**MINUTES**

**FACULTY SENATE**

**February 20, 2013 – 11:30 A.M. – SCP 317**

In attendance: Alves, Anthony, Benoit, BuSha, Carver, Chak, Chan, Curtis, Dell’Angelo, Eberly, Edelbach, Farrell, Harris, Haynes, Heisler, Holleran, Horst, Jakubowski, Kim-Prieto, Landreau, Le Morvan, Li, Lovett, Meola, Mirtcheva, Norvell, Prensky, Rao, Riccardi, Ryan, Speaker, Steinberg, Wiita, and Williams.

Excused: Adler, Lillevik, Martinovic, Nicolosi, and Paces.

Absent: Ammentorp, Paliwal, and Robertson.

OPEN FORUM: CFA: ELECTRONIC SUBMISSION OF PROMOTION, TENURE, AND REAPPOINTMENT MATERIALS.

APPROVAL OF MINUTES

The minutes of the November 28, 2012 meeting were approved as submitted.

ANNOUNCEMENTS

* SGA would like support from the Faculty Senate on the campaign with drinking mugs.
* Volunteers are needed for the following committees: Lion’s Statue and the STEM building.

APPOINTMENTS

SEB recommended that Yuji Tosaka represent the library on ITPC. SEB also recommended a slate of volunteers for the Middle States committee. It was moved by Norvell, seconded by Eberly, that these recommendations be accepted. Motion passed.

DRAFT REPORT ON PROGRAM EXCELLENCE

Amanda Norvell presented a draft report on program excellence. This committee will continue to do more work on this report and present it again to the Faculty Senate for approval at a later date. Discussion ensued.

REPORTS FROM COUNCILS

* Teaching and Learning Program Council – Helene Anthony submitted the following report:

The Council last met on February 6th. Co-chairs of the committee are Deb Knox and Jason Dahling. All members of the committee work on one of following three subcommittees:

1. The Learning Communities Subcommittee

* This group reviewed 12 proposals from LC facilitators and was able to fund 3. Each of the three LC groups has 8-12 members. Deb has met with the facilitators and each LC should be submitting a plan of action by the end of February.
* The plan for 2013-14 is to have year-long Learning Communities. Although funding is not yet assured, interim Vice-Provost Bill Behre indicated that we should move ahead. The subcommittee would like to have participants for next year by mid-May, therefore, they will put out the call for proposals right after spring break. The request will be revised to allow faculty and staff to propose any topic as long as it tied to the college’s strategic plan.
* There were no proposals in the first round from any staff members, so the committee will post successful proposals on the website and make extra efforts to communicate to the staff senate and other channels.
* At this point participation is limited to faculty and staff, not administrators, despite some administrators feeling that they should be able to participate. The TLPC believes that the LCs are a developmental opportunity for faculty and staff, and therefore, having an administrator present could be a negative.

1. Blended Learning Subcommittee

* This subcommittee reviewed the student evaluation data from last summer’s blended learning offerings and sent the report to Bill Behre and CPP. The feedback was generally positive and there were good suggestions for improving courses that are being shared with faculty participating in professional development for new blended learning courses. There may be 30 courses this summer, depending on enrollment.
* The committee is currently reviewing the data from the winter session blended learning courses, and revising the student evaluation form for use this summer.

1. SITE (Sharing Ideas Through Events) Subcommittee

* Thirty-six people participated in the “Good Reads” group discussions of the book *My Word! Plagiarism and College Culture*. The comments on the feedback forms from the four groups were generally positive. Some people disliked the book, so their comments weren’t really about the discussion or the facilitators. A few topics and titles were recommended on the forms so the subcommittee will look at those when selecting the next title.
* The “Food for Thought: A Brown Bag Series” kicks off tomorrow, February 21st, with the panel discussion, “One Book, One Department,” by Sarah Kern and colleagues in the School of Education from 11:30-12:25 in 212 Education Building. Unfortunately, Michael Dyson is speaking at exactly the same time, so please attend the brown bag if you have an interest in hearing about how the Elementary and Early Childhood Education Department has established this exciting learning opportunity for faculty and students.
* IT Planning Council – Julie Hughes The three main issues of note from ITPC are updates to the wireless Internet system on campus, new password requirements, and the arrival of Canvas, the new learning management system (replacing SOCS). 1. The new wireless network on campus called DOT1X allows wireless devices to connect to TCNJ's internet with a single login, rather than having to log in to the network every time the device moved out of wireless range and back into it (e.g., moving on/off campus or moving from building to building). Wireless network connectivity has been installed in the Education Building, and soon the School of Business will also be wireless-capable. During spring break IT will begin installing wireless in the Science Complex. 2. Following the recommendations of our external security audit, TCNJ will adapt a new password policy in October 2013. According to this new policy, all user passwords will need to be resent every 90 days. Passwords will need to be between 8 and 32 characters long, and must contain one of the following: a numeral, a special character (e.g., % \* &), or a mix of upper/lowercase letters. Passwords can be reused only after 180 days (i.e., 2 password-change cycles). 3. IT is currently pilot-testing the new learning management system, Canvas, in 21 TCNJ courses. We are on schedule to make Canvas available campus wide as the replacement to SOCS next fall. SOCS will continue to be available during the 2013-2014 academic year. To facilitate the transition to Canvas from SOCS, IT will focus heavily on providing Canvas training sessions across campus; the annual IT Workshop on May 15 is dedicated to Canvas training.

REPORT FROM STEERING COMMITTEE

Glenn Steinberg reported that the Steering Committee has been negotiating with the General Counsel's office over issues with the Policy Framework (the "policy on policies").  A new compromise revision has been completed and was on the Steering Committee's agenda for February 20.

REPORTS FROM STANDING COMMITTEES

* CAP – Wayne Heisler reported that at their February 13th meeting, CAP made a preliminary recommendation to accept the plan to remove Liberal Learning domains from FSP’s. This will now go into the governance process, including open for a. Regarding an old charge to review the College’s scheduling grid, CAP is requesting further clarification from Steering. CAP is also requesting guidance from Steering regarding proposed changes to Honors Program requirements. CAP’s three subcommittees are meeting regularly to work on our menu of outstanding charges. These include charges on graduate student appeal processes, undergraduate co-curricular certificate programs, and a bundle of charges on course withdrawal policies, academic dismissal, and policies for repeating courses.
* CFA – No further report.
* CPP – John Landreau reported that CPP is working on a number of big projects this spring. First, we are looking forward to the first “review and adjust” retreat on March 4 to review and assess where we are in the strategic planning implementation process. The purpose of this retreat is to gauge our implementation progress to date, and to make adjustments for future work. Specifically, CPP will make year-end recommendations for strategic planning implementation in academic year 2013-2014, including the naming of task forces and the development of charges for them. 2. We are developing a yearly work calendar for CPP that aligns CPP work and recommendations with the *TCNJ strategic effectiveness annual cycle* (which is still being developed in the provost’s office as a by-product of the strategic map). 3. We are in the process of determining how to coordinate, assess and respond to the strategic plans of schools, units and planning councils. First, this involves developing a web repository of these strategic plans on the CPP and Strategic Planning web sites. More importantly, this involves developing a format (fundamental questions we want answered, format, cover sheet and so on) for requesting strategic plan summaries from each school, and from the appropriate planning councils and units. Our goal is to develop a format that is nimble, but that provides us with a thoughtful overview of the coordination between individual strategic plans and the overall institutional plan. We are also working on the format for our assessment of, and response to, these strategic plan summaries. Due to the time-space limitations of life on planet earth, we are also trying to figure out how and when to do all of this coordination and assessment.
* CSCC – Marc Meola reported that CSCC is making progress on updating the Student Rights and Freedoms document and will ask for clarification from General Counsel on student publications. On Undergraduate Certificate Programs, CSCC is working with CAP on a number of items including clarifying the nature of co-curricular activities and which body will ensure the quality of co-curricular activities. CSCC is also making good progress on revising the Alcohol Policy.
* Trustee’s Report – from Lee Ann Riccardi - The Board of Trustees met on Dec. 4, 2012. All committee meetings were shortened in order to accommodate the dedication of the School of Ed building in the middle of the day. Some committees did not meet at all.  
  Major board action: Pres. Gitenstein underwent a periodic review, and was reappointed as President of TCNJ.  
  From Committees:   
  Building & Grounds: The campus did not sustain too much damage from Sandy and was able to complete emergency repairs quickly. Campus Town is still on track for opening in 2014, but more likely September than May. The developer is still working on several issues, including signing Barnes and Noble and securing the necessary funding. Also, TCNJ owns substantial land in Hopewell Township, but the township has decided not to provide sewage service, which makes it essentially unusable. TCNJ is appealing the decision.  
  College Advancement: Town/Gown relations are improving, thanks to concerted effort from TCNJ to engage the community and make students part of the solution.   
  John Donohue presented new organizational charge for the Office of College Advancement.

UPCOMING EVENTS

* March 27, 2013 – 12:00 Noon – Faculty and Administrator’s Community Event – Social Science Atrium
* May 8, 2013 – 9:30 am – noon – Senate meeting followed by speaker (TBA)