Faculty Meeting Minutes
April 13, 2011

I. Convening of the Meeting  Professor Ali Akansu

The meeting was convened at 2:40 pm

II. Approval of the Minutes

The minutes of February 16, 2010 were approved by a voice vote.

III. Faculty Council  Professor Ali Akansu

The Board of Trustees did not approve the use of electronic/paper ballots for changes to the Faculty Handbook. The Board did however approve a Resolution to Encourage Open Debate and Consensus Building in Effective and Efficient Development of Policies and Procedures.

The Board of Trustees also passed a Resolution to Adopt a Shared Governance Model for NJIT, passed at a board meeting on April 7, 2011. (Appendix A)

IV. Motion to Change Section 2.4 – Department Chair Appointment Procedures of the Faculty Handbook

Five amendments were proposed by Dr. Ian Gatley (Appendix B). They all passed by voice votes.

The full proposal including the amendments was voted upon by using a secret paper ballot. The results were: Yes (89), No (30) and Abstention (6).

V. Faculty Handbook

Improvements on Section 2X. Policies and Procedures Regarding Faculty and Instructional Staff – Professor Richard Sher

Professor Sher noted the importance of revising the Handbook. This motion will be brought for to the faculty for a discussion and vote at its next meeting on May 11, 2011.

VI. Motion to Approve the Language of Revised Undergraduate Attendance Policy  Professor Robert Friedman

The motion was approved by a voice vote. (See Appendix C) for the current version as well as the new (revised) version approved by the faculty.
VII. Motion to Approve the Change in General University Requirements (GUR)  
Professor Robert Friedman  
The motion was approved by a voice vote. Appendix D details the revised language approved.

VIII. Motion to Approve the Change in General University Requirement (GUR) for Mathematics  
Professor Daljit Ahluwalia  
The Motion was approved by a voice vote. (Appendix E)

IX. Report from the President  
President Robert Altenkirch  
Budget – The president spoke about the budget for the next fiscal year. He indicated that we will not be receiving the Federal Stimulus money that we used last year. With projections of increase in enrollment and increases in tuition, the president feels confident that we will have a balanced budget going forward.

The president spoke about the Governor’s Task Force on Higher Education, chaired by former governor, Tom Kean. This committee, appointed May 7, 2011, released its report January 2011. An Executive Order #51 establishes the UMDNJ Advisory Committee appointed April 4th to issue a report in September.

The president spoke about the concepts of Shared Governance at NJIT. He indicated that the Faculty Council was established in 1965-66, but that the other NJIT shareholders such as staff undergraduates, graduates, administration and alumni are not at the table for discussions at the same time. (See Appendix A) The Board of Trustees would like to see progress in Shared Governance via a University Senate by the end of 2011.

X. Adjournment  
The meeting was adjourned at 4:35 pm

___________________________
Dr. Harold Deutschman
APPENDIX A

RESOLUTION TO ENCOURAGE OPEN DEBATE AND CONSENSUS BUILDING IN EFFECTIVE AND EFFICIENT DEVELOPMENT OF POLICIES AND PROCEDURES

WHEREAS, civility is an NJIT core value and should be exercised in open debate and consensus building; and

WHEREAS, core characteristics of good governance include participation, transparency, responsiveness, consensus building, effectiveness and efficiency, and accountability.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of New Jersey Institute of Technology that the Board encourages open debate and consensus building in effective and efficient development of policies and procedures; and

THEREFORE BE IT FURTHER RESOLVED by the Board of Trustees of New Jersey Institute of Technology that the Board does not approve the Procedure to Change or to Amend NJIT Faculty Handbook as an Amendment to the Faculty Handbook proposed through the Faculty Council and recommended by the faculty on February 16, 2011 as it does not encourage open debate and consensus building in effective and efficient development of policies and procedures.
APPENDIX B

AMENDMENTS by Dr. Ian Gatley to Handbook Change on

2x.5.2 SELECTION AND APPOINTMENT OF DEPARTMENT CHAIRPERSONS
Version 7.2, FINAL. Approved by Faculty Council, February 3, 2011

Amendment #1
2x.5.2 SELECTION AND APPOINTMENT OF DEPARTMENT CHAIRPERSONS
2x.5.2.5 Procedures for Selecting a Department Chairperson
2x.5.2.5.1 Standard Procedure
2x.5.2.5.1.1 Preparation of the List of Eligible Candidates

If a Department wishes to select its Chairpersons by means of rotation, this objective can be achieved by consensus among eligible candidates at this stage in the process (i.e., if all eligible faculty members remove their names from the list of candidates except the person whose turn it is to serve as Department Chairperson, and the ordered list of successors is agreed at a faculty meeting by a process described in departmental by-laws).

Amendment #2
2x.5.2.5.1.3 Appointment by the Dean
The Dean receives the nominee(s) of the Department and, with the approval of the Provost, appoints the new nominee as the chair or, in the case of a tie, one of the two nominees. If the Dean (fails) chooses not to appoint the department’s nominee, the case is remanded to the Provost.

Amendment #3
2x.5.2.5.2.2.2 Recommendation of Candidates
After the finalist candidates have visited the campus, the Search Committee must ascertain from the DPTC that candidates from outside the university qualify to be recommended for tenure upon appointment at the rank of Associate Professor or above. The Search Committee then makes its recommendations to the dean (current Department Chairperson or Interim Chairperson,) who convenes a Department meeting.

Amendment #4
The Department receives the Search Committee’s recommendation(s) and, after thorough consideration, determines the acceptable candidate(s) for the appointment. (The current Department Chairperson or Interim Chairperson conveys the Department’s decision to the Dean.)

Amendment #5
If any of the recommended candidates are from outside the University, (the Department Chairperson or Interim Chairperson also sends the Dean a recommendation from) the DPTC also sends the Dean a recommendation to make a hire at the appropriate faculty rank (Associate Professor or higher), with tenure, in accordance with section 2x.5.1.3..
APPENDIX C

Current Undergraduate Attendance Policy:

• 1. The attendance policy passed by the faculty includes day and evening undergraduate students.
• 2. Freshman students are expected to attend all regularly scheduled classes.
• 3. Sophomore students, except those with Dean's List rating, are expected to attend regularly scheduled classes.
• 4. For all junior and senior students, attendance at regularly scheduled classes shall not be mandatory.
• 5. Attendance, by itself, shall not constitute a basis for grading except for certain clearly designated courses. These courses include, but are not limited to, all Physics and Mathematics 100 and 200 level courses in which a student missing more than three classes may be required to withdraw.
• 6. Instructors are not obligated to make allowances for student absences unless those absences are due to illness or similarly unavoidable causes. Instructors are obligated to explain clearly, early in each term, what is expected of students in terms of class participation, reading assignments, and reports.
• 7. When, in the opinion of the instructor, a student is jeopardizing the successful completion of the academic requirements of a subject due to excessive absences, the instructor will initiate an absence warning (Academic Warning Notice), which is to be sent to the student by the instructor.
• 8. It is understood that this policy on attendance in no way relieves a student of his/her personal responsibility with respect to such matters as:
  a) Presence in order to gain an appreciation of the basic ideas and objectives of the course.
  b) Presence to gain mastery of the subject matter, ideas, and techniques developed in the course.
  c) Presence to take examinations, tests and quizzes.
  d) Presence to participate in oral presentations, seminars, and field trips.
  e) Presence to participate in group activities such as laboratory experiments and study projects.
  f) Presence to remain fully informed as to class plans, announcements, and assignments.

Proposed Revision to the Undergraduate Attendance Policy (new language in bold):

• 1. The attendance policy passed by the faculty includes day and evening undergraduate students.
• 2. All undergraduates are expected to attend all regularly scheduled classes. In the case of hybrid and fully online classes, participation in discussion forums and other required online activities is expected.
• 3. Attendance, by itself, shall not constitute a basis for grading except for certain clearly designated courses. These courses include, but are not limited to, all Physics and Mathematics 100 and 200 level courses in which a student missing more than three classes may be required to withdraw.
• 4. Students who expect to miss classes or exams because of religious observance must submit to their instructors, by the end of the second week of classes, a written list of dates that will be missed. Students are expected to make up missed work. Faculty are expected to make reasonable attempts to accommodate students who are appropriately following this policy.
• 5. Instructors are obligated to explain clearly, on all syllabi to be distributed at the beginning of each semester, what is expected of students in terms of activities such as class participation, reading assignments, and reports and how these activities factor into student grades.
• 6. Instructors are not obligated to make allowances for student absences unless those absences are due to illness or similarly unavoidable causes.
• 7. When, in the opinion of the instructor, a student is jeopardizing the successful completion of the academic requirements of a subject due to excessive absences, the instructor will initiate an absence warning (Academic Warning Notice), which is to be sent to the student by the instructor.
• 8. It is understood that this policy on attendance is intended to reinforce students’ personal responsibility to be present in class in order to:
  a) Gain mastery of the subject matter, ideas, and techniques developed in the course.
  b) Take examinations, tests and quizzes.
  c) Participate in oral presentations, seminars, and field trips.
  d) Participate in group activities such as laboratory experiments and study projects.
  e) Remain fully informed as to class plans, announcements, and assignments.

APPENDIX D

**Motion to approve the Change in General University Requirements (GUR)** – Robert Friedman

GUR Change: Communication/Cultural History pre-requisites: HUM 102 as pre-requisite to Cultural History

• Current Language:
• **English/Communication and Cultural History:**
  • At least nine (9) credits, including at least three (3) credits in English /Communication (one of HUM 100, HUM 100S or HUM 101 and HUM 102) and at least three (3) credits in cultural history, all at the 100- or 200-level (HIST 213, HUM 211, HUM 212 or any Rutgers-Newark 200-level history course with prefix 510 or 512).

• Proposed Language:
• **English/Communication and Cultural History:**
  • At least nine (9) credits, including six (6) credits in English /Communication (HUM 101 and HUM 102) and three (3) credits in cultural history: HIST 213, HUM 211, HUM 212 or any Rutgers-Newark 200-level history course with prefix 510 or 512.
APPENDIX E

Motion to approve the Change in General University Requirements (GUR) for Mathematics – Daljit S. Ahluwalia

GUR Change: Mathematics

Old

MATHEMATICS ---- The ability to reason qualitatively and quantitatively, to understand probability, and to apply mathematical models to a variety of circumstances is fundamental to making informed decisions in the modern world. Depending on the discipline, the student should also be able to apply appropriate mathematical concepts and methods to the solution of problems in their professional domain.

Specific General University Requirements

Course that satisfy the General University Requirements are so certified by the University Curriculum Review Committee at the time they are first approved to be offered.

Mathematics

At least six (6) credits, including at least one (1) credit in probability and statistics (MATH 105, MATH 114, MATH 225, MATH 244, MATH 279, MATH 305, MATH 333, IE 331, ECE 321 or MNET 315).