**MINUTES**

**FACULTY SENATE**

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

**In attendance:** Alves, Ammentorp, Anthony, Bender, Blake, Curtis, Dell’Angelo, Eberly, Farrell, Ghitulescu, Gosselin, Guarracino, Holleran, Horst, Hu, Jakubowski, Li, Martinovic, McCarty, Meixner, Meola, Mirtcheva, Norvell, Paces, Paliwal, Salgian, Steinberg, Wiita

**Excused:** Beyers, Chan, Haynes, Heisler, Jaksch, McGreevey, Prensky, Robertson, van der Heijden

**Absent:** Brown-Glaude, Deese, Edelbach, Lovett

**APPROVAL OF MINUTES**

* The minutes of the February 2014 meeting were approved with one correction to the last paragraph of Appendix 2: “...closure of the **BA** program in Biomedical engineering.”

**ANNOUNCEMENTS**

* Events
  + 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.
  + AFT Meeting today at 3:00.
* Cindy will not be running for another term as Faculty Senate President. If you are interested in the position and would like to discuss it with her, please contact her within the next month or so.

**VISIT BY JERRY WALDRON (CIO), RYAN GLADYSIEWICZ (ASSISTANT DIR. USER SUPPORT SERVICES), AND TERESA NAKRA (CO-CHAIR OF ITPC)**

* Ryan gave a high-level overview of the SOCS-Canvas conversion. SOCS will no longer be in use by the end of the summer semester, but faculty will still have access to their old course materials through the end of the fall semester. Training is available every week through the end of the semester, as well as the last 2 weeks in May.
* Jerry reported that they are replacing the entire network, funded by part of the $7 million bond. They are also signing a contract for a new phone system.
* There was a discussion of various IT issues, including Canvas and Vibe.

**DISCUSSION: INSTRUCTIONAL INNOVATION**

* Jody Eberly, Mike Martinovic, and Matthew Bender reviewed the questions and guidelines that the committee had come up with for the future role and character of innovative course delivery practices. The goal is to come up with a final document that can be taken to the provost. See Appendix 1.
* Discussion.
* Comments by the senate will be incorporated into the revised document. Please send additional comments to the committee.

**TRUSTEES REPORT**

* Mike Martinovic submitted the attached Trustees Meeting report. See Appendix 2

**REPORTS FROM STANDING COMMITTEES**

* CAP – David Blake gave the following report for CAP:
  + At its last meeting, CAP approved a request from the School of Engineering to phase out the unaccredited Bachelor of Arts program in Bio-Medical Engineering. The last time students were admitted to this program was February 2012. The closure of this program will have no effect on students in the Bachelor of Science program.
  + CAP is revising its recommendation on Academic Standing and Dismissal based on the testimony it gathered. As the revisions were substantive, further testimony will be gathered.
  + CAP also approved a final recommendation on the Retention of Student Work policy. Faculty will be expected to retain student work for a period of one academic semester following the semester in which that work was submitted for a course grade.
  + Finally, in consultation with the provost, CSCC, and the Office of Student Life, CAP drafted a preliminary recommendation on Certificate Programs. That recommendation has now been sent to CSCC.
  + CAP continues to work on the issue of grade appeals and the ungraded course option, The committee is waiting to hear from the LLPC for its recommendation on whether FSPs should continue to carry Liberal Learning domains.
  + CAP receives regular reports from the committee working on academic integrity. That work is ongoing.
* CFA – Carlos Alves gave the following report for CFA:
  + There has been only one committee meeting since last report due to Spring Break, but subcommittees have been active.
  + The one committee meeting consisted of meeting with the provost to discuss how to move forward given the new tenure law. The committee has been charged to consider whether the two processes of tenure and promotion to associate professor should be joined and an e-mail has been sent out requesting faculty input.
  + The committee will be reviewing revised disciplinary standards for departments with new hires for Fall 2014 and it will also need to determine new timelines for reappointment/tenure processes, both due to the new tenure law.
  + On administrative faculty reassigned time, the subcommittee has been interviewing the deans of the various schools, which will soon be completed, and will then analyze that feedback and data on reassigned time.
* CSCC – Jody Eberly gave the following report:
  + At our last CSCC meeting before spring break, Angela Chong met with us to review the Student Conduct Code. We will continue to work on this charge at our next meeting.
  + The Alcohol Policy has passed through Steering and was sent to the Board of Trustees.
  + The Student Rights and Freedoms Policy has passed through Steering but was withheld from the Board of Trustees by Angela Chong for verification of valid policy information.
  + The Protection of Children Policy is coming back from Steering to CSCC for minor rewording which was incorrect before CSCC received the policy.
  + The Undergraduate Certificate Policy is again on our agenda to review at our next meeting on March 26.
* CSPP – Amanda reported for John Landreau. The committee has not met, so there is no report.

**ITPC Report**

* Teresa Nakra gave the attached report for ITPC. See Appendix 3.

**UPCOMING EVENTS**

*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

Senate Committee on Instructional Innovation

The committee has written select questions and draft guidelines for the future role and character of innovative course delivery practices, including online and blended course formats. The purpose of this document is to begin a discussion of the details of how innovation of this sort would be implemented.

The option for faculty to teach blended courses has already been implemented for the summer and winter sessions on a pilot basis. The Provost has asked the campus to normalize and broaden this practice, and that interested faculty be allowed to experiment with blended, or fully online course formats during the academic year on a voluntary basis.

For consideration:

1. What type of Institution are we and how do we envision using innovative techniques to support and protect the mission of the College? TCNJ is certainly not looking to move all courses or programs to an online format. Online technologies should be used only when the quality and integrity of the course/program can be maintained or enhanced. Embracing programs that are solely online or acting as MOOCs is not a goal.
   1. Should a limit on the number of courses offered within a program/major be considered?
   2. If so, how should such limits be determined and by whom? For example, should departments (or schools or other units) have sole discretion to make such determinations, or should there be a College-wide number or percentage of online/blended courses allowable per program/major?
2. What training or experience is required prior to offering an innovative course? Does the faculty have the knowledge or training available to implement desired innovations?
   1. The Teaching and Learning Program Council (TLPC) and/or the Center for Excellence in Teaching and Learning (CETL) could be asked to assist in determining the logistics of training faculty (where, how, etc.) and in identifying potential training options. TLPC would not be responsible for the training.
   2. For faculty wanting to offer innovative courses, a minimal training period, training course, prior experience, or mentorship could be required prior to offering the course. Training may be defined in many ways, and the department could determine a feasible training method and model based on the faculty member and the course modality.
3. What support/budget/investment is the college providing to ensure success?
   1. A task force could be created to review the literature and determine what level of investment is needed from the College to ensure success while supporting the College Mission.
   2. It will be the responsibility of Academic Affairs to determine the level of funding and support available and how funding will be provided/divided for training/new technologies/software/server capabilities/cloud support/technical support.
4. Will tenure and promotion be impacted?
   1. A statement in the Tenure and Promotion Document may address how faculty offering innovative classes will be evaluated differently.
   2. Faculty could be allowed to exclude one semester of course evaluations from the tenure/promotions review process in order to provide time to experiment with innovative delivery modalities without fear of poor evaluations.
5. How will innovative courses be assessed?
   1. How innovative courses are evaluated needs to be discussed and determined in governance.
   2. There needs to be an assessment system in place to evaluate the modality/format and content/learning outcomes, which is not currently achievable with existing student feedback forms.
6. What is the role of the Department, School, and College?  
   One possible model:
   1. Department
      1. Individual faculty determine innovations that would enhance the content/experience of their courses.
      2. The department may encourage and support innovation from faculty members.
      3. The department determines which existing courses are acceptable for offering in an innovative way. Departments, as always, review and approve new courses, including new courses designed to be taught in an innovative format.
      4. Each department determines what percentage of courses will be allowed to be offered in an innovative format, fostering innovation while still maintaining the integrity and rigor of the program.
      5. The department/program is transparent about the type of course formats being offered to allow students to choose between different course modalities.
      6. The department determines a feasible training method and model for faculty who want to teach in innovative formats, based on the faculty members and course modalities involved.
   2. School
      1. Deans work with departments to provide support where necessary.
      2. School curriculum committees, as always, review and approve new courses, including new courses designed to be taught in an innovative format.
   3. College
      1. The Office of Academic Affairs provides adequate funding support to ensure that innovations are successful, including appropriate resources for training, infrastructure, and instructional design.
      2. TLPC and CETL assist departments in identifying and arranging appropriate training for faculty teaching innovative courses.
      3. CFA determines how the tenure and promotion process ought to be revised to allow for (and perhaps even reward) innovation in teaching.
      4. The College creates an assessment system to evaluate the modality/format and content/learning outcomes of innovative courses.
      5. CAP, as always, reviews and approves new courses, including new courses designed to be taught in an innovative format.
      6. Since part of the current impetus for innovative courses is driven by a need for revenue, the College sets and shares clear short- and long-term goals for how much revenue innovative courses should generate in order to meet strategic funding objectives.

**Appendix 2**

**Board of Trustees Meeting of 02/25/2014**

**Report**

**to**

**Faculty Senate**

M. Martinovic

The following BOT committees met on 02/25/14: Executive Committee; Audit, Risk Management & Compliance Committee; College Advancement Committee; Student Life & Enrollment Management Committee; Academic Affairs Committee; Buildings & Grounds Committee; Finance & Investments Committee.  The public session was held 4:00-5:00pm 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**

* Internal Audit Update
* Compliance Update

***College Advancement Committee:***

**Action Item**

* Approval of TCNJ’s Naming Policy
* Approval of new TCNJ College Seal

**Discussion Items**

* Comprehensive Campaign Plan Update
* Profile of TCNJ Alumni

**Reports**

* TCNJ Foundation
* Development
* Alumni Affairs

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

**Action Items**

* Student Rights and Freedoms Policy
* Alcohol and Drug Policy

**Discussion Items**

* Philosophy and Vision of Student Affairs

**Reports**

* Dr. Sharon Beverly has accepted the position of Assistant Vice President / Executive Athletic Director. She has served at Vassa prior to coming to TCNJ.
* Brower Student Center programming plan was completed February 4, 2014, and the college is now at the schematic design phase (to be completed by April 30, 2014).

***Buildings & Grounds Committee:***

**Resolution for Waivers of Advertising Approval**

**Discussion Items**

* Campus Town Update
  + Legal Issues Everything has been finalized.
  + Project Financing - PRC is negotiating with one bank for financing. Expected: favorable financing and closing in March 2014.
  + Regulatory issues
    - PRC has filed for footing and foundation permits. Permit application under review by Department of Community Affairs (DCA).
    - College has filed with he Delaware and Raritan Canal Commission for conservation easement.
  + Schedule issues
    - Schedule milestones presented by PRC in June 2013:
    - February 21, 2014 Construction begins
    - March 15 2014 Financial closing deadline
    - March 6, 2015 Bookstore building complete
    - June 2015 Last buildings complete
    - August 2015 Student Occupancy
  + Future steps
    - PRC and TCNJ close on Ground Lease and other ancillary agreements – projected for February 2014.
* STEM Complex Building update
  + Demolition of Holman Hall near completion
  + STEM Building
    - In detailed design phase
* Higher Education Technology Infrastructure Bond Fund
  + Computer Labs (VDI Infrasttructure) ~$ ½ million
  + Network & Security ~$ 3.3 million

**Reports**

* Weather Related Issues and Reports
  + Total Costs $914,000
* Construction Update

***Finance and Investment Committee:***

**Action Items**

* Resolution Approving Waivers of Advertising for College Business Purposes

**Discussion Items**

* Flat rate tuition cap at 18 hours per semester
* Financial Reports

***Academic Affairs Committee:***

**Action Item**

* None

**Discussion Items**

* Improving retention and graduation rates
* Enrollment targets for the next 5-10 years
* Faculty Actions
* Tenure bill

**Reports**

* Update from Provost Taylor

**Appendix 3**

**Information Technology Planning Council**

**Action Items AY2013-2014**

**Technology Infrastructure:**

1. complete wireless internet access in most campus academic buildings by December 2014
2. enhance Verizon cellular service (60% of student cell phones use Verizon) with a Verizon cell site. Currently in discussions with Verizon.
3. upgrade campus-wide telephone system:
   1. purchase hardware switch
   2. replace office phones by Fall 2014
   3. replace student room phones with emergency hall phones in dorms
4. planning major upgrades to campus network infrastructure, utilizing $7 million in NJ Bond funds (creating redundancy and secondary access points in our network)
   1. step 1 in progress: install new network core (8x current capacity, 7-year life)
5. investigate videoconference solutions for campus-wide needs
6. increase data security by evaluating and implementing awareness training systems
7. fix problems with R drive to support collaboration and data sharing. Piloting the use of collaboration software.
8. increase campus-wide communication regarding IT needs and support
9. seek ways to advocate for restored funding to pre-recession levels
10. Strategic planning for maintenance as well as acquisition of systems. The new college technology plan can be found on the web at: <http://it.pages.tcnj.edu/planning/>

**Support for Teaching and Learning:**

1. continue the transition to Canvas learning management system
   1. SOCS will be retired in June 2014
   2. continue to offer Canvas training workshops
   3. offer faculty-led session at annual ITS Workshop in May
2. deploy campus-wide pilot membership to Lynda.com to increase options for software training (will be evaluated in April; current usage is low)
3. support Academic Affairs and Human Resources by:
   1. moving Instructional Technology Services (ITS) to Academic Affairs
   2. purchase an online software system for hiring and search processes
   3. replace Scantron employee timesheets with web-based system by Fall 2015
4. work with Committee on Faculty Affairs (CFA) to investigate whether Digital Measures functions well for faculty and consider alternative software solutions
5. select software to manage student organizations with Student Affairs and Bonner Center
6. replace *PrintSense* with a new solution for print management services, student printing billing, and mobile printing. *PaperCut MF* was selected; will be implemented in the Library Summer 2014. Stuents will pay by swiping GetIt cards to release their pages at the printer. (This will also increase security.)
7. analyze results from student surveys in 2012 and 2013 to assess student technology needs

**Projects completed to-date (March 2014):**

1. 610 computers replaced on campus, 14 Smartboards installed in School of Education
2. more secure PAWs login and campus-wide password change system implemented
3. *BookIt* event scheduling software deployed Summer 2013
4. Helpdesk web application *Magic* now tracks statistics on usage and service
5. student timesheets now distributed via web with TimeSheetX software
6. implemented new web-based parking management system
7. purchased and have begun deployment of Blackboard Analytics to support data needs of Enrollment Management, Finance, Human Resources and the college overall. (Will assist with accreditation evaluation data for both Middle States and NCATE.)
8. worked with the School of Education to deploy the Live Text student portfolio and reporting system.