

**CAA
Minutes
January 17, 2007**

Voting members or their representatives: B.J. Antes, M. Baltrush, A. Bladikas, J. Bloom, F. Deek, R. English, D. Gary, U. Gauchat, N. Gehani, W. Hunter, R. Kane, D. Knox, R. Lynch, T. Marhaba (for W. Konon), Z.H. Michalopoulou (for D. Ahluwalia), D. Misra (for A. Dhawan), S. Mitra, P. Nelson, J. Schuring, N. Steffen-Fluhr, R. Sweeney, R. Tomkins (for R. Barat), W. Van Buskirk

Others: E. Bishof, A. Bose, C. Dees, E. P. Deess, J. Gentul, K. Kelly, H. Kimmel, E. Lerner, S. Morgan, M. Pallotta, J. Robertson, M.A.. Saadeghvaziri, A. Schuman, G. Spak, R. Statica, B. Tedesco, P. Teklinski, A. R. Thompson, J. Thompson, N. Tworischuk

The minutes of the December 20, 2006 meeting were approved.

Report of the President

The president discussed the status of the purchase of Central High School. The Schools Construction Corporation (SCC) is putting a plan in place for disposal of school assets. The SCC is working with the attorney general's office to determine the terms of the purchase. Hopefully there will be a purchase agreement in place during spring 2007, for a closing in July 2010.

Also discussed was the NJIT Gateway Plan which calls for re-developing two blocks along Martin Luther King Blvd. and relocating the Greeks. Four presentations will be made by developers by the end of February. On February 27, 2007 there will be public presentations by the four developers. The presentations will be reviewed and final selections will be sent to the board of Trustees. NJIT will be responsible for executing the redevelopment.

Report of the Provost

The Provost has asked the deans to do a salary survey for adjunct faculty. We also need to have the resumes of all current adjuncts on file. We hope to establish a professor of practice title; a review of the resumes will be needed to see who should have this new title once approved.

Timely submission of adjunct contracts is critical and will help reduce last minute problems.

An administrative support staff group will be established by the Provost's Office and will consist of representatives from each of the colleges as well R. Federici and E. Lerner. Each college should also coordinate similar groups with their

departments. This will be a good way to disseminate information and share ideas among staff.

We need better summer academic planning. Each department should identify the courses they intend to offer or are considering offering and submit the list to the Provost no later than February 15, 2007.¹ There is an expectation of profit for the summer semester.

Bylaws Overview – E. Lerner was asked to provide a brief overview of the status of department bylaws. The only record of approved by laws on file in the Provost's office are history (1999), School of Architecture (1993) and Math (1993 – before the department's name was changed.) For all others there is no record of final notification from Faculty Council or the Provost that they have been approved. The rules for drafting department by laws are in the *Faculty Handbook* which is available on line. Department chairs were asked to send the most recent version of their bylaws, along with copies of all approvals, to the office of the Provost. It was noted that there have been structural changes as well as nomenclature changes in some departments.

There has been an accidental violation of the Family Educational Rights and Privacy Act (FERPA). All internal offices as well the Attorney Generals Office, State Police, and Newark Police have been notified and all appropriate procedures are being followed to notify all those whose confidential information may have been compromised as well as to prevent this type of accident from happening again. Only SIS screens 148 and 248 should be used to record notes; no other files should be kept on one's computer.

There will be a meeting of the NJIT chapter of Engineers Without Borders (EWB) on February 5, 2007. J. Meegoda will convene the meeting. Everyone interested in learning more about this organization is invited to come to the meeting in Colton 416. There will be a representative from the professional chapter of EWB at the first meeting to provide details on two projects. J. Meegoda is also forming an advisory board for ESB. Middlesex County College is looking to work with our group. Additional information will be filed with the minutes.

A. Bose reported on the UCRC. The GUR will be posted on the web shortly. A presentation on information literacy was made to UCRC by R. Sweeney.

R. Kane reported that the Graduate Council minutes are shared with the deans. The M.S. in Emergency Management has not yet been brought to graduate council but several courses have been approved and more are in the pipeline. Also discussed have been Ph.D. committee memberships and the formation of a Graduate Faculty. A Graduate Growth with Industry (GGI) presentation was

¹ Submission date changed to end of February subsequent to CAA meeting.

made to the council by D. Knox. There has also been a discussion of master theses.

Report of the Associate Provost

D. Knox reported that two transfer credit meetings have been held in an effort to facilitate the transfer credit process. We will continue to work to improve the process. The Academic Standing Committee has recommended the pending suspension of c. 128 freshmen and c. 80 upper classmen.

Some responses to the academic integrity document have been received; more are welcome. They should be sent to D. Knox.

The Third Annual Provost's Student Research Showcase will be held April 11, 2007. The call for nominations will be sent out shortly.

Report of the Vice President for Academic and Student Support Services

J. Bloom announced the gift of \$946,000 from Kessler to prepare adults with disabilities for IT jobs.

Construction of the new Highlander Club has been completed. It's a friendlier establishment for food and drinks. The Student Senate contributed funds for the project.

Proposed changes for the new dining venues are to be released shortly.

We hope to increase our transfer population from county colleges. We are looking for a seamless transition. We need better follow up and will put forward a plan for improvement.

Enrollment is up c. 300 heads compared to this time last year (Spring 06 to Spring 07 comparison). The retention rate has improved.

There has been a significant increase in the SoA applicant pool and a 12% increase in the applicant pool overall. We are c. 4% ahead in our accepts but behind in deposits compared to last year. Application numbers for SoM are flat. Honors college applications are up significantly over last year. The graduate applicant pool is up c. 29% at the master's level.

The NCE Career Day will have instant decisions this year if students bring the necessary documentation. The Honors College has been doing this for c. six years.

There has been positive feed back by students using Goalquest. The new branding is working well; the campus looks good.

The 12th year initiative offers college courses to high school seniors. We are working with five school districts – c. 160 students participated.

Institute Workshop Series

The Institute Workshop Series will be held on Thursdays at 3:30 starting January 25, 2007. The calendar of events will be sent to all faculty. A copy of the schedule will be filed with the minutes.

Other Business

Members were asked to provide the Provost with adjunct e-mails and/or home addresses. All adjuncts will be invited to a reception following the February 15, 2007 workshop.

A reception for graduating Ph.D. students will also be planned at a date to be determined.

J. Schuring announced that the mock ABET visit will take place January 29 and 30, 2007. The final visit will take place in October. All outside support departments need to be available on January 29 from 3- 4 p.m. Also needed are samples of student work.

The ASEE Mid Atlantic meeting will be held at NJIT on April 13 and April 14, 2007. The call for papers deadline has been extended to January 31, 2007. Please see: <http://www.njit.edu/academics/Provost/docs/ASEE-S2007.php> for further information.

J. Meegoda provided additional comments on the upcoming meeting of Engineers Without Borders. He would like nominations of one student from each major to serve on an advisory committee.

It was requested that the next phase of the rollout for our website be publicized and that the plan/schedule be made public.

Excellence in Teaching nominations are due to the committee by February 17, 2007. Contact J. Carpinelli with any questions.

R. Lynch requested that the long term placement pattern report be combined with fall 2007 class performance. The report is being prepared for the February or March CAA meeting.