The Faculty Senate supports experimentation in blended/online learning during fall and spring semesters as long as the institution properly supports faculty development and technological infrastructure to do this work, courses are subject to program/department approval and current curricular review processes, and there is appropriate and timely assessment that allows for evaluation of the delivery method as it relates to student outcomes and attitudes. This experimentation should also lead to a broader discussion of how alternative pedagogies fit TCNJ’s educational mission.

**Appendix 2**

**CAP Report for the Faculty Senate 2-19-14**

Submitted by David Blake, English

The Committee on Academic Programs is working on a number of issues, including the Preliminary Recommendation on Academic Standing and Dismissal that we heard about earlier this morning.

The committee will work on the charge related to FSPs and domain changes as soon as it receives a preliminary recommendation from the LL Council. That council has not met yet this semester.;.

Also in the preliminary stage is the revision of the Ungraded Option. We are discussing whether to adjust the requirement that students complete at least 8 units at TCNJ before they can take advantage of that option. Could we give this option to students who have only completed 4 course units? How about students in their first semester? It is likely that CAP will recommend prohibiting students from using the ungraded option for Study Abroad programs. CAP has also contacted Susan Hydro about whether or not this should be an option for graduate level courses.

After presentations to the Student Government and the Faculty and Staff Senate, the committee is revising its preliminary recommendation on the retention of student work. It is trying to develop a policy that gives students enough time to make grade appeals without having them spill over into the next semester. At the same time, we are aware of the problems caused by the difficulty retaining work in Canvas. CAP will recommend that IT publish information on how faculty can download and save student work.

 Steering has accepted CAP’s final recommendations on repeated courses and on course withdrawals.

Finally, in consultation with the provost, CSCC, and the Office of Student Life, CAP remains diligently at work on the issue of certificate programs. Academic Affairs envisions three kinds of certificate programs: 1) certificates in academic programs; 2) certificates that are interdisciplinary or college-wide. (LLPC would be the body to review these proposals); and 3) certificates that are co-curricular in nature. CAP should have a preliminary recommendation on this by the end of February and will send that to CSCC.

At its next meeting, the Committee will consider the closure of the BA program in Bio-medical engineering. February 2012 was the last time students were admitted to this program. The Dean of Engineering will be attending CAP’s next meeting.

**Appendix 3**

**Board of Trustees Meeting of 12/03/2013**

**Report**

**to**

**Faculty Senate Executive Board**

M. Martinovic

The following BOT committees met on 12/03/13: Executive Committee; Audit, Risk

Management & Compliance Committee; College Advancement Committee; Student Life

& Enrollment Management Committee; Academic Affairs Committee; Buildings & Grounds Committee; Finance & Investments. The public session was held 4:30-5:30pm in 106 Paul Loser Hall.

***Audit, Risk Management and Compliance Committee:***

   **Resolution for Waivers of Advertising for College Business Services**

• Presented  for  Approval  by  the  Board

   **Discussion Items**

• External  Audit  Practices

• Internal  Audit  Practices  -­‐  Presentation

• Compliance  Updates

***College Advancement Committee:***

   **Action Item**

• Approval  of  TCNJ’s  Naming  Policy

**Discussion Items**

• Communication/Marketing/Brand  Overview

• Profile  of  TCNJ  Alumni  and  Donor/Prospect  Base

   **Reports**

• TCNJ  Foundation

• Development

• Communication/Marketing/Brand

• Alumni  Affairs

• Government/Community  Relations

***Student Life & Enrollment Management Committee:***

   **Action Item**

• None

**Discussion Items**

• Information regarding the Career Center Graduate Assessment Survey (Debra Kelly)

• Fraternity and Sorority Life (Angela Chong)

• Counseling & Psychological Services (Marc Celentana)

   **Reports**

• Dr. Gregory Pogue, Vice President for Human Resources and Acting Vice President for

Student Affairs

• Resolution approving the Student Rights and Freedoms Policy

• Brower Student Center Update

***Buildings & Grounds Committee:***

   **Resolution for Waivers of Advertising Approval**

• Windels Marx Lane Mittendorf (legal fees associated with the Campus Town Project)

• Assa Abloy Automated Entrances Solutions, Inc. (repl. of power door operators)

• Alfa Laval Air Cooled Exchangers (replacement of two natural gas coolers)

• KSS Architects LLP (design services related to the Brower Student Center Renovation and Addition Project)

• Horizon Engineering (commissioning services related to the Brower Student Center

Renovation and Addition Project)

• DLB Associates (design services related to Bliss Hall Humidity Project)

• Settembrino Architects (design services related to the Holman Hall relocations to

Forcina)

**Discussion Items**

• Campus Town Update

o Legal Issues (Permits &Waivers) – Resolved

o Project Financing - PRC is negotiating with one bank for financing. Expected:

favorable financing and closing in December 2013.

o Regulatory issues

 PRC has filed for footing and foundation permits. Permit application

under review by Department of Community Affairs (DCA).

 College is finalizing terms of the Delaware and Raritan Canal Commission conservation easement. Easement is complete and being prepared for execution.

o Schedule issues

 Schedule milestones presented by PRC in June 2013:

 January 1, 2014 Construction begins

 June 2015 Occupancy

o Design and program issues

 Design review meetings ongoing to finalize information technology

and security operations.

 Preparing a project to reorganize sidewalks on the College side of

Metzger Drive to coordinate with Campus Town sidewalks.

 PRC architect preparing drawings of new Fitness Center.

o Future steps

 PRC and TCNJ close on Ground Lease and other ancillary agreements

– projected for December 2013.

• STEM Building update

o STEM Building

 Occupants

• Computer Science

• Biomedical Engineering

• Mechanical Engineering

o Science Complex Addition for Chemistry

o Science Complex Renovations for Physics and Mathematics and Statistics

o Renovations of Armstrong Hall for Engineering Programs

Project Labor Agreement status

• Post Occupancy Evaluation – Education Building

• Campus Town Sidewalks

**Reports**

• Construction Update

***Finance and Investment Committee:***

**Action Items**

• Resolution Approving the Requirement for Partial Tuition Waiver for the Woodrow

Wilson New Jersey Teaching Fellowship Program

• Resolution Approving Waivers of Advertising for College Business Purposes

o Altrion Communications (Equipment for Network Security Device Upgrade Project)

o Barnes and Noble (Bookstore and Academic Attire)

o Bellver International College (Summer Graduate Program)

o Blackboard Analytics (Student and Finance Reporting Solution)

o CDW-G (Hardware and Support for the College’s Computer Network Infrastructure

Core and Distribution Upgrade)

o EC America Palo Alto Networks (Equipment for Network Security Device Upgrade

Project)

o Graybar (Equipment for Network Core Switches Project

o Harlaxton College (Summer study tour in Harlaxton Manor, England)

o Hotel Costa Azul (Faculty Housing in Palma de Mallorca, Spain

o J.L. Solomen Consulting (Athletics Department Consultant)

o Kristy E. Ranieri (Professional Consulting Services for Communication Consultant- Sustainable Jersey Program)

o Lyneer Staffing Solutions (Temporary Staffing Services)

o NWN Corporation (Equipment for Network Security Device Upgrade Project)

o PeopleAdmin (Talent and Performance Management System)

o Target Analytics (Prospect Research Software Licenses, Training and Maintenance)

o Transylvania Live (Summer Study tour in Transylvania)

**Discussion Items**

• Update on Bond Pricing and Rating Agencies

o Estimated Size: $21, 725 millions

o Exempt from NJ State and Federal Income Taxes

o Ratings

 Fitch: AA Stable

 Moody’s: A2 Stable

 S&P: A Stable

• FY 2014 Update

o TCNJ poised for strategic investments in signature experiences

o Investments in facilities and infrastructure

o Revenue enhancements

o >= 67% of operating expenses allocated to direct student support

o <= 16% of operating expenses allocated to scholarships and waivers

• 5-Year Strategic Reserve Projection

o Total 2013 Reserves ~ $100 million

 Capital reserves: ~ 67%

• includes coverage for 2 years of debt service

 Operating reserves: ~ 33%

• includes strategic and designated reserves

o Designated Operating reserves

o Strategic Operating reserves

o Managed in concert with approved policies

 Debt policy management

 Budget decision making principles and processes

 Investment policy statement

o The minimum amount designated by the Board of Trustees as **Un-expendable**

**Reserves** will be established in an amount sufficient to provide:

 financial flexibility,

 enhance long-term financial sustainability and

 preserve TCNJ’s investment grade bond ratings as outlined in the

Board of Trustees approved Debt Policy.

o The minimum target for the designated **Un-expendable Reserves** will be equal to **(six months of the current fiscal year average operating expenses).**

• Cash and Investment Allocation as of October 31, 2013

o Average rate of return:

 2011: 0.43%

 2012: 1.00%

 2013: 1.29%

• Investment Performance – PFM Presentation

o Managing duration shorter and more conservative than the benchmark;

o Emphasizing credit instruments that benefit from favorable credit market

conditions and improving fundamentals;

o Under-weighting of securities with optionality, such as callable agencies and mortgage-backed securities, which generally under-perform in volatile rate environments.

o Making greater use of floating-rate instruments that are historically less susceptible to market risk when rate rise.

o Our conservative duration posture will likely be maintained for the foreseeable future. Bouts of market weakness may be used to match monthly index extensions at favorable levels, when deemed appropriate.

**FYI**

• Fiscal Year 2015 State Budget Priority Requests

o Restoration of 43 Positions (Previously Cut by the State in FY 2012)

o New Faculty Requests for STEM

o Merit-Scholarship funding linked to diversity- First Generation College Student

***Academic Affairs Committee:***

   **Action Item**

• None

**Discussion Items**

• Liberal  Learning  Assessment  Findings

o During the summer of 2013, The College of New Jersey undertook an assessment project to review samples of written student work in order to determine if our students are achieving the goals of liberal learning. Samples were taken from a broad range of:

 First Seminar Program (FSP) and

 Senior Capstone courses

o Five Faculty Assessment Fellows, selected from a pool of applicants to reflect a broad range of disciplines at the College, conducted this assessment. Samples of student work were drawn from a pool of work in accordance with a random

sampling plan to proportionately reflect enrollment in the College’s academic programs.

o The results of the assessment suggest that students’ performances in Capstone papers in their majors were stronger than the performances of first-year students in papers written for their freshman seminar courses.

• Recommendations:

o Samples of student work in FSPs and Capstone courses should be collected every year in order to facilitate assessment in smaller majors without compromising the anonymity of the students in that major, or the faculty teaching those courses. This will create a more representative, but still anonymized, pool of student work. The samples of student work must not be connected with the names of faculty for whom the work was written.

o The goals of liberal learning should be assessed every four years in order to allow for longitudinal analysis of student outcomes.

o There needs to be a further investigation into which specific criteria from the rubrics are most useful to effectively assess the writing, critical thinking and analytical skills, as well as discipline-specific information literacy. A separate group of faculty with quantitative expertise should convene to identify the most appropriate process to assess the quantitative reasoning as per TCNJ’s Quantitative Reasoning outcomes ([http://liberallearning.pages.tcnj.edu/about/goals-outcomes/)](http://liberallearning.pages.tcnj.edu/about/goals-outcomes/%29)

o There should be eight to ten Faculty Assessment Fellows divided into two groups, one of which will focus on the task of assessing quantitative reasoning.

o TCNJ’s Center for Excellence in Teaching and Learning should consider offering professional development opportunities related to the use of rubrics and the potential impact of Bloom’s taxonomy on the design and delivery of instruction.

**Reports**

• Update  from  Provost  Taylor