**MINUTES**

**FACULTY SENATE**

**October 16, 2013 – 12:00 P.M. – SCP 117**

**In attendance:** Alves, Ammentorp, Antony, Bender, Beyers, Blake, Brown-Glaude, Chan, Curtis, Deese, Dell’Angelo, Eberly, Edelbach, Farrell, Ghitulescu, Gosselin, Guarracino, Heisler, Jaksch, Jakubowski, Landreau, Lovett, Martinovic, McCarty, McGreevey, Meixner, Meola, Mirtcheva, Norvell, Paces, Paliwal, Prensky, Salgian, Steinberg, van der Heijden, Wiita.

**Excused:** Horst, Hu, Li.

**Absent:** Emmons, Haynes, Holleran, Robertson.

**APPROVAL OF MINUTES**

The minutes were approved unanimously.

**ANNOUNCEMENTS**

* Cindy introduced a visitor to the senate, Mosen Auryan, the Assistant Provost for Institutional Effectiveness who gave a brief overview of himself, his background, and his new position.
* November 6th is the Faculty Senate Colloquium at noon with Andy Leynes. On January 29th at noon the provost will address the faculty (Education 212).
* The AFT meeting is at 3:00 today. They’ll be discussing sabbatical leaves, 5-year review, career development, etc.

**PROPOSED CONSTITUTIONAL AMENDMENT**

Cindy reviewed the proposed amendment to the senate constitution put forward by the Faculty Senate Executive Board as follows:

Article II.I of the Senate Constitution states:

The Faculty Senate is responsible for appointing faculty representatives to Standing Committees and Program Councils. It is responsible for making recommendations to the President for faculty representatives to Planning Councils.”

Section 7B of the Governance Document, however, states:

“Each planning council will have members representing the faculty, staff, and students, appointed by the Faculty Senate, the Staff Senate, and Student Government.”

In order to bring these two documents into agreement, the following amendment to the Senate Constitution is proposed:

Change the above section of Article II.I to read the following:

“The Faculty Senate is responsible for appointing faculty representatives to Standing Committees, Planning Councils, and Program Councils.”

The amendment passed unanimously.

**PANEL: BLENDED LEARNING**

Jody Eberly introduced the four faculty members on the Blended Learning Panel: Farshid Safi (Mathematics & Statistics); Gary Fienberg (Music); Marla Jaksch (Women’s & Gender Studies); and Jill Bush-Wallace (Health & Exercise Science).

The panelists were given 4 questions to consider from the committee:

1. How do you define blended learning?
2. What do you see as the benefits and challenges of blended learning for both instructors and students?
3. Would you consider doing blended learning again?
4. What kind of courses/materials are bet for the blended-learning format?

After the panelists addressed the 4 questions, there was a general discussion and additional questions posed by the senate members.

**REPORTS FROM STANDING COMMITTEES**

* CAP – Wayne Heisler reported that CAP passed a preliminary recommendation on a policy for Class Attendance and Absence, which was modified based on campus-wide testimony. A CAP subcommittee is gathering testimony regarding a charge on Course Withdrawal and Repeating Courses. In consultation with CSCC, another CAP subcommittee is finalizing a recommendation for a policy on Certificate Programs. Also, after getting feedback from College Counsel CAP will draft a preliminary recommendation on a charge regarding the Retention of Student Work. Lastly, regarding a charge on Ungraded Options, Wayne Heisler initiated preliminary formal feedback about extending the option beyond fall and spring terms at this Senate meeting.
* CFA – Carlos Alves reported the following from the CFA meeting:
  + Recording of Lectures Policy ready for open forum (held today).
  + Delayed Tenure Review Policy has the provost’s support. She is reviewing it with General Counsel to ensure policy is in agreement with state regulations.
  + Frank Cooper and Libby Alcaro from R&R met with CFA to discuss the electronic administration of student feedback forms as part of the bigger issue of reviewing the Tenure and Promotion Document. The subcommittee doing this review will also be looking at electronic submission of the applications, peer review of teaching, service, the role of the CPC, the composition of the DPC in small departments, among others.
  + Faculty Reassigned Time subcommittee has been gathering data, both internal and external.
  + Starting to readdress Professional Behavior and Student Appeals policies.
* CSPP – John Landreau provided the attached report. (Appendix 1)
* CSCC – Jody Eberly reported that CSCC met on Wednesday, October 9, 2013. CSCC is working on four charges as follows:
  1. Certificate Programs: Magda Manetas reported that Jackie Taylor is reworking the charge with Steering and will send a revised charge to CAP that more clearly addresses the administrative details of Certificate Programs and the process of approval.
  2. Student Rights and Freedoms: Will be discussed at an Open Forum in October prior to the October 16th Senate meeting. Charge will also be presented to the Staff Senate, Student Governance and to the broader campus on October 16th from 3:00-4:30 in Business 206 and on October 23rd from 12:00-1:20 in Education 206.
  3. Protection of Children Policy – Interim Policy Proposal: Will be discussed at an Open Forum in October prior to the October 16th Senate meeting. Charge will also be presented to the Staff Senate, Student Governance and to the broader campus on October 16th from 3:00-4:30 in Business 206 and on October 23rd from 12:00-1:20 in Education 206.
  4. Alcohol Policy: CSCC discussed the conflict between the Student Conduct Code and the Alcohol policy that is still in existence. There is some question as to who owns this issue (College Advancement or Student Affairs). CSCC suggested striking the reference to the Alcohol Permit policy as long as it is in conflict with the Student Conduct Code. CSCC decided to return the policy to the original writing group with suggestions, such as deleting the reference to the Alcohol Permit policy, making sure that formatting matches the college’s format for writing policies, and also adding a suggested timeline to the policy.

**TRUSTEES REPORT**

* David Blake reported that, at its October 8, 2013 meeting, the Board of Trustees discussed the design of the STEM building and approved a resolution for financing the building beyond the funds allocated by the state. The Board received updates on the creation of Trio – an effort to coordinate a single strategic plan across the TSC Corporation, the Board of Trustees, and the Foundation and the state’s extension of the Public/ Private partnership which will allow more projects like Campus Town. The Academic Affairs committee heard a report on the yield and retention of students from different ethnic groups, as well as a report on TAP from Professors Diane Bates and Liz Borland. The Board approved a partnership between the School of Nursing and St. Peter’s and Hunterdon County hospitals in which our faculty will be hired to train nurses at these facilities.

**UPCOMING EVENTS**

* November 6, Business Building Lounge: Faculty Senate Colloquium for Research and Creative Activity: Andy Leynes, speaker
* January 29, 12:00 noon, Education 212: Faculty meeting with provost address.

Appendix 1

Advising and Student Support Program Council Report to Senate Fall 2013

A. The ASSC just finished ~3 years of work in which we were charged first by the Cabinet to assess advising at TCNJ (2010/11) and then in 2012 by the Steering Committee to create a set of recommended college-wide advising policies. A summary of our work follows.

1. With regards to our first charge, during the period from 2010-2012 we reviewed prior assessment results (e.g. NSSE survey data, SGA survey data), conducted faculty focus groups with all stakeholders (students, faculty, staff from Student Life, coaches and staff from Records and Registration) and generated a list of suggestions for how to improve advising. We submitted our report entitled “Assessment of Advising at TCNJ” to CPP in the spring of 2012.
2. With regards to our second charge, we surveyed the “best practices” being utilized by other colleges and by TCNJ departments, programs and schools, including the recent policies adopted by the School of Humanities and Social Sciences (http://hss.pages.tcnj.edu/advising-resources/), and devised a set of “Recommended College-wide Advising Goals and Practices”. One of our main priorities was to create a simple, streamlined document for advising that clearly articulates the responsibilities of the faculty *and* students in advising. We submitted this document to CAP in the spring of 2013.

B. Plans for Academic year 2012/2013: We have not yet received a new charge for academic year 2012/13 and we are open to suggestions. While we wait for feedback on the “Recommended College-wide Advising Goals and Practices” document, we plan to investigate potential mechanisms to assess advising (department-wide and college-wide) and how to better advise students in transition (i.e. changing majors).

Appendix 2

**Report on the Cultural and Intellectual Community Program Council (CICPC)**

Andrea Salgian

Last spring the CICPC selected the book “The Big Truck That Went By: How the World Came to Save Haiti and Left Behind a Disaster” by Jonathan M. Katz for summer reading. The summer reading program kicks of a series of intellectual and cultural programs around a year-long theme, which this year is “Constructing the Past”.

Faculty have been asked to organize events around this theme. The CICPC has funding available and is accepting proposals for programs. Proposals are evaluated by the committee, and up to half of the cost of the event may be covered, provided that matching funds are obtained from other sources.

This year the Summer Reading Program had a different format. In the past, students were asked to submit written essays that were collected at the discussion sessions and made available to FSP instructors. Very few instructors chose to read them and use them in their classes, and most students were left without feedback.

This year Summer Reading became a Pass/Fail grade on students’ transcript. Students were asked to post their essays on a discussion forum on Canvas. The posts were visible by all students in their FSP section, as well as the summer reading discussion facilitator. Students were also asked to post thoughtful replies to two other essays. This way everybody got feedback on their essays, and the facilitators were only required to check that the essays were posted. Having the essays available in advance was also helpful in preparing the discussion session.

Tom Hagedorn, who, as coordinator of the FSP program, is in charge of the Summer Reading program as well, reported at our last meeting that the new format was well received by students and facilitators alike.

The CICPC is now in the last stages of organizing the Community Learning Day, which will be held on Wednesday, October 6, and will feature speaker Jonathan M. Katz, the author of the summer reading, as well as other programs. Announcements to the entire campus community will go out shortly.

While coordinating this year’s programming, we are also planning for the future. We need to select the summer reading book for next year, and intellectual themes for the following years. Next year’s intellectual theme is “Justice”, to commemorate the 50th anniversaries of civil rights legislation and voter's rights legislation. A call went out to faculty for suggestions of summer reading books and programming related to the theme. The same call asked for suggestions for intellectual themes for 2015-2016 and 2016-2017. The deadline for submitting suggestions is October 9.

Finally, this year the CICPC is also planning to formulate the goals of the Summer Reading Program.

Appendix 3

**Board of Trustees Meeting of 07/09/2013**

**Report**

**to**

**Faculty Senate**

M. Martinovic

The following BOT committees met on 07/09/13: College Advancement Committee; Student Life & Enrollment Management Committee; Academic Affairs Committee; Buildings & Grounds Committee; Finance & Investments. Audit, Risk Management & Compliance Committee did not meet on 07/09/13. The public session was held 4-5pm in 212 Education Building.

***College Advancement Committee:***

**Reports**

* Fundraising
* TCNJ Foundation
* Alumni Affairs
* Community Relations
* Charitable Giving

**Discussion Items**

* TCNJ STEM Initiative
* TCNJ TRIO Partnership

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

**Action Item**

* Resolution for Graduate Student Conduct Code Adoption

**Reports**

* Search for VP for Student Affairs
* Brower Student Center
* College Enhancement Internship Program Expansion

***Buildings & Grounds Committee:***

**Resolution for Waivers of Advertising Approval**

* Design Resources Group (design services related to the Norsworthy Hall Renovation and Building Envelope Project)
* Einhorn Yaffee Prescott (design services related to the STEM Building Project)
* Affiliated Engineers, Inc. (Central Utility Plant Assessment)
* Entech Engineering (additional design services related to the Steam Piping Project)
* Xcelerated Concepts (design services related to the Library Café Project)
* DLB Associates (additional design services related to the Steam Piping Replacement Project)

**Reports**

* Construction Update

**STEM Complex Update**

* Holman hall relocation (underway)
* Holman hall demolition
* STEM complex programming on schedule and underway

**Campus Town Update**

* 1/1/14: Construction begins
* 6/24/14: Site remediation begins
* 10/1/14: Demolition begins
* 6/1/15: Occupancy

***Finance and Investment Committee:***

**Action Items**

* The College of New Jersey Board of Trustees Resolution Approving the College of New Jersey FY 2014 Unrestricted Current Fund Budget and Establishing Student Charges for FY 2014
* Resolution Approving The College of New Jersey Fines, Penalties and Other Charges for Faculty, Staff, Students and Visitors
* Resolution Approving Waivers of Advertising for College Business Purposes

College Union Board Waivers

Concert Ideas (Fall Concert)

DiRoma Events T/A Impact Entertainment LLC (Fall Comedy Show)

Study Abroad Programs

Foundation of International Education (FIE) – London

Instituto Franklin, University of Alcala de Henares- Spain

UIW European Study- Center Heidelberg, Germany

UPCES Study Abroad Program, CERGE-EI Institute - Prague

NJ Edge (Annual dues and membership)

Software House International (Adobe Enterprise License Agreement)

* Resolution Approving a Modification to the Investment Policy Statement

**Reports**

* FY 2013 F&I Committee Report – Cash and Investments

Allocation and Operating Budget Update

* FY 2014 Proposed Operating Budget
  + Budget Planning Assumptions
    - Undergraduate enrollment projected at 6,321(32 more than the initial projection). It includes 1,395 freshman, 392 transfers and 30 fall provisional students. Graduate enrollment remains flat.
    - The proposed tuition and fees increase = 2.5%.
    - Housing – additional beds from Cromwell + room & board average rate increase of 3.2%.
    - FY14 salary program projected at $1.7M - (COLA, Increments, Non-unit merit pool and mid-level managers market adjustment).
    - Institutional scholarships projection increased by 3.4% or $516,000 above the FY13 actual awards to address the increasing demand for institutional scholarships.
    - Increase in debt service due to the schedule principal payment of $9.3M in FY14 versus $2.2M in FY13 – a strategy to accelerate the debt repayment.
    - Base State Appropriations remains flat but there will be an increase of $1.5M in the state funded fringe benefits per the Governor's recommendation (non-cash item to TCNJ).
    - Transfer the annual allocation ($1M) from the Foundation to support institutional scholarships plus $250K from the TCNJ Quasi-Endowment to fund strategic initiatives.
    - Strategic reserves funding of $1.7M for one-time initiatives (i.e. assessment consultant academic equipment, security cameras, IT requests and lab renovation).
  + Key Budget Performance Indicators

1. Percentage of the operating budget allocated to direct student support (instruction & research, academic support, student services and institutional scholarships & waivers) – should be no less than 67% of the total educational & general operating expenses.

2. Affordability/Access - Level of funding allocated for institutional scholarships & waivers ( Tuition Discount Rate) – Maximum = 16% and minimum = 10%.

3. Level of funding allocated for strategic investments – minimum target = 2% of operating expenses.

* + TCNJ is poised to make significant strategic investments over the next several years based on our improved financial position. The strategic priorities for 2013-2014 include the following:

1. Identify revenue enhancements initiatives

2. Instructional technology & technology that allows us to improve processes

3. Raising TCNJ’s visibility

4. Investments in signature experiences

5. Improve on the 4-year graduation rate and student advising

6. Assessment linked to investment

7. Investments in professional development for faculty, staff and students

8. Investments in facilities and infrastructure