

UNIVERSITY SENATE
Agenda
February 17, 2016

- Approval of November 11, 2015 University Senate meeting minutes
- President's Report
- Reports of standing committees
- Update on Elections Committee – R. Cassetta
- Joint meeting of Executive Committees of University and Faculty Senates
- University Senate President's report
 - Changes to Bylaws approved by BoT on Feb. 4, 2016
 - university wide bulletin on progress that has been made over the past year on shared governance and encourage people to get involved
 - Middle States Periodic Review Report (PRR)
 - Status of 2020 Vision Implementation, December 2015 Report
 - FY17 Budget
 - Institute for Teaching Excellence (ITE) – B. Baltzis
 - Graduation and Retention efforts – B. Baltzis
- Vice Provost for Research report

UNIVERSITY SENATE

Minutes

February 17, 2016

In attendance: B. Baltzis, M. Bebawy, K. Belfield, H. Bonitsis, R. Cassetta, R. Caudill, R. Das, P. Deess, L. Easton, C. Fey, J. Geller, U. Gauchat, M. Kam, P. Kenrick, S. Kent, P. Mahankali, G. Mass, K. Passerini, M. Rusinkiewicz, A. Saadeghvaziri, J. Sheft, R. Sher, C. Siemann, T. Small, N. Steffen-Fluhr, K. Turner, R. Uppaluri, S. Zivras

Meeting called to order at 10:12 a.m.

Unanimous approval of November 11, 2015 meeting minutes.

Reports of Standing Committees**• Committee on Finance, Chair: Mr. Ed Bischof (Ms. Lisa Easton reporting)**

Committee held a meeting on February 9, 2016 and discussed the following topics:

- FY16 Budget Status
- '2020 Vision' Investments to Date
- FY17 Operating and Capital Budget Development Status
- Procurement and Travel Reimbursement Focus Group Status
- Finance Websites
- Training Opportunities

Ms. Easton continued with a review of the mid-year FY16 Budget status and next steps, including development of the FY17 Budget.

• Committee on Campus Life, Chair: Dr. Charlie Fey

Committee met on February 1, 2016. Discussion topics included:

- NJIT currently reviewing long term solutions for Student Health Services due to the resignation of Dr. Judy Washington. We are in negotiations with St. Michael's currently as an option.
- A Day of Dialogue program was the first in a series brought to NJIT in an effort to bring students together to address their feelings on the climate at NJIT as it pertains to race issues on campus. Additional programs will be brought to campus throughout the semester by the Office of Diversity and Leadership.
- NJIT was recently designated as a Military Friendly School and plans to strengthen our veteran student recruitment process and ensure that veteran programs at NJIT are developed and promoted.
- Dean of Students will be working with Institutional Research to revamp the current student satisfaction survey, enabling NJIT to address areas of dissatisfaction among students. Survey is expected to be distributed in March/April.

Additional topics discussed included increasing school spirit, parking concerns, and a TBD Freedom of Speech Debate coordinated with the ADHC.

- **Committee on Human Resources, Chair: Ms. Kay Turner**

Committee met on February 1, 2016. Discussion topics included:

- Employee Engagement/Social Culture and Employee Morale
- Organizational Development
- Electronic Forms

- **Committee on Information Systems, Chair: Mr. Dave Ullman**

Status on issues raised at previous committee meetings is as follows:

1. Employee Training for IT Skills

Collaborated with the Office of Human Resources to develop an IT skills assessment that will be used to prioritize development and offering of IT training programs. The assessment is initially focused for OPEIU managers and employees.

2. Academic department access to data in university information systems

Plans are being finalized for the rollout of several subject-oriented “Data Marts” to be delivered in Excel, providing information on:

- i. current enrolled students
- ii. current student course registrations
- iii. current course schedule offerings
- iv. current undergraduate admissions
- v. current graduate admissions

They will be accessible in a manner similar to the Online Budget Management System. The Technology Support Center will offer Microsoft Excel training for department representatives looking to leverage the reporting, manipulation, and analysis features of Excel.

The following will be discussed at future meetings:

- a. Developing communications to stakeholders for all to have a better understanding of the strategies and plans for NJIT’s web presence. A number of issues have been shared by the Faculty Senate Committee on Information Technology, Library, and Academic Resources (CITLAR).
- b. Further input for developing the university’s strategies for the calendar, digital signage and digital repositories
- c. Further round-robin brainstorming to identify issues of importance from various stakeholders.

Update of Elections Committee

Mr. Ray Cassetta reported that 10 members of the U. Senate are up for re-election, 4 of whom are students.

All groups affected will receive notice shortly to alert them that they must come up with nominees for these open positions.

University Senate President's Report (Ms. Judith Sheft reported on behalf of Dr. Deek)

- Changes to the University Senate Bylaws which were approved by the Senate at the November 2015 meeting were approved by the Board of Trustees at their February 4, 2016 meeting.
- A joint meeting of the executive committees of the University and Faculty Senates was held on November 19, 2015.
 - There was discussion regarding the reporting structure of some of the university committees were not initially rolled up into either the University or Faculty Senates, and will be tabled for further discussion at the next joint committee meeting.
 - Topics of concern which overlap both senates were brought forward:
 - Safety on campus
 - Retention and graduation
 - Digital signage on campus
 - Dave Ullman's group is working towards installation of signage and upgrading existing signage
 - Improvement of the culture and environment on campus
 - Opportunities for faculty and staff to mingle in a casual environment
 - Opportunities for casual interaction with student body
 - Global initiatives
 - MOU's
 - A standing committee of the Faculty Senate, Committee on Academic Outreach, could be deployed to help facilitate
- Middle States Periodic Review Report (PRR)

Our response to the recommendations which were made is the most important part of our report – this includes the recommendation to implement shared governance. Institutional Research may be sending out a survey to the university community on this topic.
- Status of the 2020 Vision Implementation was given, as posted on our website.
- Vice Provost Baltzis gave an update on the launch of the Institute for Teaching Excellence and the status of the program.

He also discussed current graduation and retention efforts. Our graduation rate does show an increase and that we are meeting our 2020 Vision goals. However, we need to continue our efforts going forward.

Announcements/Additional Information

Richard Sher reported that the Faculty Senate is working towards reform of the current course scheduling process, and hopes to have a new process in place to be used for the Spring 2017 scheduling.

In addition, Mr. Sher noted that proposed changes to the Faculty Handbook continue to be worked on.

Meeting was adjourned at 11:12 a.m.