• Approval of Sept. 17, 2014 University Senate minutes

• Reports of standing committees

• Judith Sheft / VP of University Senate
  o Discussion on non-voting members as chairs of U. Senate standing committees. Can this be amended in U. Senate Bylaws? (see Bylaws, IV.D.1)

  o Nomination of election committee / J. Sheft
    “At the last meeting of the University Senate in the fall semester an election committee of not less than three members of the University Senate shall be nominated and elected to begin the necessary preparation and publicity for the spring elections.” (U. Senate Bylaws VI.C)

• Basil Baltzis / Retention and Graduation
UNIVERSITY SENATE
Minutes
November 19, 2014


Meeting called to order at 10:03 a.m.

Approval of September 17, 2014 meeting minutes.

Reports of Standing Committees

• Facilities & Finances

NOTE: this standing committee will be divided into 2 sub-committees [“Finances” chaired by Henry Mauermeyer and “Facilities” chaired by Andrew Christ] and will report separately henceforth. The initial meeting held included members of both sub-committees

Mr. Mauermeyer reported that the sub-committee on Finances will review and discuss the budget process, and where NJIT is heading financially.

Mr. Christ reported to the committee on current facilities projects on campus including: Central King Building, Gateway Center, Events Center, and parking.

With regards to parking, the university has begun planning for a University Heights Science parking deck, which is planned for a 2016 opening. The project will still need Board of Trustees approval.

• Strategic Planning Steering Committee, Chair: Dr. Joel Bloom

Provost Deek reported that the committee had their initial organizational meeting. The main topic of discussion was the proposed 2020 Vision.

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

Dr. Fey reported that the committee had their initial organizational meeting. Several topics were discussed as items appropriate to the committee and its purview. Dr. Fey indicated that the committee would be meeting again within the next 10-14 days.

• Committee on Information Systems and Communications, Pro-tem chair: Mr. David Ullman

As Mr. Ullman is not a voting member of the University Senate he was elected as a pro-tem chair of this committee. (note: see later report by Ms. Sheft addressing requirements of
standing committee chairs to be voting members of the U. Senate) The topics addressed at the initial meeting of this committee included: visitor parking process, on-boarding process for new employees, the university events calendar (Live25), and employee professional development as it pertains to IT skills.

- **Committee on Human Resources, Chair: Ms. Kay Turner**
Ms. Turner reported that the committee had their initial organizational meeting. Several topics were discussed as items appropriate to the committee and its purview. Overall themes that were brought forth included organizational development for the entire university and the summer schedule.

Provost Deek noted that there are still several committees who do not yet have full membership and those whose constituencies were not represented had been notified.

**Non-voting members as chairs of of U. Senate standing committees – Ms. Judith Sheft, VP of University Senate**
Ms. Sheft presented two proposed amendments to the University Senate ByLaws. Both were brought to the senate for review only. It was noted that all proposals for amendments will be voted on at the end of the Spring 2015 semester.

**Item 1**
RE: University Senate Bylaws section IV.D.1, chairpersons of standing committees:

**Original Text**

IV. D. Standing Committees
1. Chairpersons
Unless otherwise specified, the Chairperson of each standing committee shall be a voting member of the University Senate, elected by the voting members of the committee at its first meeting of the academic year.

**Proposed Amendment**

IV. D. Standing Committees
1. Chairpersons
The Chairperson of each standing committee shall be elected by the voting members of the committee at its first meeting of the academic year with preference given to voting members of the University Senate.

**Item 2**
RE: Creating (2) new standing committees on the University Senate, meant to replace the existing Committee on Finances and Facilities

**ORIGINAL TEXT**

IV D. 2.1 Committee 1: Committee on Finances and Facilities
2.1.1 Initial Membership
The Chairperson, the Senior University Vice President for Administration and Treasurer, the Associate Vice President for University Budgeting, the Associate Vice President for Facilities, the Associate Vice President for Finance/Controller, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence.

2.1.2 Charge and Purview
To provide recommendations on matters relating to University budget; business processes; classroom and laboratory facilities and utilization; campus maintenance; “Green Initiatives”; and related matters.

PROPOSED AMENDMENT:
The University Senate by-laws will be amended as discussed at the September 17, 2014 meeting to create 2 committees - a Committee on Finances and a Committee on Facilities.

IV D. 2.1 Committee 1: Committee on Finances and Facilities

2.1.1 Initial Membership
The Chairperson, the Senior University Vice President for Administration and Treasurer, the Associate Vice President for University Budgeting, the Associate Vice President for Facilities, the Associate Vice President for Finance/Controller, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence.

2.1.2 Charge and Purview
To provide recommendations on matters relating to University budget; business processes; classroom and laboratory facilities and utilization; campus maintenance; “Green Initiatives”; and related matters.

2.6 Committee 6: Committee on Facilities

2.6.1 Initial Membership
The Chairperson, the Vice President for Real Estate Developement and Capital Operations, the Associate Vice President for Facilities, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence.

2.6.2 Charge and Purview
To provide recommendations on matters relating to classroom and laboratory facilities and utilization; campus maintenance; “Green Initiatives”; and related matters.

There was neither discussion nor objection to either proposed amendment.

**Nomination of election committee for spring elections – Ms. Sheft**

“At the last meeting of the University Senate in the fall semester an election committee of not less than three members of the University Senate shall be nominated and elected to begin the necessary preparation and publicity for the spring elections.” (U. Senate Bylaws VI.C)

Volunteers were asked for to begin preparations for the spring elections. The following three members were nominated and elected by acclamation: Walid Hubbi, Ray Cassetta, and Michael Bebawy

**Retention and Graduation – Dr. Basil Baltzis**

Discussion on possibility of streamlining exit interviews for students who leave NJIT, as well as conducting of a survey of graduating students.

Dean Urs Gauchat noted barriers to student success:
1. admissions criteria
2. financial
3. no passing grades
4. remedial population of students
5. pedagogical frameworks in departments

Some other examples noted to affect retention:
1. Parking
2. Security
3. Social activities

The Faculty Senate has an ad-hoc committee looking into the offering of remedial classes. Some ideas the committee has come up with:
- Boot camp
- More prep classes available the summer prior to arrival

NCE noted that they are discussing the option of a mandatory co-op for students. Students need personal contact. Those students not affiliated with a pre-existing cohort on campus (e.g. EOP, Honors) are lacking this individual and personal contact. This has also become a problem with the larger class sizes that are becoming the norm.

APT students should have the same resources as EOP students. Dr. Fey will be working directly with Mr. Tony Howell on this initiative. Dr. Fey is also to share data on how/if the Learning Communities are helping with retention/graduation.
DegreeWorks should be looked at closely – or any software the university decides to use as a tool to aid in graduation/retention efforts – to see how effective it is for our students.

Meeting adjourned at 11:45am