

**CAA  
Agenda  
November 16, 2011**

Approval of the Minutes of October 19, 2011

Report of the Provost – I. Gatley

- Process for Promotion & Tenure

Middle States update – N. Elliot

Program Name Change: Graduate Program in Environmental and Sustainability Policy – M. Cohen

Proposed Program: Bachelor of Arts in Theatre Arts and Technology – C. Johnson/ M. Rittenhouse

Graduate Council – M. Xanthos

UCRC – R. Rockland

**CAA**  
Minutes  
November 16, 2011

Voting members or their representatives: M. Baltrush, R. Caudill, J. Cays, F. Deek, P. Egbelu, I. Gatley, N. Gehani, J. Golowasch, C. Johnson, N. Loney, J. Luke, T. Marhaba, S. Mitra, N. Ravindra, J. Redling, R. Rockland, A. Scherer, N. Steffen-Fluhr, R. Sweeney, W. Van Buskirk, M. Xanthos

Others: K. Akhtab, I. Bracero, M. Cohen, P. Deess, N. Elliott, R. Federici, K. Kelly, P. Kenrick, H. Kimmel, B. Reynolds, M. Rittenhouse, J. Thompson

Meeting called to order at 10:07 a.m.

Minutes from 10/16/11 meeting were approved.

Middle States Update – N. Elliott

(Please reference two links for detail: <http://www.njit.edu/middlestates/index.php> and [http://www.njit.edu/middlestates/docs/2011/MSCHE\\_CAA\\_11162011.pdf](http://www.njit.edu/middlestates/docs/2011/MSCHE_CAA_11162011.pdf))

Dr. Elliott reported that committee Chair R. Palazzo was on campus November 8-9, 2011. The visit went very well. NJIT will need to strengthen our digital archives between now and February 2012, when the full committee arrives for their evaluation. Deans and Chairs should launch campaigns within their colleges/departments to get all syllabi posted with course competencies. All will need to go over their websites in detail, and update claims they are making and/or remove those that they are no longer pursuing.

The committee will visit labs, classrooms, etc. while on campus in February.

Dr. Gatley followed up by reinforcing that Dr. Palazzo and his committee will be looking for “evidence-based claims”, and we will need to provide this evidence.

Failure to comply is not acceptable, and these are not optional tasks.

Are we telling the story of our own success?

- Department websites should do this, we need to put our best foot forward.
- Look at the course objectives and outlines, are we following these as stated?
- Program reviews must be done – this is not optional.

Promotion and Tenure processes

Dr. Gatley noted that going forward he would like to see the process for promotion to full professor started earlier. Candidates who would like to be considered for promotion should notify their Departmental P&T Committee by commencement the year prior.

In addition, external letters need to be solicited in a timely way.

Going forward, we will need to be more scrupulous in this process.

### Caring Community – J. Gentul

Jack Gentul distributed a document for on the “Guidelines for Interaction” (see attached), and reviewed the core values for interaction between students, faculty, and staff.

It is hoped that this program will have endorsement by January 2012, with a declaration of adherence and a plan. Next steps will be to determine how to implement and operationalize.

Dr. Gatley announced there would a special meeting of the Board of Trustees on December 14, 2011. The only agenda item for that meeting will be the proposed hiring plan and increase in size of our faculty.

To date, not all hiring plans had been received from the Deans. Any feedback from the departments should be given directly to their Dean, as all will be final by the December 14 meeting.

### Program Name Change: MS in Environmental and Sustainability Policy – M. Cohen

M. Cohen gave an overview of the proposed name change of the Environmental Policy Studies program to Environmental and Sustainability Policy program. All changes had already been approved by Graduate Council. See attached PowerPoint presentation for details. A motion was made and seconded to approve the nomenclature change, and passed unanimously.

### Proposed Program: Bachelor of Arts in Theatre Arts and Technology – M. Rittenhouse

M. Rittenhouse gave a presentation on the proposed new BA in Theater Arts and Technology. This will be a collaborative program with Rutgers-Newark. The new program received approval previously from UCRC. See attached PowerPoint presentation for details. A motion was made and seconded to approve the new program, and passed unanimously.

### Graduate Council – M. Xanthos

Dr. Xanthos noted that the Graduate Office was busy with review of Master’s theses and PhD dissertations. They are expecting about 50 in total.

The option to move the meeting date for the remaining Graduate Council meetings to the second Thursday of each month so that they might coordinate better with the timing of CAA meetings has yet to be approved by the entire Graduate Council.

At the next Graduate Council meeting there will be discussion on how to increase the number of Master’s students at NJIT.

Dr. Xanthos then reviewed items covered at the October 20 Graduate Council meeting (see 10/20/11 minutes covered in the October 2011 CAA minutes document).

### UCRC – R. Rockland

Dr. Rockland reviewed the items covered in the November 14, 2011 UCRC meeting (see attached document for detail). He also mentioned that Davida Scharf, Director of Reference at the Library, would be reviewing Information Literacy at NJIT.

Meeting was adjourned at 11:08 a.m.

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Attendance: M. Bieber, M. Booty, A. Dhawan, S. Eck, P. Fields, J. Fjermestad, C. Gonzalez-Lenahan, F. Nadim, D. Nassimi, D. Sollohub, R. Tomkins, C. Venanzi, and M. Xanthos (Chair).

Absent: N. Coppola, R. Foulds, And D. Misra. M. Wecharatana

1. Approval of the minutes of Oct 20<sup>th</sup>, 2011.

Three minor errors were corrected and minutes will be redistributed to participants

2. Announcements – M. Xanthos

- Reminder: Applications for PhD students to drop down to MS degree must be approved by graduate studies before Graduate Admissions processes the application.
- Meeting dates to be changed to 2<sup>nd</sup> Thursday of the month beginning in February 2012 (Same time, same place).
- The deadline for applying for May graduation has been changed from November 15<sup>th</sup> to December 15<sup>th</sup>.
- A letter was received from a publisher that a 1999 MS Thesis contained 4 pages in the Appendix without proper attribution to the author. Advisor has retired from NJIT and graduate currently works in MN. The Library removed the four pages from the on-line version. Advisors and students should be reminded that all items used from other sources must acknowledge the source. Perhaps the Office of Intellectual Property can offer a workshop hosted by the GSA to cover issues of fair use and proper citations.

3. Recruitment, admission, and enrollment report - S. Eck

- Applicant pool is up by 6%; admission pool is flat. Please note that applications have different GRE score ranges for Verbal and Quantitative. A Concordance table was distributed. Scoring scale for GRE Verbal and Quantitative has changed to 130-170 (from 200-800). For a time, both scores will be available until all test centers have switched over. Electronic scores are uploaded into the system quickly, but only the official paper report contains the percentiles.
- Open House December 1<sup>st</sup>; the next one will be in January 2012.
- Ideas for MS recruitment have been requested from the graduate council. A discussion on current and past practices in advertising and events on campus like Open House followed. Since prospective students want to hear from departmental faculty, Graduate Admissions will provide GRE information if the depts. agree to communicate with the potential students.
- Other methods discussed were: a) trips to other colleges to talk about our degree programs, and b) providing a free GRE –prep course to bring potential students to campus. Both methods need institutional financial support.
- Increase in enrollment is primarily due to an increase in Chinese graduate students due to improved Chinese economy and relaxation of immigration rules.
- CPE is working with an outside vendor to recruit students for the MS CE on-line.

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4. Course and Program approval and related topics- A. Dhawal

NJIT has been contacted by an industrial conglomerate in India to provide a graduate certificate that may lead to a future MS degree program. Companies are trying to train middle management in strategies for globalization. This company has their own cyber classrooms. The company wants to give expert training to their own employees. Eventually the graduate certificate is expected to expand to other companies in India. The delivery of instruction will be face-to face instruction in India and on-line instruction. 20 students per semester are expected to participate.

Four courses would be chosen from seven courses for the new graduate Certificate in Global Technology Management.

Core courses

MGMT692 – Strategic Management

PTC 601 - Advanced Professional and Technical Communication

Electives

MGMT 699 Special Topics: Global Strategic Risk Management

IS679 – Information Systems Strategy

IS 685 – Enterprise Architecture and Integration

CS 696- Network Management and Security

CS708 – Advanced Data Security and Privacy

With the exception of MGMT699 (new special topics course, which as such does not require Graduate Council approval), all other courses exist in the current graduate catalog. Minor changes were requested in catalog course descriptions of PTC601 and MGMT692 to include globalization.

Motion that the two minor changes to courses are approved was made and passed.

Motion that the graduate council supports Global Technology Management program was also made and passed.

5. Discussion of course overlap

In the October Graduate Council meeting it was mentioned that some contents of EVSC 715 and an unidentified EE course were overlapping. No further information was made available. In the present meeting it was also mentioned that there is a CHE 702 special topics course on sustainability that could have overlaps. All three courses given in different Departments are addressed to students with different backgrounds.

6. Participation in May Commencement Ceremony – M. Xanthos

Many MS students have previously been allowed to walk in the May commencement ceremony without having completed all requirements for the degree. On few occasions, PhD students have also applied to walk with issues regarding their defense still pending. For several reasons a policy regarding participation in the ceremonies is needed.

Motion by F. Nadir, seconded by N. Loney: “MS students who have not completed all requirements for the degree can only participate (walk) in the May commencement if the course needed for completion is not a core course. No PhD candidates will be allowed to walk without having completed all requirements for the degree”.

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Motion approved unanimously. The above statements will be put in writing in the graduate catalog.

7. Suggestion for changes in course approval procedures – J. Fjermestad

A suggestion was made that, prior to discussion at Graduate Council, course/program presenters will meet with the Associate Provost for Graduate Studies to review the documents for completeness, During discussion It was also suggested that documents could be uploaded to Moodle and members of Graduate council would make recommendations to the presenter, prior to the meeting.

There was a lack of interest on the part of many members of the Council to further discuss or adopt the proposal/suggestion.

Meeting adjourned 12:13 p.m.

## **Minutes of November, 2011 UCRC Meeting**

### **Consent Agenda:**

There were 11 items discussed and approved under the consent agenda. They were

1. Physics 111/112 change in Civil Engineering curriculum
2. BME 301, 302, 303, 304 and 310 prerequisite - Math 131/32/33 related
3. BME 304 Title Change
4. ECE 231 prerequisite - Math 131/32/33 related
5. Change prerequisite for ECE 251
6. Eliminate ECE 373 from program
7. Change CS course requirement in ECE curriculum
8. Change Chemistry course in ECE curriculum
9. IS 392 - Improve description
10. Math 112 prerequisite - Math 131/32/33 related
11. Math 238 prerequisite - Math 131/32/33 related

In addition, the Projects Based Course for freshman/sophomore learning community courses was announced. The Physics prerequisite changes - Math 131/32/33 related was delayed due to questions as to the wording – the implementation of the prereq will be delayed for students coming from Math 131 to Physics 121.

### **New or modified courses, programs or departments**

There was one program approved and one major course modification (title, prereq and description) approved. The program, which will be discussed at CAA, is the Bachelor of Arts in Theatre Arts and Technology. The course is BME 420, Advanced Biomaterial Science.

There was also a brief discussion, by Davida Sharf, on Informational Literacy, and a request for a sub-committee of UCRC on Informational Literacy. This will be discussed further at the December meeting