

AGENDA

CAA

December 15, 2010

Approval of the November 17, 2010 Minutes

Report of the President

Report of the Provost

UCRC Report – R. Friedland

Graduate Council Report – R. Kane

Enrolling Students Survey – E. Deess

Academic Integrity – D. Cirillo

Faculty Performance Based Salary Increase Update – F. Deek, D. Ullman

**CAA
Minutes
November 17, 2010**

Voting members or their representatives: D. Ahluwalia, M. Baltrush, J. Bloom, F. Deek, R. English, R. Friedman, I. Gatley, U. Gauchat, N. Gehani, M. Halper, R. Kane, N. Loney, N. Maher, T. Marhaba, S. Mitra, N. Ravindra, R. Rockland, R. Sodhi, R. Sweeney, L. Tsybeskov, D. Ullman, W. Van Buskirk

Others: I. Bracero, D. Cirillo, C. Dees, R. Federici, J. Gentul, S. Gopalakrishnan, T. Johnson, K Kelly, E. Lerner, J. Llewellyn, D. Lubliner, W. Reynolds, J. Robertson, H. Ross, F. Sears, M. Sosnowski, G. Spak

The Minutes of the October 20, 2010 meeting were approved as amended.

Report of the President – The president reported that negotiations with the Gateway developer are underway. We hope for occupancy of the Greek Village by Fall 2013.

We have formally submitted an application to the Board of Medical Examiners to establish the NJIT School of medicine.

The Middle States draft report is due in late Fall 2012.

The deadline for signing the faculty separation program is June 30, 2011. Funds will be put into a separate account and the benefits are to be paid from that account and will be used for faculty hiring. The Deans and the Provost are developing a hiring plan.

The Fiscal 2012 budget requests have been submitted to the State. The submission includes priority requests for the Library, Information Services and Technology, and Graduate Assistant Health Insurance. Capital requests have also been requested for maintenance, the Central King Building, network upgrades, etc.

Report of the Provost – The Provost reported that we are on schedule with our Middle States preparation. The new Undergraduate Research Committee has met for the first time; it is chaired by John Carpinelli.

UCRC – R. Friedman – The minutes of the last meeting were distributed to the committee and will be filed with these minutes. The main topics discussed were: a draft attendance policy, information literacy updates that are still needed, co-op grading, and discussion of a withdrawal policy. A draft attendance policy was distributed.

Graduate Council – R. Kane – The October Graduate Council minutes will be filed with the CAA minutes; the November 11 minutes will be distributed at a later date.

Learning Communities and the Culture of Retention – K. Mayberry

The provost introduced Katherine Mayberry, VP for Special Projects at Rochester Institute of Technology. Dr. Mayberry was the lead reviewer for NJIT's most recent Middle States Periodic Review.

She provided an overview of learning community models, lessons learned, and outcomes. The planned workshops will give participants a chance to follow some of the collaborative steps often used in the early stages of learning community program development.

D. Cirillo, president of the student senate, added that a majority of our students do want to participate in some form of cohorts/learning communities. They would like to see classes with their peers/friends, study groups, relevant seminars, peer mentors, and frequent evaluations.

Dr. Mayberry will meet with faculty, staff, and students throughout the day on the subject of learning communities and the culture of retention.

On December 9, 2010, reading day, there will be a workshop on learning communities.

Minutes of NJIT UCRC Meeting for Monday, October 25, 2010
Colton 210, 11:30 – 1:00

Attending: Bieber, M., Bunker, D., Calvin, J., Felczak, D., Friedman, R., Garber, R., Konon, W., McHugh, J., Michalopoulos, E., M. O'Rourke for Pemberton, S., Petrova, R. Redling, J., Scharf, D., E. Hou for Sosnowski, M., Sverdlove, R. Thompson, J., Tomkins, R.

Visitor: Dominic Cirillo, Student Senate President

Absent: Bladikas, A., Haury, J., Klimovich, D., Kristol, W., Matzko, E., Morgan, S., Narh, A., O'Donnell, M., Rockland, R., Summers, M., Thomas, G.

Old Business

1. Web Services will assist with the development of a Web page for Double and Joint Majors as part of the front matter in the catalog. Responsible parties: M. Bieber and R. Friedman.
2. D. Scharf seeks compliance with Information Literacy Update forms.

Discussion Tabled

3. Withdrawal Policy; R. Rockland, not attending.

Discussions

Attendance Policy – normalize the published attendance policy for all undergraduates. Specific language proposed (attached) to be discussed at November meeting.

Co-op Grading: J. Thompson

Proposals passed:

- a) School of Art and Design Digital Design GUR Curriculum Realignment.
- b) School of Art and Design Interior Design GUR Curriculum Realignment.
- c) Information Systems prerequisite change for IS 344.
- d) Information Systems course renumbering IS 431 to IS 331.
- e) Mathematical Sciences 341, new course description.
- f) Mathematical Sciences pre-requisite changes for Math 106, Math 107, Math 113, Math 116, Math 135 and Math 138

Future Meeting Dates

November 15

December 6

January 24

February 21

March 21

April 18

May 2

Minutes

Graduate Council, October 14, 2010, 10Am-noon, F190

Attendance: N. Ansari, M. Bieber, M. Booty, J. Daniel, J. Fjermestad, R. Foulds, C. Gonzalez-Lenahan, A. Hill, R. Kane (Chair), Z. Ji, J. Kettering, A. Kubeyinje, E. Lieberman, N. Loney, A. Santos, A. Schuman, S. Subramaniam, M. Tress, C. Venanzi, H. Wang.

1. Approval of the Minutes of September 16, 2010. These were approved without comment.
2. Announcements.
 - A. The latest NRC ranking of research doctoral programs has, after more than 10 years of NRC planning and data collection over the past 5 years, been released. NJIT is of course listed by the NRC; Dr. Kane will review NJIT's place among peer institutions with regard to the many data areas listed; such as overall rank by program, student support, time-to-degree, faculty publications, citations, external support, and others.
 - B. The 6th annual GSA Research Day will be held on November 4th. Graduate students will be invited to do poster presentations.
The Provost's Office sponsors a Research Day in the spring that also includes undergraduates.
 - C. There are two honor societies at NJIT, Omicron Delta Kappa (UG, G, faculty and staff) and Alpha Epsilon Lambda (graduate students only) that are being re-activated.
 - D. Dr. Kane reported he reviews the preliminary CV's of faculty applying for promotion and tenure with regard to reporting of graduate student research supervision. That review is intended to assist faculty in having accurate reports prior to finalization of the CV for the P and T committee; he has no input into the decision process.
 - E. The preliminary stages of the formation of a union to include TAs, RAs, and post-docs at NJIT has been completed and negotiations will begin soon regarding a contract. Rutgers-Newark TAs have been unionized for a long time.
3. Admission Related Items
 - A. The McNair Scholars Directory has been sent from the Graduate Studies Office to Admissions and the academic departments.
 - B. At the June 2, 2010 AAC meeting, it was reported that MS applications were up 6% but that has not been reflected in the Fall 2010 enrollment.
 - C. At the first CAA meeting of 2010-2011, Dr. Bloom expressed concern about the PhD pipeline numbers because of lower number of new PhD enrollments in Fall 2010. Data will be gathered to see the 5 year trend. Dr. Kane reported that some years ago he had done a study of the necessary new PhD enrollments each year to assure our meeting NJIT's goal of 60 or more PhD graduates per year. While our time-to-degree compares favorably to national data and our completion rates are good, it was concluded that 90 or more new PhD students were required each year to meet the 60 goal. We did not admit 90 new PhD students in Fall 2010.

- D. Also, at the CAA meeting, it was reported that all MS admissions activity will be handled completely by the Graduate Admission Office. NJIT is seeking to increase MS enrollment for FY12 by 500 students.
 - E. The Graduate Studies Office (GSO) reports it (Dr. Kane and Ms. Gonzalez-Lenahan) has been looking at ways to increase the participation of NJIT students in the BS/MS program. There is also a BS/PhD program with increasing participation.
 - F. The GSO also looked at the BS/MS agreements that existed between NJIT and William Paterson University, NJIT and New Jersey City University, and the history of potential agreements with Seton Hall. The signed agreements only had a three year life and have expired. Very few students participated.
 - G. The Dean of NCE is working on a hybrid MS degree concept that combines distance learning over two semesters and on-site courses for at least one semester. This is being worked out for some Indian universities. Some academic issues that have arisen in developing drafts of MOUs include TOEFL need or not (waiver likely), GRE need or not (waiver likely), and acceptance of courses from the overseas institution for transfer credit (policy waiver for 500 level or equivalent courses). Dr. Kane was working on a draft for review as has Brian Tierney of the NJIT legal office.
 - H. CPE has a listing of on-line MS programs on its website that can be completed from anywhere in the world.
 - I. The New Jersey requirements for maintenance of the NJ Professional Engineering license are changing and will require continuing education; CPE is planning for this.
 - J. The Educational Testing Service will be doing a presentation on the revised TOEFL and GRE at NJIT in Ballroom B on November 3rd.
4. Course and Program Approval.
- A. BME 684, Medical Device Development; BME 774, Principles of Neurorehabilitation – R. Foulds.
The two courses had been first presented in May 2010 but were tabled for clarification of several items including prerequisites. The clarifications were addressed by Dr. Foulds; the revised course proposals were approved with 11 in favor and 2 opposed.
 - B. MS in Web Systems – M. Bieber.
This new 30 credit program was presented for approval by Dr. Bieber. He reported that there are no programs with this thrust in the United States but several exist overseas. It was endorsed by the IS advisory board. Concerns were expressed about the ability to mount this program as early as Fall 2011 since it was indicated that two new faculty lines are needed. Inability to hire the two new faculty members could put off the program start to Fall 2012.
After a full discussion, the program was approved with one abstention.
 - C. Arch 679, Envisioning Newark – A. Schuman.
This had been a Special Topics course and was now being proposed under its own number. It was approved unanimously.
 - D. CERT Policy Statement – A policy statement summarizing the consensus of the Graduate Council on various questions had been sent out after the September Graduate Council meeting. No comments were received and therefore the

statement will be included in the overall graduate certificate policy and included in any updated catalog description.

- E. TA Training Courses – no new information was received from the Graduate Council and Dr. Kane reported he will do a review and summary of existing 599 courses and others for the next meeting. Eng 599, as noted at earlier meetings, is not being run because of lack of faculty availability.
 - F. Generic 600 Level Independent Study course number – Course number 694 was found to be an open number for all programs. That number can now be designated as the number for any program that wishes to establish a master's level Independent Study course. It was reiterated that Independent Study credits are not "dummy" credits to be used for research or to create artificial full-time loads and artificial satisfaction of the 700 level PhD course requirements. At the MS level, MS Project already exists. At the PhD level, Pre-doctoral Research already exists. An Independent Study course is to be an actual low enrollment course as described in the policy statement approved two years ago.
 - G. 700 Level course requirements for PhDs – changes?; no proposals have come in.
 - H. Deletion of MS in International Business; MIS 648 Prerequisite changes - Both items were reportorial and are related only in that they came out of SOM; a pro-forma motion was approved unanimously regarding the program deletion and the course prerequisite changes.
 - I. History Course – nothing was provided yet by the History program and this item was deferred.
 - J. Math 763, Generalized Linear Models- S. Subramanian.
This course was approved with one abstention.
5. Old Business.
- A. Affiliated Faculty – This item was not discussed except that Dr. Kane clarified that the concept of co-advisor for a Thesis or Dissertation means that there are two people considered to have equal status – both are co-advisors; not one advisor and a somehow lesser co-advisor. Approval pages for theses and dissertations have had this error.
 - B. Banner shortcuts – The GSO is developing shortcut methods and memos to help casual users work with both the Financial and Student Banner systems.
 - C. Diploma Application deadlines; left as is; UCRC vote; GSA resolution? – last year the Graduate Council reviewed a detailed study done by the GSO as a follow-up to student and faculty complaints about the NJIT early deadlines for applications for May diploma. The result was a resolution by the Graduate Council to move the date from the current November 15th to January or to February 1st. The GSA will include this question on its General Assembly meeting agendas in the Fall 2010.
 - D. F/T Certification Policy and Issues – It was noted by Dr. Kane that approval of requests for F/T certification of graduate students carrying less than 9 credits cannot be approved merely because someone has made that request. Approval has to be based on sound academic reasons and be in accordance with written policy in the Graduate Catalog. It cannot be based on the inability of the student to pay for a full-

time credit load. The many existing academically sound reasons for F/T certification of students with less than 9 credits are described in the Graduate Catalog.

6. New Business.

- A. The graduate student oriented Provost Workshop Series event and panel discussion: One Day in the Life of a Professor, Careers in Academe, will be presented again on November 9th.
- B. The GSA Travel Awards applications will be available soon on the GSA website.
- C. The long-standing policy of NJIT to avoid multiple financial support awards for individual students was reiterated, regardless of whether or not the service time for the multiple awards adds to less than 20 hours. Equity for students (following numerous student complaints) who have no source of financial support and have no awards was a major consideration in setting this policy as was the idea of avoiding the temptation to do “award-shopping”.

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