

**CAA
Minutes
April 18, 2007**

Voting members or their representatives: D. Ahluwalia, M. Baltrush, J. Bloom, F. Deek, R. English, N. Gehani, D. Hawk, Kane, R., D. Knox, W. Konon, D. Misra, for A. Dhawan) R. English, U. Gauchat, D. Hawk, D. Knox, W. Konon, J. McHugh, P. Nelson, J. Schuring, N. Steffen-Fluhr, R. Sweeney, D. Ullman

Others: A. Bose, C. Dees, E. P. Deess, R. Federici, Fitzpatrick, P. J. Gentul, E. Lerner, J. Llewellyn, S. Morgan, F. Nadim, M. Pallotta, W. Reynolds, J. Robertson, M.A.. Saadeghvaziri, D. Sebastian, G. Spak, R. Statica, B. Tedesco, C. Vos

Also Present: A. Altenkirch

Academic Affairs Committee Report – The president presented a budget report which will be posted. He reported that the Gateway consultant has been hired. He also noted that our campus security is constantly being reviewed.

Committee on Academic Affairs – Report of the Provost

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

M.. Fitzpatrick, the new associate dean for the School of Architecture was introduced.

The subject of performance evaluations for the Provost's area was addressed.

Performance Evaluations

No performance evaluation is to be shared with any employee before it is reviewed and approved by the chair and dean/director.

- Performance evaluations are to be signed by the immediate (or evaluating) supervisor (usually the chair of the department) and sent to the dean or division director. The dean or division director is responsible for reviewing all performance evaluations for content and accuracy. Should there be an overwhelming number of evaluations ranked as outstanding, modifications will be requested to better reflect accuracy.
- A spreadsheet will be prepared by the dean/director to illustrate the relative ranking of employees within a division and to also demonstrate that there is not a disproportionate number of "outstanding" evaluations relative to the entire division. "Outstanding" evaluations should be

reserved for those who are truly the best performers both within the division and across the university.

- The spreadsheet will be used to analyze the number of “outstanding” employees relative to the number of employees in the other ranking categories. Performance evaluations will not be accepted from any division if the vast majority are either outstanding (OPEIU) or between 1.0 and 1.99 (PSA).
- Once the performance evaluations have been accepted by the dean/director, the Provost will review the spreadsheets. For this to occur, all performance evaluations must have been received and all data entered on the spreadsheet.
- Once approved by the provost, the evaluations may be shared with the employee for his/her review and signature. The dean/division director will be responsible for collecting all signed performance evaluations and submitting them to Human Resources as a packet. No piecemeal submissions will be acceptable.

Department of Biological Sciences – F. Deek, F. Nadim

Currently, the Division of Biological Sciences is centered in the Department of Mathematical Sciences and is federated with Rutgers-Newark. This proposal is to create a Department of Biological Sciences which will still remain part of the Federated Department of Biological Sciences (Rutgers-Newark/ NJIT) No new degrees are proposed. A stand alone department will further elevate NJIT’s visibility both as a comprehensive research university and also as a leader in research and education in the life sciences.

A MOTION WAS MADE AND SECONDED TO ESTABLISH THE DEPARTMENT OF BIOLOGICAL SCIENCES. THE MOTION CARRIED.

Report of the Provost (cond’t.)

Master Teacher nominations are due May 15. Each nomination must be accompanied by a complete dossier explaining why this person should be made a Master Teacher. Diversity Awards are due April 27, 2007. Research Medal and Service nominations are due April 20.

The provost commended everyone on their good work for Advisory Board Day, Student Research Showcase, the Regional ASEE meeting, Dean’s Day and the CCS ABET Mock Visit.

The first deadline for the faculty separation program has passed. A post separation FAQ will be published. Call E. Lerner with non benefit questions. P. Lawrence will handle all health and dental questions.

UCRC Report – A. Bose

The minutes of the last UCRC meeting were distributed to the committee. The committee continues to work closely with the Honors College re: honors courses. There is concern with the statewide transfer agreement in that it may negatively impact NJIT if we must accept all lower level transfer credits. Should we have a policy on “D” grades to protect the integrity of the GUR? J. Bloom explained tha the agreement has already been signed, but that there are two options within the agreement. There may be exceptions.

Graduate Council – R. Kane

The minutes of the March 8, 2007 meeting were distributed to the committee. The committee is reviewing admissions standards for international students. TOEFL scoring has changed. The GRE will not roll out a new program at this time. A new slate of certificates will be discussed at the next meeting.

Report of the Provost (cond't.)

The provost thanked R. Rockland for putting together the workshop series. She thanked D. Sebastian and his group for the workshops on pre and post awards. Next year's workshops are being planned. Ideas are welcome. The workshop slides will be posted on the web.

Dr. Sunil Saigal will be the new dean of NCE effective July 1, 2007 (changed to August 1, 2007 5-15-06).

Report of the Associate Provost – D. Knox

The periodic review report is moving along. Submissions from most have been received. The report will be a maximum of 50 pages. The missing data should be submitted ASAP. The report will be reviewed by the provost and the president at the beginning of May followed by release to the university community.

We still need to know the names of those who will be working at Commencement. We also need to hear from the deans re: gonfalon carrier and “handshaker” names. Commencement is May 17, 2007. An organizational meeting has been scheduled.

Ph.D. dissertation advisors are expected to be present. Next year we plan to hold commencement in the new Newark arena. Ideas for a new commencement format are welcome. Each college should plan to do something special also.

The pre entry testing and placement review team visit is scheduled for April 23, and 24. The schedule is under development.

Nomenclature Change – B.S. Management – D. Hawk

D. Hawk presented the college's request to change the name of the B.S. in Management to the B.S. in Business. The new name will better reflect the scope of the program and will broaden its appeal. This will be reported to the Academic Issues Committee as an information item only.

A MOTION WAS MADE AND SECONDED TO CHANGE THE NAME OF THE B.S. MANAGEMENT TO THE B.S. BUSINESS. THE MOTION CARRIED.

First Year Connections Program – J. Gentul, S. Morgan

The overall goal of the First Year Connections Program is to assist incoming first year students in making a successful transition to life at NJIT, and to prepare them to be successful learners in order to develop social, emotional and professional competency. First Year connections exists for all incoming first year students at NJIT. They are organized in small groups by discipline for Mini-Versity, First Year seminar, and connections Events and Traditions.