

**CAA
Minutes
March 21, 2007**

Voting members or their representatives: M. Baltrush, M. Bieber, J. Bloom, F. Deek, A. Dhawan, R. English, D. Gary, N. Gehani, D. Hawk, W. Hunter, R. Kane, D. Knox, W. Konon, R. Lynch, Z.H. Michalopoulou (for D. Ahluwalia), S. Mitra, P. Nelson, J. Schuring, R. Sher, R. Sweeney, R. Tomkins (for R. Barat), W. Van Buskirk

Others: A. Bose, C. Dees, E. P. Deess, R. Federici, J. Gentul, K. Kelly, H. Kimmel, E. Lerner, M. Pallotta, M.A.. Saadeghvaziri, G. Spak, R. Statica, B. Tedesco, P. Teklinski

Also Present: A. Altenkirch

The minutes of the February 21, 2007 meeting were approved.

Report of the President

The president gave a report on the budget development process. The final budget should be in place by June. It was noted that for FY08 there will be a increase in operating aid but no salary program funding. A copy of the presentation will be filed with these minutes.

Because of the financial irregularities at UMDNJ, the State's three research universities (Rutgers, UMDNJ, NJIT) along with Rowan College and Ramapo College are being closely scrutinized.

Our current faculty separation incentive program is not considered an early retirement program and has the approval of the State Division of Pensions and Benefits. Because this approval is in place, no changes to the program can be made. The pool of applicants includes all faculty with at least fifteen years of service. Approximately six or seven faculty have signed the preliminary separation agreement; there will be no future programs.

There were two finalists for the Gateway Project development; one has been selected. Once the agreement has been signed, the name will announced.

There are still several outstanding issues concerning NJIT's purchase of Central High School. The Schools Construction Corporation (SCC) and the State Department of Education are involved in the discussions as is outside counsel for Newark's Board of Education. We are working on finalizing a term sheet with Newark Public Schools. We submitted our last best offer to the SCC and are waiting for a response to see if an agreement can be reached. The Central High building should be vacant in 2010. If we acquire it, it would be used for large classrooms, pre college, and community outreach programs.

Initial merger discussions looked toward a single institution in Newark with NJIT as the potential lead. However, merger discussions have slowed and a resolution by Summer 2007 is uncertain.

Report of the Provost

The provost brought an article on best downtowns in New Jersey (*New Jersey Monthly*) to the attention of the CAA. Newark is mentioned as having the best downtown; this should be used as a marketing tool.

She again requested that any additional adjunct pay rate information from other colleges be sent as soon as possible.

In preparation for the next capital campaign a needs assessment committee, chaired by R. Lynch, has been formed. The group will put out a call for proposals for the campaign which will be reviewed. A consultant will be hired; broad based participation is needed. The work of the committee should be completed in early Spring 2006.

J. Bloom said the Honors College Campaign has achieved slightly more than the initial goal of \$20 million. A mass appeal has yet to be done. A. Dorman will provide a match for gifts from faculty, staff, etc. On April 11, 2007 there will be an event to signal the completion of the campaign and to acknowledge the significant donors.

Liberty Science Center proposals are due April 18, 2007.

The university lecturer migration is underway; most deans have responded. Administration and PSA discussions regarding the salary matrix are coming to a conclusion. For the first year of the migration there should be minimal impact to the budget.

Early faculty separations should be finalized by May 15, 2007. Accommodations must be made to provide adequate teaching coverage for 2007 – 2008.

The space assessment process is coming to a close.

UCRC – A. Bose – The minutes of the last UCRC meeting were distributed to the committee and will be filed with the CAA minutes. D. Reibstein from the Honors college will be a new voting member of UCRC. There will be an Honors College subcommittee composed of D. Reibstein, R. Sher, T. Marhaba, and A. Bose.

Graduate Council - R. Kane – The minutes of the February meeting were distributed to the committee and will be filed with the CAA minutes. The March 8 Graduate Council minutes will be distributed in the near future. Items discussed were changes to the TOEFL exam and how this will impact new minimum standards which must be met. The GRE will also change in the fall and will also need to be discussed.

It is important to nominate people for awards. Recipients of the revised research and service awards will be recognized at Fall Convocation. The process for nominating someone for the research award is through the departments and colleges. Service award nominations are due April 20, 2007. Excellence in Teaching documentation is due March 30, 2007. Master Teacher nominations are due May 15, 2007. Nominations for the Murray Diversity Award are due April 27, 2007.

Report of the Associate Provost

The transfer implementation task force continues to meet. More credits and additional courses can be required of county college graduates even with the new agreement in place. Very little has changed for NJIT in that regard.

A manual for transfer credit developed by NCE is in preparation for the October ABET visit.

An ad hoc committee to discuss the use for the c.\$60,000 in undergraduate distance learning fees has been established. There are four faculty members.

Suggestions have been made and are being acted upon. Approximately \$30,000 will be given to the library for online data bases to support undergraduate distance learning; c.\$12,000 will be for web based tutorials (implemented by ITMS and TLT); c.\$10,0000 will be used for workshops on distance learning teaching, proctoring DL exams, and symposia.

Going forward, the ad hoc committee may become a standing committee.

April 11, 2008 is Advisory Board Day and the Third Annual Provost's Student Research Showcase. We anticipate having the highest participation to date with c.50 entrants. We need judges from both faculty and advisory boards. Please send names of potential judges to D. Knox as soon as possible. Faculty should be present for the showcase but especially during the award presentations.

D. Knox and P. Deess are working on the Middle States Periodic Review Report.

Commencement information should be sent to D. Knox

A bulletin will be coming out shortly regarding rental of faculty regalia for commencement. April 9 is the deadline.

Regarding placement testing, a team is being formed and an external consultant will be hired. UCRC involvement is also needed. Discussions regarding ultimate responsibility for this process are ongoing.

Enrolling Student Survey – P. Deess

P. Deess presented the highlights of the Enrolling Student Survey. The long report is on the web. The presentation slides will be filed with these minutes. The following links have further information.

[Enrolling Student Survey Fall 2006-slide show \(pdf\)](#)

[Enrolling Student Survey Fall 2006: Graduate-Full Report \(pdf\)](#)

[Enrolling Student Survey Fall 2006: Undergraduate-Full Report \(pdf\)](#)

Membership on the ad hoc survey committee will be posted shortly.

Proposal Related to Completion of Student Evaluations by Students Found Guilty of Academic Misconduct – J. Gentul

1. Students who are sanctioned to fail the course will be reminded that they are not to show up for evaluation of the course at the end of the semester. They will be notified that if comes to the attention of the Dean of Students Office that they attempted to evaluate the course in which they received the "F" for cheating, they face an additional charge of failure to comply with a university official. This is in our Professional Conduct Code.

2. Students who are allowed to continue in the course because they received a reduced grade on a particular assignment or for the course as a result of being sanctioned for cheating will be told the same as above.

3. Students who had been temporarily removed from a course because of disruptive behavior and later allowed to continue in the course will also be given the same directive.

This preserves the students' confidentiality since no one will know this but the students and their course instructors. We are not talking about a significant number of students in any one course, so this action would not impact the objectivity of the evaluation process. It was also determined that even if these students were allowed to complete the evaluations, they might not make a significant impact on the final assessment unless there was a large number of students involved in a discipline case(s). So if not aware of it, the issue will be the defiance of the student, not corruption of the evaluation process.

Other Business

P. Nelson announced the following events:

March 21, Presentation by Deborah Estrin

March 28, Women Composers

April 3, William Wulf presentation preceded by roundtable discussion at 1:30

April 9, James West

May 2, Susan Richardson of the US EPA

The ASEE will host its regional meeting at NJIT on April 13 and 14. there is a link from the Provost's webpage. (<http://www.njit.edu/academics/provost/ASEE.php>)

There will be a SWE graduate panel discussion hosted at NJIT on April 18.

The Department of Mathematical Sciences and the Center for Applied Mathematics and Statistics will host a conference on May 14 – 16 entitled Frontiers in Applied and Computational Math.

May 3, 2007 is the completion deadline for submitting materials for the Ph.D. to the Office of Graduate Studies. The faculty advisor should be present at Commencement to help hood the Ph.D. student.

Dean's Day will be April 15, 2007. Personal contact with potential students is needed.

It was announced that while undergraduate and graduate applications are up but student accept rate is down.