

**CAA
Minutes
August 16, 2006**

Voting members or their representatives: B.J. Antes, M. Baltrush, A. Bladikas, J. Bloom, F. Deek, A. Dhawan, J. Federici, U. Gauchat, N. Gehani, D. Hawk, W. Hunter, R. Kane, D. Knox, R. Lynch, P. Nelson, D. Papageorgiou, R. Sweeney, D. Ullman; M. Xanthos

Others: A. Bose, D. Blackmore, E. Dreizin, T. Johnson, K. Kelly, G. Spak, R. Federici, E. Lerner, M. Pallotta, J. Robertson, R. Rockland, M.A. Saadeghvaziri, M. Sequiera, B. Tedesco, C. Weaver

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

The minutes of the July 19, 2006 meeting were accepted as revised by P. Nelson. The revised minutes will be distributed.

Report of the Provost

There will be a reception for relatively new faculty (three years or less) on October 4, 2006. Send names of those who should be invited to E. Lerner. Upper level administration will also be invited.

The September P and T memos are being revised slightly. There will be an information seminar/meeting to discuss the promotion and tenure process. Chairs and deans are also invited. Chairs are asked to send the names of those coming up for promotion and tenure to I. Bracero.

Requests for updating memberships on university committees will be forthcoming shortly. Every committee will be asked to make a presentation to CAA during academic year 06-07. The first presentation will be from the Teaching, Learning, and Technology Committee at the September 2006 CAA meeting.

Ron Rockland chairs the Master Teachers' Committee this year and has been charged with creating faculty workshops. Three new master teachers have been appointed: Rajiv Mehta from SoM, S. Roxanne Hiltz from IS, and Norbert Elliot from Humanities. R. Hiltz and N. Elliot will strengthen the distance learning component of the Committee.

A new research committee will be formed that will report to the Provost. Each college/school will be forming its own research committee. One member from each of these committees will be members of the Provost's research committee. Others will also be invited to attend. It's important that we understand what

research is underway or planned, and what policies need to be in place in order to be effective in fostering research.

The course requirements and expectations memo has been distributed.

An Academic Planning and Marketing group has been working to determine what actions can be taken to affect the enrollment primarily for Fall 2007 but also for Spring 2007. Small planning sessions with the deans are taking place to help determine the path forward. J. Bloom discussed how we are revisiting what we've done in the past to improve enrollment in the future. Marketing plans are going forward. There is focus on a recruiting package including, among other things, the view book, college brochures, campus life brochures, advertising, web developing, branding, and other emerging new ideas. Progress has been impeded by the budget issues.

A university Marketing Committee will be established and a marketing plan and "anticipatory" schedule is being developed.

J. Scanlon continues to work on the academic planning document that is to be distributed before the September CAA meeting.

There have been two sessions of Tuesdays with the Provost. The next two are on August 22 at 3:30 p.m., and August 29 at 8:30 a.m.; both will be held in the small north lounge in Eberhardt Hall.

Report of the Associate Provost

Convocation will be held Wednesday, September 6, 2006 in the Theater (Kupfrian Hall). Going forward, it will always be held on the first Wednesday of September. The Honorable Cory Booker, Mayor of Newark, will be the speaker. The official start time is 3:00 p.m.; all are urged to attend. There will be a small stage party including the President, the Provost, the VP for Academic and Student Support Services, the chairs of the Board of Trustees (BoT) and Board of Overseers (BoO), the Senior VP for Research and Development, the academic deans, the Dean of Students, and the chairs of the Excellence in Teaching Committee. Only those in the stage party will be wearing academic attire. Formal recognition for promotion and tenure will be made by K. Wielkopolski, chair of the BoT. E. Herkert (BoO) will help present the Perlis and Service Awards. There will be a reception in the lobby of Kupfrian Hall immediately following Convocation.

UCRC will be finalizing the philosophy section of the GUR at its September meeting; from there it goes to CAA and ultimately the faculty for approval. The GUR modifications were approved in Spring 2006. It remains with the departments and programs to establish specific courses and requirements to comply with the spirit of the new GUR.

For planning purposes, Humanities needs to know which humanities GUR courses will be used for second semester freshmen. New rules allow colleges to select different courses to fulfill the GUR requirement. Please contact R. Lynch as soon as possible. We must plan for smooth transfers if a student changes colleges; a compromise can be worked out so that the student will not have to fulfill two different GUR requirements. We need to clarify what happens in these cases.

The GUR, as developed thus far, is not yet available on the web. A. Bose, chair of UCRC, will send the current GUR changes to all UCRC members for distribution to all faculty.

The new GUR will be implemented in Fall 2007 but course changes are happening even for Fall 2006. Requirements and flexibility need to be clarified by departments, schools, and programs before Spring 2007 advising and registration.

Fall course selection is not affected. A suggestion was made to have the GUR, as it evolves, posted.

Not all departments have responded to the request for information on space. Meetings will be scheduled in the near future. The space report needs to be as current as possible. It's also important that we know what resources are available in each room.

Faculty Workshops – R. Rockland

A workshop for new faculty will be held on August 29. Room assignments will be announced shortly. Adjuncts may attend the workshops on teaching. There will also be a separate session for adjuncts most likely to be held in the evening.

The University P and T Committee will hold a meeting on September 13, 2006 to discuss the P and T process and to answer questions from those coming up for promotion and tenure.

It was noted that the faculty workshop on plagiarism is scheduled in the spring. It was suggested that since this is such a serious issue it should be broached earlier.

A complete list of workshops will be filed with these minutes.

Gerard Puccio will be the speaker at the September 27, 2006 faculty forum. He will discuss how to introduce creativity into the structured environment.

Center for First Year Students – J. Bloom

With the retirement of J. Valyo on October 1, 2006, the Office of Freshman Studies will be reorganized. We will have a Center for First Year Students. Sharon Morgan, previously of EOP, has been named associate dean. Integrated into the Office of the Dean of Students (DoS), the Center will focus on all first year students including transfer students. The freshman year experience is the most important. Retention of FTFTF is currently c. 81-82%; we hope to raise it to c. 90%. The Center will be housed temporarily in the first floor of Campbell Hall (former DoS space). Ultimately, it will move to space in the student center. More details will be provided in October as the transition continues.

The need for tutoring and intervention (especially for Math 098 and Math 103) has been recognized and will be done early in the fall semester.

Report for Continuing Professional Education – J. Bloom and G. Spak

As a result of the re-organization and the re-focus of the mission for the Continuing Professional Education (CPE) division, there are now support services (namely in undergraduate distance learning course delivery) that will no longer be provided by CPE. A draft memo outlining the changes was distributed and will be filed with the minutes.

In the development of a new distance learning course, assistance in preparation of materials has been provided by Instructional Technology and Media Services (ITMS) for faculty; this will still be done by ITMS. While getting these web-based undergraduate course materials up on the web will now actually be done by the Office of Web Services, ITMS will continue to be faculty's first point of contact. Responsibility for basic support functions for undergraduate DL courses are being moved to the academic department where the course resides. All support services previously provided for such things as dealing with students who need help accessing the DL course and proctoring exams will be managed by the academic department. The \$65 per semester fee charged to DL undergraduate students will be put into a budget in the Provost's Office. A formula for distribution of these funds is to be developed. The majority of DL undergraduate students are currently on campus. For graduate level courses, primarily taken by off campus students, the services and the associated fees will remain with CPE.

For those faculty who have not migrated their DL courses to the web and who utilize DVDs and tapes for DL courses, ITMS will work with the bookstore to supply materials in these formats. It is expected that going forward DL courses will become web based.

Academic departments will need to interact with P. Deess re: surveys and the need for continuous improvement. The existing University DL advisory Committee, chaired by G. Spak with representation of faculty from all NJIT

departments, can be one forum for suggesting areas to be surveyed and for identifying salient issues? P. Deess can publish a list of potential upcoming surveys.

G. Spak emphasized that as the changes in DL administration go forward, faculty should not hesitate to contact CPE for help and advice. The memo will also be given to all DL Advisory Committee members.

Graduate Growth Initiative (GGI) – G. Spak

The objective of the GGI is to improve NJIT's bottom line, to bring in new part-time enrollments, and to engage industry. The presentation will be filed with these minutes.

Other Business

The following were introduced: D. Papageorgiou, associate chair of math; J. Federici, Physics; M. Sequeira, assistant to the dean, CSLA; and A. Bose, the chair of UCRC.

J. Bloom said that for Fall 2006, we are continuing to focus on a total enrollment of 8300 which would be a c. 250 increase over Fall 2005. Transfer student numbers will most likely be flat.

For continuing students, we are c. 95 graduate students less when compared with last year and c. 50 students less in undergraduate students. Departments are urged to make telephone calls to students and find out why students have not re-enrolled and urge them to do so. In the Honors College some students are transferring to other schools, some are changing majors, some are taking internships but maintaining registration and some are dropping out because of financial issues. In some cases, the telephone calls were able to yield re-enrollment when the problem was identified and rectified.

We need to address the issue of transfer students and engage county colleges. Some visits to county colleges are planned for the fall.

Responsibility for the calendar will now be under the auspices of the Provost. An effort will be made to co-ordinate the multiple calendars on campus.

R. Kane announced a meeting for graduate advisors to take place on August 22, 2006. Workshops for International T.A.s will begin Monday August 21, 2006; the international student orientation will be August 29-31, 2006 and the domestic student orientation will be August 29.

R. Lynch said we need to provide sufficient freshman classes which will be difficult with a c. 10% cut in the adjunct budget. Accurate numbers are needed ASAP. Enrollments need to be kept as close to capacity as possible.

G. Spak announced that there will be BS/MS programs offered to seniors in computer science and math at New Jersey City University and William Paterson University. These two universities are also extension sites and the graduate courses offered will be open to everyone. At Camden County College (also an extension site) the BSIT is being offered. Marketing for extension sites is just starting; therefore, classes should not be cancelled at the extension sites yet.

The meeting was adjourned at 12 noon.