

**CAA
Agenda
April 20, 2011**

Approval of the Minutes of March 16, 2011 and March 30, 2011

Report of the Provost – I. Gatley

Graduate Council – M. Xanthos

UCRC – R. Friedman

CAA
Minutes
March 16, 2011

Voting members or their representatives: D. Ahluwalia, F. Deek, R. Friedman, I. Gatley, J. Golowasch, M. Halper, T. Marhaba, N. Ravindra, J. Redling, R. Rockland, S. Saigal, G. Spak, R. Sweeney, R. Tomkins for N. Loney, L. Tsybeskov, D. Ullman, W. Van Buskirk, M. Xanthos.

Others: A. Akansu, R. Barat, E. Bishof, M. Boger, P. Deess, N. Elliot, R. Federici, J. Gentul, C. Gonzalez-Lenahan, J. Grundy, L. Howell, T. Johnson, K. Kelly, M. Kenrick, H. Kimmel, E. Lerner, K. Passerini, W. Reynolds, M. Sullivan, P. Teklinski, J. Thompson, R. Thompson.

Meeting called to order at 10:06 a.m.

Report of the Provost

Provost Gatley thanked A. Akansu for coming to the meeting as a representative for Faculty Council. He also announced that the seating would be rearranged into a circle after the RASC presentation, in an effort to facilitate a more open dialogue. Provost Gatley announced that this would be Ellen Lerner's last CAA meeting, as she will be retiring, and then introduced Peggy Kenrick as her successor.

The minutes of the February 16, 2011 meeting were approved as written.

The Dana Knox Showcase will be April 6, 2011. Currently there are c.50 student posters and we are hoping for even more. A request was made for volunteers to act as judges for the event. Anyone interested is to email Isabel Bracero.

Department Chairs are asked to proceed as usual with offers for incoming students whom they wish to hire as GAs and TAs. Nothing has yet been agreed upon with the unionization of this group. Assume the budget to be the same as this year with a standard stipend of \$18,000 for a full year, plus an additional \$1,500 for RAs. Please see Rose Federici with any additional questions.

Graduate Council Report

M. Xanthos reported for Graduate Council. Admissions has reported a decline in the PhD applications. Perhaps this is due to the decrease in offers being made to PhD candidates for TA and RA positions.

More discussion was had regarding Visa status restrictions.

The Graduate Council minutes of the January and February 2011 meetings will be filed with the CAA minutes.

UCRC Report

R. Friedman reported for UCRC and discussed ongoing concerns with the withdrawal policy.

J. Gentul commented that discussion needs to be had about how we can keep the number of withdrawals down as well as encourage students to stay enrolled.

Dr. Gentul inquired about when a major is changed and how this can affect a change in a students' GPA. Can a change be instituted where grades from classes taken as part of your old major do not count towards your overall GPA, only those from the classes of your current major.

Dr. Gatley offered that there was a program instituted at RIT called "PFOS", or Principle Field of Study, where there was such a practice.

Prof. Gauchat inquired as to how we deal with not having "+"s and "-"s in our grading system, and how it creates a distinct drop off in our overall GPAs. A show of hands indicated that there were a number of attendees interested in exploring the option of adding these supplemental grade options.

R. Rockland pointed out that there is a discrepancy in how grades are handled when a class is retaken. At the lower level (first and second years) the lower grade is dropped and only the higher grade is factored into the GPA. At the upper levels (third and fourth years) an average of the 2 grades is taken and this is then added into the GPA.

Visiting Student Research Collaborator

J. Grundy presented his proposal for the implementation of a more stringent program for students that are here with visitor status. These individuals would be treated more as a "standard" student with proper ID credentials/access; they would be registered for an independent study class, and would be here specifically to be a research collaborator.

S. Saigal voiced a concern about the impact that this could have on our own PhD students and their research opportunities, while M. Xanthos inquired about the intellectual property.

A copy of his proposal will be filed with the CAA notes and distributed accordingly.

Student Learning Assessment

J. Redling reported on the status of Student Learning Assessment. We currently have 105 of the 110 needed one-page reviews of our programs. This is a vast improvement over the 10 or so that we had in Fall 2010.

A copy of J. Redling's report will be filed with the CAA notes.

NJIT Shared Governance – Rapid Assessment Steering Committee (RASC)

N. Elliot et al presented their proposal for a shift to University Senate format. Many were in support of the proposal, indicating that this is the next logical step in the natural evolution of the University. Several examples of our peer and aspirant schools pointed to

successful similar models that are already in place. Our current model, while it has been successful on many levels, should be examined more closely. We need to be efficient, effective, and deliberate - it is proposed that this model would allow for success in these key areas.

The meeting was adjourned at 11:54 a.m.

Minutes of NJIT UCRC Meeting, March 21, 2011

COAD AIA Room, 11:30 – 1:00

Members Attending: M. Bieber; D. Bunker; B. Cohen for J. Calvin; B. Callahan; R. Friedman; R. Garber; L. Chipepo-Hulin for D. Klimovich; H. Young for W. Konon; J. McHugh; E. Michalopoulos; S. Morgan; A. Narh; L. Cole, A. Noll and M. Sawka for M. O'Donnell and J. Thompson; S. Pemberton; Y. Pu for R. Petrova; J. Redling; R. Rockland; D. Scharf; R. Sverdlove; R. Tomkins.

Members Not Attending: J. Haury, W. Kristol, M. Sosnowski, G. Thomas

Visitors: Department of Mathematical Sciences Chairman Daljit Ahluwalia, COAD Associate Dean John Cays, COAD Dean Urs Gauchat

New Courses Proposed, Passed unanimously:

Math 115 Geometry; IS 117 – Web Design; IS 217 – Advanced Web Design; and IS 322: Mobile Applications: Design, Interface, Implementation

Discussion: D. Ahluwalia: Math GUR changes (in red and strike through) proposed, Passed unanimously

MATHEMATICS ---- The ability to reason qualitatively and quantitatively, to understand probability, and to apply mathematical models to a variety of circumstances is fundamental to making informed decisions in the modern world. Depending on the discipline, the student should also be able to apply ~~calculus and numerical methods~~ appropriate mathematical concepts and methods to the solution of problems in their professional domain.

At least six (6) credits, including ~~one course covering the principles of calculus (MATH 111, MATH 113 or MATH 138)~~ and at least one (1) credit in probability and statistics (MATH 105, MATH 114, MATH 225, MATH 244, MATH 279, MATH 305, MATH 333, IE 331, ECE 321 or MNET 315).

J. Grundy: Visiting Undergraduate Student Research Collaborator

H. Younce: Adding MECH 237 to the common exam schedule

J. Redling: Common Exams

New Business: Consent Agenda

J. Calvin/CS: CS 100 now required for CS students; CS 100 pre-requisite to CS 113; "C" as minimum grade for any CS course that serves as a pre-requisite to another CS course; CS 288 pre-requisite for CS 356 for computer science students, CS 113 for others.

R. Friedman/STS: catalog description changes for STS 347 and STS 349.

M. Bieber/IS: course number change from IS 347 to IS 247; title and pre-requisite changes for IS 421 and IS 218; catalog description changes for BAIS and BSBIS; attendant catalog description and curriculum changes that incorporate IS 117 and IS 217.

R. Rockland: Systemic changes to grading, GPA calculation and related policies: proposals sought for April meeting.

Additional New Business: UCRC 2011-2012: Nominations for Chair

Adjournment to April 18, 2011.

Future meetings:

April 18

May 2

Minutes - Graduate Council Meeting, March 10, 2011

Attendance: M. Bieber, M. Booty, J. Daniel, S. Eck, R. Foulds, C. Gonzalez-Lenahan, A. Hill, Z. Ji, E. Lieberman, D. Misra, R. Russo, R. Tomkins, M. Xanthos (Chair), and C. Venanzi.
Guests: D. Desai, J. Grundy, G. Olsen, J. Redling, and G. Spak, H. Wang

Agenda

1. Minutes of February 10, 2011 meeting approved.

2. Announcements

- Faculty encouraged attending and volunteering at Commencement on Monday, May 16, 2011.
- Faculty reminded that CO-OP for doctoral students/candidates cannot also involve a simultaneous research assistantship.
- Negotiations with UCAN are on-going and may take up to a couple of months.
- Support offers for new PhD students can be made. However, some idea of the amount of the increase in stipends, cost of health care, and cost of tuition is expected. Graduate Council requested that the Provost's office gives some guidance for offers to be made for fall 2010.
- Discussion on availability of fellowships

3. Recruitment, Admission, and Enrollment Reports – Various.

A. Graduate Admission Report – S. Eck

Weekly reports are always based on Thursday evening reports. Increase of 722 M.S applicants from last year with corresponding increase in accepts of 42%. PhD applications are down; applicants can be accepted without funding while the funding situation is sorted out. This year there are far less PhD applicants from India. China applications are up for MS but not for PhD. There is a graduate open house on March 10th from 5 to 7:30 pm. 150 potential applicants have registered for this event.

Amo is currently in China on a tour with IDP. He has a meeting scheduled with the US Education office in China; he will provide a report on his return.

B. Visa Status Restrictions impacting Distance Learning course registrations – Clarifications by J. Grundy

About 7-8 years ago the dept. of Homeland Security made a reduction on the number of courses F1 VISA holders could take. At NJIT, that maximum is one DL course for nine credits or two DL courses if the students are carrying 12 credits. If their only remaining course needed for graduation is only available on-line, the student can get an exemption. In their last semester, if F1 students only require 6 credits to complete, they can take one DL and one face to face course. H1B VISA or J1 scholar VISA holders can take as many or as few DL courses as they want.

C. Recruitment trip in India – J. Grundy

Visited major cities and had contact with more than 200 potential students. Common questions were: am I admissible, are there any internships on campus, are there any jobs available after graduation, can I specialize in my major? Each event had separate tables for all the universities represented. The students asked if NJIT was a top tier university and how NJIT is ranked. IDP advertised the event and students were encouraged to pre-register. IDP will follow up with all prospective students.

We are getting e-mails from counselors in Saudi Arabia and others. Their reps came to the

US recently and stopped at NJIT to meet us. The company is pre-screening students and encouraging them to apply to the universities they are working with. There was considerable interest in Pharmaceutical Chemistry and Biomedical Engineering.

4. Course and Program Approval and related topics.

A. New Course BIOL 628 Biology Department “Cell Biology of Disease” – A. Hill, D. Desai.

Seminar style course where students screen publications and present the topics to their peers. Students will be graded on presentations, mid-term and final exam on the diseases that were presented. Background in Biology, Biomedical Engineering, and anatomy needed. Enrollment expected to be 30 students between RU-N and NJIT. Approved with amendment change to the pre-requisites to include background in life sciences or permission of the Instructor. That may involve possible a change of title. Motion was approved unanimously.

B. Graduate Catalog Updating; Inactive programs – J. Redling

The graduate catalog is overdue for updating. It is a focus with the Middle States visit coming up. The front matter on policies and procedures are the responsibility of the Provost’s office. Redling will be working with Xanthos. The graduate and undergraduate programs also need to be updated with possible focus on curricula. New courses should be included into the catalog ASAP; in the past, this has not been done in a timely fashion. March 15th is the deadline for depts. to send updates to Assoc Provost Redling. Some programs have been ‘sunset’, some are to be removed, and some are to be retired/Inactive. Some are active but not in the catalog.

Motion to remove the PhD CIS, MS OSHE, approved.

C. BME 655, Advanced Characterization of Biomaterials – Update on Laboratory component- R. Foulds.

Tabled until April 14th meeting.

5. Other topics

A. 2010-11 Slate for graduate certificates – G. Spak

Design for new slate of graduate certificates has been streamlined. Faculty has come forward to suggest four courses that could become a graduate certificate after Chair and Dean approval. Using the course change form, CPE can update its records. New graduate certificates can be proposed and go through an approval process. Since 1995, 847 students have completed a graduate certificate; 54% of those have continued on to MS degrees. A report was circulated.

Brand new opportunity exists to provide \$10K stipends to faculty to create on-line degree programs. If depts. incur additional cost in order for a faculty member to oversee a DL course, they can use the money to hire an adjunct to teach the face to face courses or for other duties. Programs can start as graduate certificates and then be updated to include more DL courses.

B. A proposal: “Visiting graduate student research collaborator” - J. Grundy.

Proposal is related to priority indicated by the Provost on visiting researchers in his e-mail sent on September 20, 2010. These scholars were invited to NJIT but without clearly defined duties, office location, salary issues, etc. OIS has had similar issues with five students invited by faculty to do research on campus. They have requested access to NJIT computer network and to laboratory facilities. To do this has become very cumbersome. There were conversations on the topic with colleagues at Princeton U and other universities. Domestic students as well as students in F1 status who come to NJIT may need to take

courses related to their research. F1 status is only for students within a single degree program. NJIT OIS was required to provide specific emphasis on research but perhaps the document can be amended to include some additional coursework.

Provost has a visiting scholar form; the question was raised why produce a different form/for students? This form is currently in use for J1 scholars; J1 requires a two-year residency back in their country after they return home.

Students come to the University to participate in particular research on topics mutually agreed upon by faculty at NJIT and other institutions; students would enroll in an Independent study course which will allow them to access the NJIT facilities. The students would be admitted as non-matriculated status who pay their own tuition and fees. Lack of financial support may be an impediment. Students should have some support from the depts. and also pay some fees for computer, library and other facilities use.

C. BS and MS degrees at almost the same time. –C. Gonzalez-Lenahan
Tabled until April 2011 meeting.

6. New Business.

Meeting adjourned at Noon.