

AGENDA

CAA

OCTOBER 20, 2010

Approval of the Minutes

Report of the Provost

BS/MS International Business (delist from catalog – R. English

MS Web Systems – M. Bieber

Immediately following the CAA meeting on Oct 20, there will be a Workshop on the proposed Performance-based Salary Increase Distribution System for implementation for this fiscal year, FY11. All Chairs and Deans should attend, as you are involved directly in the implementation. Others who may have an interest in the substance of the Workshop are invited to attend as well.

Meeting will be held in Ballroom A at 10:00 a.m.

**CAA
Minutes
September 15, 2010
(amended)**

The minutes of the May 19, 2010 meeting were approved as written

The provost introduced D. Cirillo – Student Senate President; R. Friedman – Chair of Department of Humanities; M. Halper – IT program Director and Professor in the Information Systems Department; and J. Redling – Associate Provost.

Report of the President – R. Altenkirch

The president reported that the FY 2011 budget is balanced; planned raises will be given. At best, the FY 2012 budget will be the same as FY 2011.

Central King Building renovations are in progress but only for the second floor. Bond refinancing on the current debt is in process. We are working on private fundraising; an architect has been hired to produce renderings for the proposed renovations to the Central King Building.

The Gateway plan is moving forward; we will be interviewing and selecting a developer. There is a design for a parking deck with retail and residential components. A joint venture with St. Michael's Medical Center is being negotiated by Jones, Lang, La Salle. The Gateway Foundation – a nonprofit corporation has been formed. The Gateway Development Corporation is the for profit corporation. .

Construction of the Naimoli Family Recreation Center is moving along. The new facility will provide c. 25,000 square feet of covered space for recreational activities with a permanent tennis court floor.

Regarding St. George's Medical School, conversations with the State Attorney General's Office are taking place. We are negotiating how the process will move through the Board of Medical Examiners.

The Middle States process is going well.

The five year strategic plan will go to the Board of Trustees on September 16, 2010. The materials are posted on the web.

Regarding "what you paid and what you are projected to make over a 30 year period, "Bloomberg Business Week" ranked NJIT 82 out of 852 institutions. NJIT's ranking is higher if the privates are removed.

Report of the Provost – I. Gatley

The provost welcomed feedback following the newly formatted University Convocation to be held the afternoon of September 15, 2010.

For the Middle States Commission on Higher Education, assessment is critical. They ask “What kind of institution do you want to be?” Once answered you must identify how you will achieve what you stated and how you will assess achieving those things. How do you take the gap and close it; continuous improvement is key?

We need to design a one page form for each program to describe how assessment is done.

Regarding student engagement – for some students there are problems and confusion; some students are not engaged. Learning communities, where students work in teams are very important. We already have some forms of learning communities in the College of Architecture and Design, the Honors College, the EOP program, and athletics. Most students are not engaged in cohort based learning. The provost called for a discussion on learning communities.

D. Cirillo described his experience with APT and how being part of a cohort was an advantage for him. This allowed him to stay together with a group and provided an academic focus.

Other examples were mentioned such as residence life where certain floors can be dedicated to certain disciplines. Currently c. half of our students are not in cohorts.

There is a positive correlation between student engagement and student success. We need to engage in more discussion with a view toward marketing the idea of student cohorts.

Graduate Council - Ron Kane

Ron Kane presented an update for Graduate Council; the next meeting will be September 16, 2010. We need to make sure the on line catalog is up to date. There is no funding for the Minority Academic Careers program from the state. There is an ongoing review of independent study courses and ongoing graduate certificate discussions.

The Graduate Council needs to take a look at the Ph.D. pipeline downward trend. TOEFL Scores for international students coming from English speaking schools will be discussed in Graduate Council. The minutes of the meeting will be filed with the CAA minutes.

UCRC – R. Friedman

The first meeting of UCRC will be September 20, 2010. The minutes of UCRC will be filed with the CAA minutes.

Other Business

Each semester there is a thesis/dissertation workshop. The first will be September 22, 2010 from 4pm to 6pm sponsored by the GSA.

Graduate Council Meeting
September 16, 2010, 10am-noon, F190
Minutes

Attendance: N. Ansari, M. Bieber, M. Booty, N. Coppola, J. Fjermestad, A. Hill, D. Nassimi, R. Foulds, C. Gonzalez-Lenahan, H. Hsieh, Z. Ji, R. Kane (chair), A. Kubeyinje, E. Lieberman, N. Loney, J. Kettering, A. Kubeyinje, C. Venanzi, H. Wang, J. Wang.

1. [Introductions; Membership; Schedule of Meetings; Approval of the Minutes of the May 6, 2010 Graduate Council Meeting; Advisors Lists.](#)

There were very few changes in membership of the Graduate Council for 2010-2011 compared to 2009-2010; the e-mail list has been updated to account for changes (Chem et. al., ChE et. al., and Arch et al.). Meetings beyond September 16th will be – from October 16, 2010 on through May 12, 2011 – on the second Thursday of each month. The minutes of the last meeting, May 6, 2010, were approved. A new list of Graduate and Undergraduate Program Advisors has been provided by the Admissions Office.

2. [Announcements.](#)

- Dr. Altenkirch sent out a note about NJIT's listing in U. S. News and World Report; Dr. Kane noted NJIT's doctoral graduation numbers are at the highest level for small public universities.
- The new Associate Provost is Dr. Judith Redling; the GSO will be meeting with her to go over mutual needs related to on-line catalog updating and other matters.
- Dr. Robert Friedman is the Acting Chair of Humanities.
- Dr. Norman Loney is the new chair for ChE et.al. He will be sitting in for Dr. Reginald Tomkins as the Graduate Council rep in Fall 2010 while Dr. Tomkins is covering a course on an emergency basis.
- Discussions are taking place with the Provost, Deans and others on the replacement for Dean Kane who will be retiring, effective February 1, 2011.
- Dr. Kane reviewed some of the history at NJIT and the circumstances at the time of his arrival at NJIT in 1990; he notes that one of his primary assignments and goals was to establish policies, procedures, and managerial systems for all graduate matters including financial oversight on support monies.

There are many possible structures and leadership titles for graduate education at NJIT and elsewhere. CGS provides a guidance document outlining most of these. Here are some possibilities:

1. Same as now: Asst VP for Academic Affairs/Dean of Graduate Studies.
2. Associate Provost for Graduate Studies.
3. Combine Research and Graduate Education.
4. One recommendation is that whatever position or structure is chosen for NJIT, that the leadership position be filled by a senior tenured member of the NJIT faculty.

3. [A. Graduate Admission Report – A. Kubeyinje.](#)

The fall 2010 numbers show applications slightly up for MS; down for PhDs; but down overall on actual graduate enrollments. There is a new hire in the Graduate Admission Office for processing backlogged PhD applications. Graduate Admission Open House dates have been set up for 2010-2011. The next Open House is October 14th. GRE waivers for PhD applicants can be done only after review and approval by the Dean of Graduate Studies. Requests for GRE waivers are rare and only occasionally approved under unusual circumstances

Dr. Kane reported that in 2009-2010, NJIT had 66 PhD completions on its own and 2 more from NJIT faculty supervising doctoral completions at Rutgers-Newark. There are only two or three other public research universities of our size with similar or possibly larger doctoral graduation numbers – we seem to be at the top. Related to our past and current Carnegie Classification among Doctoral/Research Universities – in the High Research category now, NJIT set a Strategic Plan goal of 60+ PhDs in 15 disciplines over three consecutive years. Dr. Kane had evaluated statistics on how many new PhD admits are needed each year based on expected passage rates on exams and NJIT time-to-degree to reach the 60+ goal. The number was in the range of 90-110 in order to keep up. PhD Completion rates are about 65-70%. Our typical time to degree is 5+ years. The national average for Engineering and Applied Sciences is 5.5-6 years.

When NJIT PhD admission standards were being established, data was collected on who was most likely to finish. The admission standards were then set to allow the best chance at completion and to assure that support monies were being well spent. The GPA was a better indicator than the GRE. The GPA minimum (UG or MS) was set at 3.5; GPAs lower than that resulted in PhD completion rates below 10%. Only large comparative differences in GRE MATH scores (100 points or more) seem to have any correlation with PhD completion rates. TOEFL scores did have a significant correlation on MS completion, especially if the TOEFL score was below a particular threshold.

B. MAC Program demise; AGEP funding limited for 10-11; TA support cuts?

The Minority Academic Career Program in NJ has ended after being in place since 1985. The NSF AGEP funding for FY 11 is only \$2.2MM over the entire country and the dozen or so consortia. NSF reports they will have a new call for proposals and more substantive funding for FY12. Therefore, as of Oct 1: 2010, neither the CUNY Consortium nor NJIT as one of the CUNY partners will have stipend or tuition support for participating students. NJIT has protected the continuing AGEP doctoral students for FY11. The AGEP program still exists in terms of activities and some travel support but not for FY 11 in terms of traditional financial support

Discussions about the allocation of “TA support” monies, and its timing, have been held with the Provost’s Office and the Deans. Under a previous Provost, the monies were distributed by the Provost directly the college Deans only late in August. This was a changed procedure from earlier years when a review of undergraduate enrollment, graduate enrollment, PhD enrollment and graduation rates, need for seed money for new programs and new faculty, and estimated needs for TAs in multiple UG sections, was reviewed by the graduate dean in mid-year in order to develop a distribution plan by February.

With current budgeting issues, there have been cuts in support money budgets and operating budgets. It was recommended that Graduate Council representatives talk to their Chairs about

the need to make timely offers to new PhD students. The Dean of Graduate Studies no longer has the type of discretionary funds that could make last –minute offers or “rescue” continuing students.

C. ETS Visit; GRE for MGMT; Pearson Test of English.

ETS is interested in doing a presentation at NJIT on the new GRE test sometime between November 1st and 3rd, 2010. ETS is also promoting the GRE as an alternative to the GMAT for Management and Business admission decisions. Pearson has now joined TOEFL and IELTS in promoting a new English language proficiency exam.

D. Banner Finance and Student systems.

Dean Kane has created his own short-cut guide for using Banner Finance to do Purchase Requisitions.

The GSO is also creating short-cut user guides for entering comments about students on SPACMNT, a form on INB Student Banner, for doing full-time certifications and for entering BS/MS attributes on SGASADD, and for entering holds on SOAHOLD. The Banner student transcript form does not differentiate between MS and PhD degree programs and does not include the GPA; another form (SHATERM) has the GPA.

E. Available Endowed Fellowship Monies; external award opportunities

Some Endowed Fellowships for particular departments are still available; Dr. Kane and Ms. Marlene Masi and will be contacting departments about unspent funds. External Award opportunities are being circulated by e-mail as they arise.

F. Need for Alternative TA Training. Graduate Catalog Updating.

It has been long-established policy and procedure that all new TA s are supposed to get training on teaching methodology. ENG 599, a course in on teaching pedagogy, was approved by the Graduate Council quite some time ago and taught by Michael Kerley for many years. With budget cuts, Michael Kerley and Humanities can no longer offer this course and therefore alternatives must be considered. One possibility is to make use of the course offered at Rutgers-Newark; another would be to develop a course within each college. More discussion is needed and Dr. Kane indicated he would ask for ideas and for each department to identify a likely course.

The on-line Graduate catalog needs updating and it is hoped that the new Associate Provost will help on this. The prior procedure was to have all catalog updates vetted within the Provost’s Office and then forwarded to Communications for inclusion of new items or revision.

4. Course and Program Approval.

A. IS 689, deferred from 2009-2010.

Dr. Bieber reports this will be tabled indefinitely.

B. BME 684, Medical Device Development.

BME 774, Principles of Neurorehabilitation – courses tabled on May 6, 2010.
No-one was in attendance from BME who could present these courses. Dr. Foulds indicated he would be sure that Dr. Roman attends the next meeting.

C. 700 Level Course Requirements for PhDs.

The NJIT four 700-level (PhD) courses requirement for PhD students has sometimes been difficult to meet, except by use of independent Study courses, because insufficient numbers of 700 level doctoral courses were available in particular programs. It was noted that Rutgers does not differentiate between MS and PhD level course. The NJIT requirements may be revisited.

D. CERT Policy Issues.

Many odds and ends have come up that go beyond the usual graduate certificate student situations. Courses for graduate certificates are generally taken on a non-matriculated basis but are included in the GPA when the student moves on to matriculated study toward an MS degree.

In order to avoid varying and ad-hoc decisions in similar situations, it was decided to reiterate the Graduate Certificate policy as follows:

- The basic requirement for completion of a graduate certificate is that they complete four graduate courses at NJIT and have a grade of B or better in each of the four courses.
- There is no reduction allowed below four courses at NJIT because of transfer credits from outside of NJIT. If a course or the material was already taken elsewhere, the academic department must assign another course at NJIT.
- BS/MS courses cannot count toward a Graduate Certificate.
- Graduate courses cannot be double-counted for two or more certificates.
- Graduate Certificates cannot be back-fitted into a completed Master's Degree after the student has graduated. Some students had asked to take one or two courses after MS completion to now go back to complete a graduate certificate they had not considered before.

A more complete policy statement covering these and other issues will be developed for the next meeting.

E. Generic 600 Level Independent Study Course for Masters Programs.

There are generic PhD level courses numbered 725, 726, and 727 but there is no generic number for an Independent Study course at the MS level. Six credits (usually 725 and 726) is the university limit toward satisfaction of the 700 level course requirements for the PhD. The policy statement approved last year that defines the nature of Independent Study courses noted that only one Independent Study course was allowable at the MS level but did not establish a generic number for the MS course. Dr. Kane will try to identify a generic and currently unused 600 level number.

F. MS in Security and Privacy now named Cybersecurity and Privacy after CAA approval.

The program title was modified from the title originally approved by the Graduate Council by a vote of the NJIT Committee on Academic Affairs.

G. Others.

CS 734 to 634 Jason Wang

A Course Change form to lower the level from Doctoral level to Master's level was completed and approved. The research portion was eliminated to allow MS students to take the course. The course will have more implementation work instead.

5. Old Business.

A. Graduate Faculty resolution and implementation; thesis and dissertation committees; advising.

Review and approval of those proposed to be on the Graduate Faculty according to the October 2008 Faculty resolution is done by the Provost's office. Graduate Faculty membership is related to the discussion of who should be allowed to supervise a Thesis or Dissertation. Having a Research Faculty member serve as an Advisor for a MS thesis has been subject to question if that Research Professor does not have external funding or does not have a long-range contractual commitment to NJIT. All contracts for Research Professors and other non-tenure track positions are under review and may impact the concept of Graduate Faculty.

B. Affiliated Faculty concept.

There is some activity on re-visiting the graduate faculty concept related to the concept of Affiliated Faculty.

C. AFT representation for TAs, RAs, post-docs; GSA status

Fact-finding is going on. The GSA is a separate student organization and not directly connected to unionization. Union organization for TAs, RAs, and post-docs is in an early stage.

D. Dr. Gatley to visit and greet on **November 11th**.

E. Others.

The semiannual Thesis and Dissertation workshop presented by Dr. Kane and Ms. Gonzalez-Lenahan and sponsored by the GSA will be held on Wednesday, September 22, 2010.

Dr. Kane noted that full-time registration at the graduate level at NJIT is 9 credits and that certification by the Graduate Studies Office for those with less than 9 credits is not pro-forma and cannot be based merely on lack of funding or inability to pay. Certification must be based on sound academic reasons; these are laid out carefully in the on-line catalog.

GSA has new leadership for 2010-2011. The GSA General Assembly representation exactly parallels the Graduate Council composition by terms of the GSA Constitution. GSA Travel award applications are available on-line.

Minutes recorded by Clarisa Gonzalez-Lenahan/R. S. Kane.

Members/alternates Present: M. Bieber [IS], D. Bunker [Biol], J. Calvin, [CS], J. Cays [SOAD], D. Felczak [PE], R. Friedman [HUM], D. Horntrop [Math], W. Konon [CE], J. McHugh [IT], S. Morgan [FYS], A. Narh [ME], M. O'Donnell [Registrar], M. O'Rourke [HIST], J. Redling [Provost], R. Rockland [ET], D. Scharf [Library], M. Sosnowski [ECE], R. Sverdlove [SOM], J. Thompson [Registrar], R. Tomkins [ChemE], H. Wang [PHYS].

Visitors: M. Kerley and M. Rittenhouse [THTR].

Members Absent: A. Bladikas [IE], J. Haury [ROTC], D. Klimovitch [ADHC], R. Petrova [CHE], W. Van Buskirk [BME].

Discussion, at Prof. Loney's request, of the attendance policy for upper division students: the majority requested to continue discussion and seek clarification of existing policy. Subsequent to the meeting, the Registrar located the policy on the Website. Discussion will continue at the October 25 meeting.

The following announcements were made; no objections noted:

School of Art and Design [J. Cays] presented a course description change for DD 284

Chemical Engineering presented a pre-requisite change for CHE 365

Theatre Arts and Technology [M. Rittenhouse] presented course number changes for THTR 312, THTR 31, THTR 317, THTR 325, THTR 350

School of Management [R. Sverdlove] announced the suspension of recruitment and freshman admission for the BS in International Business degree program for one to two years due the lack of adequate instructional resources available to offer the needed courses. SOM will reevaluate this issue in the future.

Green Academic Council [R. Friedman] suggested updating the standard UCRC course proposal form with a check box indicating a request to be considered for adoption for the Environmental Studies and Sustainability minor.

The following course proposals were presented and passed unanimously:

School of Art and Design [J. Cays] AD 491, AD 492, and AD 493.

Engineering Technology [R. Rockland] CIMT 491 CIMT 492, and CIMT 493.

Biology [D. Bunker] 340 Mammalian Physiology

Theatre Arts and Technology [M. Rittenhouse] THTR 101, THTR 102, THTR 210, THTR 212, THTR 213, THTR 215, THTR 261, THTR 262, THTR 311, THTR 312, THTR 465

Discussion Topics

1. Double and Joint Majors and the Catalog: M. Bieber. Action: request Web Services develop a page with information about double and joint majors in the front matter of the catalog.
2. Information Literacy Update: D. Scharf. Action: Request all programs to file an assessment summary form for all courses previously identified as contributing to the department/program's IL Plan.
3. Withdrawal Policy: R. Rockland. Comparison of NJIT's withdrawal policy as opposed to those of our benchmark schools. Action: continued discussion.

Adjournment to October 25, 2010.