

**CAA
Minutes
December 20, 2006**

Voting members or their representatives: B.J. Antes, M. Baltrush, M. Bieber, A. Bladikas, J. Bloom, F. Deek, A. Dhawan, R. English, D. Gary, U. Gauchat, N. Gehani, R. Kane, D. Knox, W. Konon, R. Lynch, S. Mitra, J. McHugh, E. Michalopoulou (for D. Ahluwalia), P. Nelson, J. Schuring, N. Steffen-Fluhr, R. Sweeney, D. Ullman

Others: A. Bose, E. P. Deess, J. Gentul, K. Kelly, E. Lerner, M. Pallotta, J. Robertson, M. Saadeghvaziri, A. Schuman, G. Spak, B. Tedesco, P. Teklinski, J. Thompson, N. Tworischuk

The minutes of the November 15, 2006 meeting were approved as written.

Report of the Provost

More details on the state funded university stem cell center for Newark will be forthcoming in the spring.

In response to passing the resolution concerning library funding, R. Sweeney prepared a table outlining library funding for the past six years. The table will be filed with the minutes.

NJIT will carefully consider library needs in preparing the FY08 budget request. There has been an 8.49% increase in the cost of databases and journals. The non personnel budget has not kept pace with that rate of increase; therefore, the cuts need to come from somewhere. So far, we have been able to fund purchases of databases and journals, but these costs could increase without State action. Middle States has specific expectations in terms of buying books; with book costs increasing, the number that can be acquired at the current funding rate will be decreased.

R. Lynch is chairing the committee that will determine focus areas for the next capital campaign; including the possibility of creating a library endowment.

J. Bloom reported on retention and recruitment. Copies of the handouts will be filed with the minutes. We are currently in week 17 of a 50 week process of recruitment and enrollment. May 1 is the deadline for acceptance of offers. For FTFTF in week 17, we are doing well overall – up 15% from last year. The Honors college expects to enroll c. 145 – similar to last year.

GoalQuest allows for online communication with our applicants. We need a new tool for recruiting; using intelliresponse, so that as students ask questions, our website can be searched for the answers.

The Masters degree application pool is up 44%.

Top ranked schools (not Ivy League Schools) admit c. 50% of their undergraduate applicant pool. NJIT admits c. 65% to 70%. The average applicant applies to c. eight schools; this is higher than in past years. We will admit 65% to 70% of our applicants and c. 40% of those will accept our offer.

K. Kelly, working with R. Rockland and D. Ullman's staff, has developed a plan to convert admits to accepts. Applicants are divided into cohorts according to the month in which they were accepted. The following will be sent: an e-mail from the chair, a letter to the parents from the deans, an e-mail from a current student to a prospective student, and a letter from a successful alum to an admitted student. This can be done by all colleges. The dates of these communications will be noted on a screen in SIS for tracking purposes.

Board of Overseers (BoO) awards – The school/college awards for research must be established by April. All school/college award winners will be considered for the NJIT Excellence in research Medal over the summer for award at Convocation. A committee is to be developed by the BoO.

Two service awards will also be given; one for service to the external community and one for internal service to the university. There will be an announcement to the university community in the spring.

F. Deek reported on the M.P.H. (Masters in Public Health degree) that is joint with UMDNJ and Rutgers – Newark. Concerns have been raised about NJIT's level of participation. If we are to participate, we must offer courses in our strong areas. The financial commitment is minimal but we need to reach a conclusion regarding NJIT's participation in the School of Public Health. Additional meetings will be held.

Regarding testing and placement – CSLA will conduct an external review during Spring semester to evaluate our program objectives and strategies. We need to identify our successes and weaknesses. Our test is outdated and we need to modify our placement exams process for Fall 07.

NJIT will be meeting in January with N.J. Transit to establish an MoU concerning THE Tunnel. We are also pursuing interest in the LIRR/2nd Avenue subway connection.

Report of the Associate Provost

D. Knox distributed the Academic Integrity Task Force Report. A copy will be filed with the minutes. The committee wants feedback from as wide a community as possible. The draft document will be distributed electronically.

The Pre-professional Advisory Subcommittee has been created. The general consensus is that we need participation from alumni who have gone on to successful careers. The committee asks everyone to nominate alumni by sending names to J. Bloom, P. Nelson or D. Knox. This will help students to be informed early on about pre-professional opportunities.

In an effort to improve the transfer process, a transfer credit session will be held on December 20, 2006 at 2:30 in 398 Fenster Hall. We must try to reduce the length of the lines by doing the evaluations ahead of time. Transfer students have been asked to send the syllabi of courses for which they want credit ahead of time.

The Third Annual Provost's Student Research Showcase will take place in the afternoon of April 11, 2007 following the Advisory Board meetings. The showcase will feature both undergraduate and graduate students. Please submit names (to D. Knox) of your advisory board members who would like to be judges at the showcase.

University Safety and Emergency Management System

N. Tworischuk presented an overview of the University Safety and Emergency Management System. Regulatory agencies have become more aggressive in recent years; a manual will be on line in the spring. A copy of the presentation will be filed with the minutes.

National Survey of Student Engagement (NSSE)

The presentation was made by P. Deess. A copy of the presentation will be attached to the minutes.

The provost would like to have an ad hoc panel of five or six members who will serve as a resource to P. Deess on surveys. Names should be submitted before the start of the spring 2007 semester. We need to focus on areas identified by the survey.

Other Business

P. Deess is coordinating the National Research Council survey which is done once every ten years. Everything should be submitted; the data must be carefully reviewed.

The due date for fall grades is 10 p.m., December 21, 2006.

CAA members are encouraged to nominate faculty who might be eligible for awards or other acknowledgments through external organizations, including professional societies.

CAA members are asked to identify alumnae who were not inducted into honor societies because of gender. We will reach out to them.

P. Nelson has been appointed to an environmental science NSF committee and will continue on the NSF cyber infrastructure committee. Informational workshops will be held in the spring.

Congratulations to SoM on the receipt of the gift from the Leir Charitable Foundation.

Winter Session enrollment information will be listed by the registrar. We need to know what classes to cancel.