**MINUTES**

**FACULTY SENATE**

**February 16, 2011 – 12:00 pm – SCP 117**

In attendance: Alexy, Anthony, Bender, Benoit, Borland, BuSha, Carver, Chak, Chan, Chartock, Curtis, Didi-Ogren, Eberly, Edelbach, Farrell, Heisler, Hernandez, Hunt, Leake, Lillevik, Lovett, McCarty, McGreevey, McMahan, Meola, Michels, Moore, Nicolosi, Novell, O’Brien, Petroff, Ruscio, Ryan, SanPedro, Tang, Vivona, Wickramasinghe, and Winston.

Excused: Adler, Harris, Kamber, Karsnitz, and Speaker.

APPROVAL OF MINUTES

The minutes of the November 17, 2010 meeting were approved as distributed.

GOVERNANCE IN SCHOOLS

It was moved by Norvell, and seconded by McCarty, to forward the amended document on to Steering. Discussion ensued. It was moved by Meola, and seconded by Bender, to amend the third bullet on page two to read: School and Department committees should follow established governance principles to give direct voice to all appropriate stakeholder groups, based on their primary responsibility. Motion passed as amended.

DRAFT MEMO TO STEERING: ACADEMIC SPEECH AND COLLEGE GOVERNANCE

It was moved by Benoit, and seconded by Borland, to forward the draft to Steering. Motion passed.

PROMOTIONS DISCUSSION

Discussion ensued. It was moved by Lovett, and seconded by Norvell, to form a committee for further discussion on promotions. Motion passed.

APPOINTMENTS TO AD HOC COMMITTEE TO DIRECT THE ASSESSMENT OF TRANSFORMATION

Ed Conjura, Jean Kirnan, and Joao Neves were put forward by the SEB to serve on this committee. A motion was made by Bender, and seconded by Borland, to accept this slate. Motion passed.

REPORTS FROM PROGRAM COUNCILS

* Liberal Learning – John Ruscio made the following report: **Streamlined approval process** – courses with the following prefixes automatically (and retroactively) meet Liberal Learning (LL) requirements:
Domains

 *Literary, Visual, and Performing Arts* – AAH (Art History), CMP (Comparative Literature), LIT (Literature), VPA (Visual and Performing Arts)

 *World Views and Ways of Knowing* – PHL (Philosophy), REL (Religion)

 *Behavioral, Social, or Cultural Perspectives* – ANT (Anthropology), ECO (Economics), POL (Political Science), PSY (Psychology), SOC (Sociology)

 *Social Change in Historical Perspective* – HIS (History)

 *Natural Science* – BIO (Biology), CHE (Chemistry), PHY (Physics), SCI (Interdisciplinary Science)

 *Quantitative Reasoning* – CSC (Computer Science), MAT (Mathematics), STA (Statistics)

 Civic Responsibilities

 *Gender* – WGS (Women’s and Gender Studies)

 *Global* – INB (International Business), INT (International Studies)

 *Race and Ethnicity* – AAS (African American Studies)

 \* Streamlined process does not preclude the proposal + review of any course to meet any LL requirement

 **Assessment of liberal learning:** Vice Provost asked LLPC to develop a plan this year. Two LLPC members (Dave Holleran + Phil Sanders) attended national conference on assessment in Indianapolis during Fall, 2010 semester. Mary Goldschmidt will be presenting a model of successful assessment from the writing program. Ongoing discussion has ranged over variety of topics – who are the stakeholders, what are their levels of satisfaction, who is the audience for assessment, what is the purpose of assessment, how to deal with the challenges of assessing a program that spans many departments and schools …

 **Actions on course proposals**

 Approved

 *Literary, Visual, and Performing Arts* – RUS 171, Contemporary Russia

 *Behavioral, Social, or Cultural Perspectives* – HGS 210, Introduction to Peace and Justice Studies

 *Quantitative Reasoning* – MUS 316, Interactive Music Programming

 *Mid-Level Writing Intensive* – CRI 201, History and Philosophy of Corrections; ETE 261, Multimedia Design; PHY 220, Geology II
Not Approved

 3 courses were returned for clarification – unclear how course learning activities connect to LL goals

 and outcomes (see <http://www.tcnj.edu/~liberal/outcomes.html>) and/or which civic responsibility designations (if any) were requested

1. course was rejected, resubmitted and returned for clarification, resubmitted and approved

\* Proposals reviewed more successfully when cover document provides rationale/justification for request(s); see <http://www.tcnj.edu/~liberal/documents/CourseApprovalProcessrev.docx>

* International Education – Holly Ogren - The International Education Program Council (IEPC) works with the Center for Global Engagement, and makes recommendations to the Committee on Academic Programs (CAP) concerning standards and practices for foreign study. The IEPC discusses and makes recommendations in areas such as 1) new off-campus study programs for students; 2) Student petitions for non-TCNJ-approved, off-campus study programs; 3) new off-campus, faculty-led programs. Since the start of this academic year, the IEPC has 1)voted to recommend approval for several new, off-campus programs; 2) voted to recommend approval for new, faculty-led, off-campus programs; 3) begun the process of revising policies for new off-campus, faculty-led programs. The Council has finished its internal revisions (as of today!), and we are now ready to pass these on to Steering. As the IEPC considered new, faculty-led program proposals, it came to light that the policies currently in place had not gone through governance.

REPORTS FROM STANDING COMMITTEES

* CSCC – Marc Meola reported that CSCC did not meet on January 26 due to snow. The committee met on February 9. The committee is making progress on the Use of Campus Property Policy, formerly the proposed Facilities Use Policy. Edits to the policy are being finalized. The committee began review of the proposed Student Conduct Policy and met with Associate Dean of Student Affairs Angela Chong. The committee is also charged with reviewing the Student Honor Code and the Computer Access Agreement. The next meeting is February 23.
* CAP – John Karsnitz sent the following report: CAP is continuing its work on student evaluation of teaching and academic load. They have been asked to look at proposals for a new graduate program in WGS and just got a new charge for academic integrity and repeating a course.
* CFA – Matt Bender reported the following: 1-At its last meeting, CFA discussed two recommendations recently passed onto the Steering Committee. The first stemmed from a charge to develop a procedure for how Sabbatical applications from Sabbatical Committee members should be evaluated. The Committee recommended that persons applying for Sabbatical should resign their seats from the Sabbaticals Committee. This recommendation is currently being considered by Steering. The second recommendation addresses a charge asking CFA to clarify the portion of the Promotions document that states when faculty are eligible to apply for promotion. CFA modified the language of the document to indicate that faculty are eligible to apply for promotion to Associate Professor if they will have completed five years of professional experience by the time the promotion would take effect, and for Promotion to Full Professor if they will have completed ten years. This recommendation has been accepted and is now policy. 2-This semester CFA is working on four new charges received from Steering. These include (1) to develop a policy concerning the recording of lectures, (2) to propose a definition for the term “teacher-scholar” that will serve to describe the model of faculty work at TCNJ, (3) to determine whether there should be a policy for modification of faculty responsibilities and, if so, to develop a policy, and (4) to develop a procedure for dealing with ties between applications for sabbaticals. CFA hopes to have recommendations on these charges ready for a public forum before the end of the semester. 3-In addition, CFA is working on the three-year review of SOSA. The committee is currently focusing on the questions of how the SOSA review committee should be constituted and how applications should be evaluated. Thus far our work has been preliminary, as we have yet to receive a formal charge from Steering to proceed. Work on this is expected to continue throughout the spring.
* CPP – Mort Winston presented the following report: 1-The Committee on Planning and Priorities met with Dr. Mary Ellen Petrisko, our Middle States Commission of Higher Education liaison, on January 19, 2011 Dr. Petrisko explained to us the reasons why MSCHE had asked TCNJ for a Monitoring Report: they wanted additional documentation on TCNJ’s strategic planning processes, in particular, documentation showing the alignment among strategic goals and objectives at the institutional level and the linkage between strategic objectives and budgetary priorities. Last fall, the Steering Committee charged CPP with preparing the Monitoring Report at the request of President Gitenstein. CPP met on Wednesday, February 9, 2011 to discuss this charge in light of the meeting with Dr. Petrisko. CPP organized two subcommittees each of which will be responsible for researching and drafting parts of this monitoring report. Several aspects of this report will require input from the campus community. The report is due to Middle States on September 1, 2011. 2-CPP also received a new charge from the steering committee requesting that we establish interim budgetary priorities for facilities and construction. CPP will be working on this charge and expects to hold an open forum on this issue later this spring. 3-CPP is also continuing to work on the revision of the governance document and its role in governance. Another CPP subcommittee has been working on this project.
* Board of Trustees Report – John McCarty reported that there were very few action items for the December BOT meeting, other than the typical waivers for advertising. Cognitive Marketing, the consulting agency hired to help TCNJ with their positioning and messaging, presented to the College Advancement Committee.  The Academic Affairs Committee discussed the closing of three master's programs; these closures were previously approved by College governance.

UPCOMING EVENTS

* Wednesday, February 23, 2011 – 3:00 pm – 1855 Room – Joint Governance Reception
* Wednesday, March 2, 2011 – 12:00 noon – Library Auditorium – Colloquium for Research & Creative Activity – David Holmes, Dept. of Mathematics & Statistics
* Wednesday, March 23, 2011 – 12:00 noon – Social Science Atrium – F.A.C.E.
* Wednesday, April 27, 2011 – 4:00 – 6:00 pm – the Rat – Faculty Happy Hour
* Wednesday, May 4, 2011 – 9:30 am – 12:30 pm – School of Business Student Lounge – Senate meeting followed by talk by Dr. Robert Zemsky