

**CAA
Minutes
February 21, 2007**

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

Others: A. Bose, S. Brito-Rodriguez, R. Callouri, E. P. Deess, K. Kelly, H. Kimmel, S. Morgan, M. Pallotta, J. Robertson, G. Spak, R. Statica, B. Tedesco, P. Teklinski, A. R. Thompson, J. Thompson,

- 1. The minutes of the January 21, 2007 meeting were approved.**
- 2. Report of the Provost**
 - Liberty Science Center – grant opportunities and other source of funding available. J. Geller will require information from participants by May 15th to review (due May 18th).
 - Board of Trustees report from February 8, 2007
 1. Sabbatical recommendations approved and letters have been mailed.
 2. Changes to university lecturer positions approved; MOU under preparation with PSA. Transitioning in progress. Will be finalized by end of next academic year.
 3. Active–Service-Modified Duty (Family Leave) approved with some adjustments. Will be presented to Faculty Council on March 7th, 2007 for approval.
 4. Engineering Management tuition and fee structure approved for MS at Beijing Tech. Program will start in Fall 2007. 1st year enrollment is estimated at 90 students in 3 cohorts.
 5. Honorary doctorate degrees approved:
 - Anthony Coscia, Port Authority, Commencement Speaker
 - William Guttenberg
 - Peter Lax
 - John Mooney
 - Randal Pinkett
 - THE Tunnel Project – dual tunnel system has its preliminary design. Project university participation has expanded to include Rutgers, Stevens, and NJIT. Participation MOU is being reviewed by lawyers. Collaborations with groups to form ideas for activity. O. Eljabiri (CCS) is in touch with NJ Transit and will provide web interface.
 - County College to four-year institutions transfer policy and implementation update – (a legislative initiative aiming to ensure full transfer/alignment of CC courses into four-year program.). An implementation strategy is in

draft form. D. Knox and T. Jackson are NJIT representatives. There is also an on campus implementation plan that will consider curriculum alignment.

- NRC Survey Final Update – P. Dees gave a presentation. Colleges are asked to complete this survey by February 22, 2007 at 5:00 p.m. Any questions/assistance regarding survey should be addressed to P. Dees.
- Committee Updates
 1. UCRC – A. Bose gave a report on the January 29th, 2007 meeting. There will be another meeting on Monday, February 28th, 2007 at 11:30 a.m., where the Honors College will be giving an update.
 2. Graduate Council – R. Kane gave a report on the January 18th meeting. The minutes from February 15th will be submitted at next CAA.
- Updates from last week:
 1. FERPA Update – P. Teklinski reported on the pro-active measures taken to inform students whose social security numbers were erroneously posted on the web in a mailing this week. Human and technological measures are being taken to ensure that this does not occur again.
 2. M. Pallotta reported on initiatives to deal with academic integrity.
- Institute Workshop Series – last week's event with adjuncts was a success and Ron Rockland continues to plan and has been responding to comments. Additional events:
 - February 22nd – Human Subjects Research and the IRB.
 - March 1st – Diversity in the workplace.
 - March 8th – Day in a Life of a Professor/Careers in Academe – Grad Students (reception for PHD students on April 12th, after similar workshop dealing with careers in industry).
- 3. **Report of the Associate Provost** – D. Knox reminded everyone about:
 - Provost Research Showcase (and asked for departments' assistance in providing nominations for the showcase.)
 - Commencement is fast approaching. Information on academic attire is forthcoming.
 - Colleges are asked to notify D. Knox of any planned events for the Provost website on commencement.
- 4. **Special Report:** Admissions' Decision-Making: Freshmen (Process, Policies, Procedures) – J. Bloom and K. Kelly gave a presentation on process. Motion was made by U. Gauchat and seconded by F. Deek to require students' essay as part of application. Motion was approved and Admissions will prepare a plan for instituting the essay starting for Fall 2008-09 recruitment year. Plan will be presented at April 18th, 2007 CAA meeting.
- 5. **Special Report:** Web launch update – J. Robertson gave presentation on the website and status of redesign for colleges/departments. iTunes was also introduced and stressed that this recruitment tool should be used by all. J. Robertson was asked to present at next Dean's Meeting. There will be an

update of Web Services scheduled for the May CAA to include status for the summer.

6. **Other items and announcements:**

- M. Pallotta informed everyone of a graduation party in May. Details TBA.

REMINDERS:

Fellowship Leave Policy: <http://www.njit.edu/current/facultystaff.php>

April 11, 2007 – Board Day and Student Research Showcase

April 18, 2007 – Provost's BBQ during Spring Week

May 17, 2007 – Commencement – All Faculty are expected to attend