**MINUTES**

**FACULTY SENATE**

**March 16, 2011 – 11:15 am – SCP 117**

In attendance: Adler, Alexy, Anthony, Bender, BuSha, Carver, Chan, Chartock, Curtis, Eberly, Edelbach, Farrell, Harris, Heisler, Hernandez, Hunt, Kamber, Karsnitz, Leake, Lillevik, Lovett, McCarty, McGreevey, McMahan, Meola, Michels, Nicolosi, Novell, O’Brien, Petroff, Ruscio, SanPedro, Speaker, Tang, Wickramasinghe, and Winston.

Excused: Benoit, Borland, Chak, Didi-Ogren, and Moore.

Absent: Ryan and Vivona.

OPEN FORUM

Amanda Norvell and Nancy Freudenthal fielded questions and concerns about the draft revised governance document to be sent to Steering.

ANNOUNCEMENT

Pat Van Hise provided information regarding the Helen Shaw Award.

APPROVAL OF MINUTES

The minutes of the February 16, 2011 meeting were approved as distributed.

DISCUSSION – ELECTRONIC VOTING

Don Lovett moved, with Annie Nicolosi seconding, that Faculty Senate elections be held electronically through Qualtrics. Discussion ensued. The Motion passed unanimously.

DRAFT MEMO TO STEERING – PROMOTIONS

Orlando Hernandez heard comments from senators. It was moved by Rick Kamber, seconded by Amanda Norvell to forward the document to steering. Discussion ensued. It was moved by Leona Harris, and seconded by Brett BuSha to move the last bullet on page 1 to be included in bullet 3 on page 2. Motion passed. John Karsnitz moved, seconded by Amanda Norvell to change bullet 2 on page 2 to read: For evaluation of teaching, the CPC has publicly stated that scores of 4 or greater are required on the student f**eedback forms** without taking into account different disciplines or circumstances; this criterion does not appear in the promotions document. **Clarity is needed as to why this number is being used, what is being measured by the SFF, and how this information is being used in the promotions process.** Motion passed. The document will be forwarded to Steering as amended.

CAREER AND COMMUNITY STUDIES PROGRAM

Jerry Petroff and Rick Blumberg provided information on this new program. If anyone would like more information, go to their website at [www.tcnj.edu~ccs](http://www.tcnj.edu~ccs).

PROPOSAL FROM TEACHING & LEARNING PROGRAM COUNCIL

CETL has asked Faculty Senate to co-sponsor the proposed Distinguished Teaching and Learning Colloquium. It was moved by Leona Harris, seconded by Ralph Edelbach, to co-sponsor this program. Discussion ensued. It was moved by Mort Winston, seconded by Rick Kamber, to table discussion until further information is available. This motion passed. Steve O’Brien will get answers to the senate’s questions.

REPORTS FROM COUNCILS

* Teacher Education – Anne Farrell made the following report: Fall 2010 - final NCATE on campus review for the MAT programs - NCATE accreditation earned. Since the previous NCATE visit, the council split into smaller working groups: 1. Assessment Committee - they are re-working the signature assignments to make more comprehensive and easy to use. 2. Student Teaching group: should student teaching be turned into a Pass/Fail course or continue as a graded course. Based on comments made by school districts and staying consistent with what other teacher prep programs are doing, Student teaching will stay a graded course. All teaching majors will be required to take an anti-bullying course. Required by the state. SOE working on who will create it and how it will be administered. The eAssessment online system is up and fully functioning. This allows each department/program to provide access to the assessment tools to all necessary faculty and supervisors. It also allows each department to run/create outcome data.  
    
  IT Program Council – Eileen Alexy reported In December there was a joint meeting with the ITPC and the Teaching Learning Program Council (TLPC). Much of the discussion centered on the pilot “Blended Learning Courses.”

1. Blended learning courses will take place Summer 2011 Rationale:
   * Requests from faculty for support with distance learning.
   * IT also getting similar requests.
   * Budget crisis – this is an alternate source of revenue since hundreds of students take courses at community colleges over the summer. The reason is because students feel they cannot physically attend the college the number of times required for face-to-face classes.
   * A Fall 2011 report will be generated to discuss the results of the blended courses.
   * It is expected that a blended course will have about 18 hours of face‐to‐face time. Much discussion ensued regarding technological issues (i.e. server capacity), teaching issues (i.e., writing proficiency), and support issues (i.e., tutoring/writing support).

The TLPC is looking at best practices for the development of learning communities and how they can be implemented into courses.

**Google Apps for Education**

* The focus of this meeting was on Google Apps for Education Policy with Tom Mahoney, Frank Cooper, and David Morales
* Shawn Sivy gave an update on all Google committees.
  + helpdesk committee - working on documentation/tutorials
  + technical committee - setting up process - on target to create incoming freshman accounts early April
  + policy and communication committee - getting ready to launch the communication plan after committee meeting Feb 10. The communication website can be found at <http://googleapps.pages.tcnj.edu/>
  + contract committee - contract is signed. General Counsel (GC) worked with other attorneys and Colleges when negotiating/adapting the contract for TCNJ.
* LMS survey went out and was due to be completed by 2/4/11. At the time of the meeting 146 surveys were completed.

**Questions:** Should we be concerned regarding intellectual properties? Tom explained that Google does not own the data and the contract states that if intellectual property is being stored on Google's site. If information is going back and forth via email, no matter what email system, the email should be encrypted. What if a student doesn't want an email account through Google?

If students do not want a google apps for education email, they can "opt out" and get a zimbra account. How does this affect licensing for things like the library databases? Per Shawn, he will be able to determine the "role" of the person signing in so that only those legitimately entitled to use the library databases will have access.   
**NJEDge.Net** is a non-profit technology consortium of academic and research institutions in New Jersey. Through its deployment of advanced Internet technologies and digital communication, NJEDge.Net supports its members in their institutional teaching and learning; scholarship; research and development; outreach programs; public service, and economic development. In providing broadband statewide network, NJEDge.Net creates an environment for interoperability to facilitate productive use of technology across the academic enterprise.

* **The NJEDge best practices faculty showcase was held at TCNJ on March 11**
* **We were able to increase our Internet bandwidth for residential wired & overall wireless networking. Our total is now 300mbps with 200 allocated to RES.net and 100 allocated for faculty and staff. We were able to use a savings realized from reduced cost for storage through NJEDge.**

NJVid was a grant-funded project whose funding ends at the end of March. NJEDge is evaluating the business model and will continue the service at a cost to the users. TCNJ is evaluating potential use for NJVid on our campus. NJVid is currently working on a learning on demand module that is expected to justify the cost of the service.

**Multifunction Printer Copier Project (MFP) project:**

Members from IT and R & R developed a responsible printing document that includes tips and tricks on using the new mfp. Some of the information is available at http://mfphelp.pages.tcnj.edu/.

REPORTS FROM STANDING COMMITTEES

* CSCC – Marc Meola reported that the Committee on Students and Campus Community (CSCC) recommended the proposed Use of Campus Property Policy to the Steering Committee on February 23, 2011.  As part of the review of the proposed Computer Access Agreement and proposed Student Conduct code, CSCC asked the Faculty Senate for testimony on these items.
* CAP – John Karsnitz reported that CAP was asked to review student feedback of instruction. The committee would like to better understand “what” the instrument is measuring and “how” the data collected is being used. Perceptions on these questions vary greatly between faculty, students and administrators. The committee is also considering if the SFF can be administered in a digital format. The committee has been collecting data on the question of “standard” academic load. The standard load is defined as up to 4.5 units but some majors are designed to require more than 4.5 during one or more semesters. In addition the committee is considering whether or not to consider a transfer course in the standard load calculation. The committee has also been asked to reconsider the College policy limiting students to repeating courses only once without permission. Issues include seat availability, students exceeding the one repeat limit, and student using the repeat to improve their GPA. Other new issues include considering a new graduate program in WGS, the academic integrity policy, academic dismissal policy, and the course withdrawal policy.
* CFA – Matthew Bender reported that, at its last meeting, CFA continued work on several recently received charges 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, and (3) to determine whether there should be a policy for modification of faculty responsibilities and, if so, to develop a policy. Each of these issues is being looked at individually by subcommittees, which plan to report back to the whole committee by the next meeting. CFA hopes to have recommendations on these charges ready for a public forum before the end of the semester. CFA also received a new charge from Steering, asking it to develop a Professional Behavior Policy for faculty related to academic and personal conduct. Work on this complex issue will likely carry over into the next academic year. Lastly, CFA is continuing work on a review of the SOSA program. After some discussion with Steering, it became clear that there is no regular review schedule for SOSA (it has been assumed that the SOSA program required review every three years). However, Steering decided to issue a charge asking CFA to develop a SOSA document that (1) describes the enduring principles which define the purposes and mission of the SOSA program, (2) describes the principles guiding the various factors by which proposals are to be judged, and (3) describes the principles defining which types of projects are eligible to receive support. CFA plans to adapt its existing work to fulfill the specific charge and present its preliminary recommendation at a public forum by the end of the semester.
* CPP – Mort Winston reported that 1) CPP approved a preliminary recommendation concerning interim criteria for the prioritization of Facilities and Construction projects. These criteria were sent to the campus community on March 3, 2011 with an invitation to send comments by this Friday March 19th to Academic Affairs. It is a short document, so please respond if you have not already done so. 2) CPP expects to finalize its recommendations on CPP’s future role in governance to the Steering Committee after our regular meeting next Wednesday. You should expect that there will be another Open Forum before the end of this semester to collect testimony on this section of the revised Governance Document. 3) CPP, in its role as the Advisory Council to the President in the strategic areas of leadership, planning and decision-making has recommended that the campus community engage in a comprehensive, inclusive, and transparent strategic planning process that will result in an updated institutional strategic plan (ISP). The process of updating the ISP should begin sooner rather than later; we do not have to wait for the results of the assessment of transformation to launch an institutional strategic planning process next year. The purpose of this project is not to replace our current strategic planning processes, but rather to maintain strategic agility while also making our institutional identity and goals more transparent to all stakeholders. The major benefits will be clarity, focus, and shared commitment to a set of institutional goals. The strategic plan must also include an assessment plan as an integral part. CPP believes that this represents the next step in the evolution of the way that TCNJ has approached strategic planning. The President has received this recommendation and is completely comfortable with it. Expect to hear more about this before long.
* Board of Trustee’s Report – John McCarty reported that at their March 1st meeting, the Board of Trustees voted to discontinue the Master of Education in Educational Technology, the Master of Education in Health Education, and the Master of Education in Exercise Science and Physical Education.  The Board approved summer institutes in English as a Second Language (ESL) and American Studies and one with the Bonner Center for high school students.

UPCOMING EVENTS

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