

**CAA
Minutes
September 20, 2006**

Voting members or their representatives: D. Ahluwalia, B.J. Antes, M. Baltrush, R. Barat, M. Bieber, A. Bladikas, J. Bloom, F. Deek, A. Dhawan, R. English, D. Gary, U. Gauchat, N. Gehani, W. Hunter, N. Jackson, R. Kane, D. Knox, W. Konon, R. Lynch, P. Nelson, J. Schuring, N. Steffen-Fluhr, R. Sweeney, D. Ullman; W. Van Buskirk

Others: A. Bose, V. Briller, C. Dees, E. P. Deess, J. Gentul, K. Kelly, J. Mchugh, G. Spak, R. Federici, E. Lerner, A. Mavlianov, S. Morgan, M. Pallotta, J. Robertson, R. Rockland, M.A. Saadghvaziri, M. Sequiera, G. Spak, B. Tedesco, P. Teklinski, J. Thompson

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

The minutes of the August 16, 2006 meeting were accepted.

Report of the Provost

The following were introduced: N. Jackson representing the Department of Chemistry and Environmental Science; R. Barat, Acting chair of the Otto H. York Department of Chemical Engineering; and J. McHugh, program director for the Information Technology Program.

The provost introduced R. Altenkirch who provided a budget update. The presentation will be filed with the minutes.

P. Nelson announced the “newer” faculty reception will be held Wednesday, October 4, 2006 in Eberhardt 112.

One strategic plan item is to increase NJIT’s awards, fellowships etc. P. Nelson is working with several people on campus to strategize for nominations for the NAE, fellow status etc. Please nominate people for these awards; the provost’s office will help with the paperwork.

A very successful P and T briefing session was held; these sessions will be held again in the future.

P. Nelson noted the lack of uniformity in the letters used to solicit reference letters for the P and T candidates. N. Steffen-Fluhr was asked to develop a template. The template shared with the committee is similar to letters already used as well as models from other universities. The letters are to be distributed

electronically; N. Steffen-Fluhr will be the repository of comments. These are offered for consideration and feedback is welcomed.

Comments were made by some regarding these requests for references. It must be recognized that those who serve as references are doing us favor; some departments send an e-mail first inquiring if the person would be willing to serve. The e-mail would be followed by a formal request.

Send any information you have on adjunct pay rates to P. Nelson. She is pulling together information on rates from other universities.

Power Point slides used by P. Nelson at various presentations will be posted on the provost's website.

Report of the Associate Provost

D. Knox reported that there is general consensus that the advisement process, needs to be improved. Therefore, the Committee on Academic Advising will be created with the primary focus on undergraduate level advisement issues. This committee will report jointly to P. Nelson and J. Bloom and will be chaired by D. Knox.

Space assessment meetings are being scheduled. The first building to be thoroughly examined will be GITC. The master plan and our space planning are not mutually exclusive; they are informed by each other.

P. Deess presented the Plan for Periodic Review Report. Based on input from the deans, the committee has been formed. Meetings will commence in October. The process will conclude reviewing old documents, collecting data, and analyzing material. The Committee expects to complete it's work in c. six months. J. Bloom recommended including a representative from CPE.

Fall 2006 Enrollment Report – J. Bloom

We need to improve the freshman to sophomore retention rate to c. 90%; it is currently c. 82% and had peaked at c. 85%.

The goal is to increase enrollment to 9958 by fall 2012 for existing and planned programs. Strategies to grow the NJIT enrollment (a result, in part, of the Noel-Levitz analysis), include increasing the undergraduate FTFTF applicant pool to c. 3500; increasing the transfer applicant pool for greater yield; and increasing the total graduate enrollment to c. 3695. It will take c. two years of work to implement all of the recommendations.

Total enrollment last year was 8058; for fall 2006, it's 8209 (including 108 high school students in the 12th year initiative).

The presentation will be filed with the minutes.

Cyberinfrastructure Testbeds – D. Ullman

D. Ullman presented “Cyberinfrastructure Update.” Cyberinfrastructure is the comprehensive infrastructure needed to capitalize on dramatic advances in information technology. He will send out an e-mail with a link to the presentation. A copy of the presentation will be filed with the minutes.

GUR – A. Bose

The process of revising the GUR began in Spring 2006. The requirements section was previously approved by CAA. The philosophy section (pages 2-4 of the distributed document) were discussed at today’s meeting.

On page 3 English and Cultural History should read English/Communication, and Cultural History.

On page 3, in the Humanities and Social Sciences elective (Upper level) section, II, social sciences should be added, this was inadvertently deleted. Social Sciences courses also need to be identified with a prefix.

There was discussion re: the importance of information literacy which is a component for Middle States accreditation. This needs to be addressed. It was also noted that the GUR document is to be a living document that will be amended from time to time.

The document will be sent back to UCRC for re-formatting and will be brought back to CAA. It must be ready for the December faculty meeting. R. Sweeney provided information re: information literacy to UCRC.

NRC Survey of Doctoral Programs – P. Deess

The NRC survey document is coming out soon. Please get doctoral information to P. Dees as soon as possible. This document only comes out once every 15 years.

P. Nelson noted that items five, seven, eight, and nine will all be moved to the October 18, 2006 meeting.

The meeting was adjourned at 12:15 p.m.