

**CAA
Minutes
(Revised)
July 19, 2006**

Voting members or their representatives: D. Ahluwalia, M. Baltrush, B. Baltzis, M. Bieber, A. Bladikas, J. Bloom, F. Deek, A. Dhawan, D. Gary, N. Gehani, W. Hunter, R. Kane, D. Knox, W. Konon, L. Krasnoperov, R. Lynch, P. Nelson, J. Schuring, R. Sher, N. Steffen-Fluhr, R. Sweeney, D. Ullman, W. Van Buskirk

Others: D. Blackmore, K. Kelly, G. Spak, J. Dyer, R. Federici, H. Kimmel, E. Lerner, M. Pallotta, J. Robertson, R. Rockland, M. A. Saadeghvaziri, J. Scanlon, M. Sequiera, B. Tedesco, J. Thompson, C. Weaver

The meeting was called to order at 10:00 a. m.

Report of the President

R. Altenkirch provided an updated budget report. There will be a 7% reduction in the state appropriation plus zero salary program funding. A tuition increase of 8% is capped by the legislature; we will propose a 7% increase. No funds are provided by the state for the Outstanding Scholars Recruitment Program (OSRP) for new students; there will be no capital or maintenance funding. A copy of the presentation will be filed with the minutes

Report of the Provost

D. Ullman was asked to update the committee on the IT problems being experienced. At 4:00 a.m. on 7-17-06, all power was lost. He explained that we have dual UPS backup systems and both failed. His department is working with physical plant and an outside electrician to determine the source of the problem.

P. Nelson provided an Academic Planning update. The slides will be filed with these minutes. She introduced Joni Scanlon of Scanlon Communications, the writer/editor that has been hired to work with the provost and the deans to help further develop the plan. She (J. Scanlon) invited comments and questions. When interacting with Joni, the Provost's office should be kept informed.

J. Bloom reported that enrollment is expected to be up over Fall 2005. Target enrollment of 8300 includes 810 - 815 FTFTF. New course sections may be needed.

We need to build on the previously developed strategic plan and it must be budget driven.

Looking forward, colleges will continue to develop their plans within the context of the identified themes (through July and August). Colleges will also develop sidebars – highly focused examples of those items specific to their colleges. J. Scanlon will be meeting with each dean to help incorporate their ideas into the academic plan framework.

Faculty will also be engaged in the planning process. P. Nelson will identify those who will lead theme development. We need to develop goals and actions associated with the themes during August and September. The plan will be open to faculty participation. In November, there will be a discussion of the draft that brings the themes together. It will be finalized in December.

We are working with UIS and IR to develop a tool which will allow consideration of different enrollment scenarios and how each scenario will impact across the board re: space, budget, etc.

The provost has set aside August 8, 15, 22, and 29 from 8:30 a.m. to 10:00 a.m. for “mornings with the provost.” This is open time for drop in meetings on any subject.

Enrollment goal numbers for 07-08 are needed by October 1.

Report of the Associate Provost

The GUR philosophy subcommittee has met and the recommendations will be finalized in September. All departments need to reply to the proposed changes. The deans are to report back as soon as possible. The requirements need to be in place, especially for use with future student recruitment efforts.

D. Knox is collecting edits for the catalog and needs material immediately. The hope is to have the catalog finalized c. August 15 – 20. Continue to send e-mail changes to D. Knox.

A suggestion has been made to go to a single catalog since there are many duplications. Many schools are going in that direction and the possibility is open for discussion.

Convocation will be held September 6, 2006. Cory Booker, Mayor of Newark, will be the speaker. All departments and colleges should send lists of those who have received awards to D. Knox with a copy to R.

Federici for inclusion in the program. These lists are needed as soon as possible.

Regarding space – feed back is still coming in. Files are being updated. J. Thompson commented that the demand for teaching space exceeds the supply. There is more need for smart classrooms and more pc labs. We need to think twice before converting classroom space into office space.

Overview - Office of University Web Services – F. Deek

F. Deek introduced J. Robertson the director of the new Office of University Web Services. More information on this new division can be found on the web. mStoner, LLC was hired as a consultant to provide web design and development services. Based upon their recommendations the new office was formed. This new centralized unit will use existing talent (employees) on campus. Detailed job descriptions are being written. Please contact J. Robertson with idea and needs. Final office space will be identified shortly for the new group. Site Studio will be implemented for our web site. Training will be set up.

Other Business

There needs to be greater clarification regarding distance learning support. A clear policy statement clarifying and explaining the new changes must be written along with a list of contacts for development of distance learning courses. We need to identify services needed and how they will be provided. Duplication of materials is an issue. (e.g. duplication of CDs and DVDs).

An NJIT Ethics Advisory Committee has been established. Alice Blount-Fenney, Director of University Audit and NJIT's Ethics Officer, is the chair of the committee and NJIT's liaison with State. From academic affairs, D. Hawk, R. Federici, and D. Ullman are members of this committee.

M. Pallotta, president of student senate, announced that they are trying to schedule student senate feed back sessions during the week of October 16. He asked that nothing further be scheduled during that week to allow for the feed back sessions.

P. Nelson announced that the Office of the Provost will be responsible for the university calendar.

R. Kane announced that 72-73 Ph.D. students were graduated in May 2006. This is an all time high. He introduced Caitlin Weaver, president of GSA for 2006 – 2007.

N. Steffen-Fluhr announced that in collaboration with the library a centralized data base of faculty research publications is being established. It would be helpful to have paper resumes for information.

M. A. Saadeghvaziri said we need better information on all matters for incoming graduate students, but especially housing information.

A new private facility will be available for student housing in fall 2007 and Rutgers has some apartment type living available now but information is not readily available. It was suggested that a FAQ be added to the graduate student office website with names and telephone numbers for housing information. Sanjeannetta Worley is the off campus housing coordinator.

The minutes of the June 28 meeting were approved as written.

The meeting was adjourned at 12 noon.