

**RUTGERS UNIVERSITY SENATE
EXECUTIVE COMMITTEE**

MINUTES

November 10, 2006

MEMBERS PRESENT: Bodnar, Borisovets, Cotter (Chair), Eldreth, Gould, Mauroff, Ng, Puniello, Rabinowitz (Vice Chair), Stein, Swalagin (Executive Secretary), Szatrowski, Thompson, Tittler

ALSO ATTENDING: Furmanski (Administrative Liaison), Leath (Faculty BOG Representative), McCormick (Administrative Liaison), Scott (Faculty BOT Representative)

The regular meeting of the University Senate Executive Committee was held on Friday, November 10, 2006 at 1:10 p.m. in the Executive Board Conference Room, Administrative Services Building III, Cook Campus.

1. Chairperson's Report

Senate and Executive Committee Chair Martha Cotter called the meeting to order at 1:12 p.m. Noting that there was much on the agenda, and that she would bring up an item under new business, Cotter skipped the chairperson's report.

2. Secretary's Report

- **Minutes:** The October 6, 2006 Senate Executive Committee minutes were approved as distributed.
- **Communications:** Secretary Swalagin informed the Executive Committee about new Parking Department policies which require anyone without College Avenue parking privileges to park at the RAC and take campus buses to College Avenue. This policy is being applied to Senators, including students, from Camden and Newark as well, and differs from the procedures that have been in place for Senate meetings for the past decade. President McCormick asked Swalagin to e-mail the details of the situation to him and to Executive Vice President Furmanski, and offered to speak with Vice President Apfel about the matter.

3. Administrative Report - President Richard L. McCormick

President McCormick's administrative report included comments on:

- the recent successes of the football team, the potential positive effects of that success university-wide, and strategies for employing it to benefit Rutgers' budget;
- his consideration of a plan to have Saturday football games preceded by lectures on academic subjects, research, and other issues, and his intention to consult with the Senate on that plan; and

- the previous day's meetings in Trenton, which included discussions about UMDNJ, NJIT and Rutgers, as well as the Task Force on Higher Education and the Economy (his remarks from that meeting will be distributed to the Senate Executive Committee).
[http://www.president.rutgers.edu/statement_110906.shtml]

Executive Vice President Furmanski said that the issue of the relationship between UMDNJ, NJIT and Rutgers is complicated in terms of scenarios and outcomes, but that the discussions are ongoing.

McCormick and Furmanski responded to questions, and the group engaged in discussions, on:

- Cotter's suggestion that this time the Senate and Faculty Council should discuss proactively the UMDNJ/NJIT issue before a proposal comes forward (which suggestion was adopted, and a charge issued subsequently to the University Structure and Governance Committee);
- Rutgers' lobbying activities and costs;
- continuing discussions about the state budget, and related activities of the NJGEAR Higher Education Task Force;
[<http://www.state.nj.us/governor/news/news/approved/20060525.html>]
- coordinated efforts among New Jersey's state and community colleges to put together a joint push for higher education;
- the NJ Stars 2 program, which provides a partial scholarship towards New Jersey four-year universities; [http://www.hesaa.org/about_hesaa/rule_proposal/specific.asp?id=85]
- enrollment growth; and
- articulation agreements.

[President McCormick left the meeting at 2:00 p.m.]

4. University Structure and Governance Committee (USGC) Recommendation for Executive Committee Review and Adoption, on the Upcoming Targum Referendum:

The University Structure and Governance Committee (USGC) had submitted a report and recommendation for Executive Committee review and adoption (on behalf of the Senate) on the upcoming Targum referendum. USGC Chair Gary Gigliotti was unable to attend the meeting, so USGC member Kathleen Scott presented the report for her committee. Following discussion, the Executive Committee approved and adopted the following report and recommendation on behalf of the University Senate:

USGC Report and Recommendation:

The University Structure and Governance Committee met on Friday October 27, 2007 to begin consideration of a revision of the Referendum Guidelines for Student Organizations. The committee met with Brian Rose, who outlined some of the issues relating to the guidelines. The most pressing issue concerns the Targum referendum scheduled to be conducted during Spring 2007. According to the guidelines, the Targum cannot collect any fees beginning in Fall 2007 unless the referendum is held as scheduled and collection of the fee approved in accordance with the guidelines.

After discussion with Mr. Rose, the Committee felt that it was not possible within the current guidelines to delay the referendum until after the reorganization, and continue to collect fees next year. Therefore the Committee discussed the most reasonable way to define the units for the referendum in light of the structure that will exist next year. In the past, the Targum has conducted the referendum at Cook, Rutgers, Livingston, and Douglass Colleges, and in the last cycle, also included University College. The Schools of Engineering, Mason Gross and Pharmacy were not polled as individual units, but voted with their residential affiliates. If this system were followed this year, and especially in the event that the referendum failed at one of the residential colleges, it would present a very complicated system of billing for next year, when the four liberal arts colleges are merged into the School of Arts and Sciences. The Committee felt that this would also introduce the possibility that students who did not have the opportunity to vote with a unit this year, might nevertheless be charged the fee next year, which is contrary to the spirit of the guidelines.

Therefore, the Committee recommends that the referendum this year follow the structure that will be in effect next year, with the four existing liberal arts colleges (Rutgers, Douglass, Livingston, University) that will form the School of Arts and Sciences, considered as a single polling unit. Each professional school (i.e. SEBS, Engineering, Pharmacy, Mason Gross, GSE) that Targum chooses to poll would also be a separate polling unit. The committee noted that this will not require any changes in the procedures followed for polling or organization of the referendum, but only in how the votes are counted and the numbers required for approval calculated for each new unit. The committee voted unanimously to recommend that the referendum be conducted during Spring 2007 as outlined here.

Since the Senate has the authority to interpret its guidelines when necessary, the committee does not at this time recommend any permanent changes to the guidelines. The redefinition of units, and other possible issues relating to the guidelines will be considered at a future meeting, with formal recommendations for those changes which will require Board of Governor's approval.

5. Faculty Affairs and Personnel Committee Report and Recommendations on Charge S-0502: Status of Full-time, Non-tenure-track, Non-clinical Faculty

[<http://senate.rutgers.edu/fapcannuals.pdf>]

The Executive Committee reviewed and discussed a report and recommendations received that morning from the Faculty Affairs and Personnel Committee (FAPC) on Charge S-0502, regarding the status of full-time, non-tenure-track, non-clinical faculty. The FAPC had been charged as follows:

Charge S-0502, Status of Full-time, Non-tenure-track, Non-clinical Faculty - Review the status of full-time non-tenure-track faculty who are not clinical faculty, including teaching as well as research faculty. Consider whether changes in university regulations or policies should be proposed that would provide improved conditions for full-time non-tenure-track faculty with respect to length and continuity of appointment, reappointment, performance

evaluation, governance rights, and access to internal research funding, in order to enhance the delivery of high-quality undergraduate education by this group of faculty. Recommend specific policy changes as appropriate. Recommend guidelines and general principles for proposals that might be formulated by the administration on these matters.

Following considerable discussion and some suggested amendments to the report and recommendations, the Executive Committee instructed Secretary Swalagin to do preliminary editing on the report as soon as possible and send it back to FAPC Co-chair Ann Gould for approval and further revision. The report will then be docketed for action at the December 1 University Senate meeting.

6. Proposed Committee Charges, or Charge Revisions

To Equal Opportunity Committee:

The Executive Committee discussed the following proposed charge to the Equal Opportunity Committee (EOC), which had been submitted by Michael LaSala and Connie Ellis, former co-chairs of the EOC:

Research and develop a plan for a center for diversity and tolerance (name to be decided) that is similar to those at comparable universities but which suits the unique needs of the Rutgers system (e.g., three campuses, etc.).

This proposed charge had been tabled at the October EC meeting because the background which appears immediately below was not distributed with the October agenda. EOC Chair Gus Friedrich had also asked that, in issuing a charge, the EC be sensitive to the composition of the EOC, and issue a charge consistent with the expertise of its active members.

The EC discussed the proposed charge at length. Although its members agreed with the spirit of the charge, there were multiple, practical concerns, including:

- the duplication of this issue in the Task Force on Undergraduate Education recommendations;
- how to propose a center that would cover all three campuses;
- the timeliness of the proposal, in the context of the current budget situation;
- the language of the charge, which seems to tell the EOC what to decide; and
- a suggestion that a charge on the Campus Climate Survey Report might be more appropriate at this point, and the existence of such a charge now in the Student Affairs Committee.

Cotter suggested rewording the charge to include reviewing what related services are now available on each campus, and whether or not they are serving their intended functions, while keeping in mind the financial limitations of establishing the proposed office. Ted Szatrowski suggested a charge to review the areas of the university dealing with diversity and tolerance, and to assess the current status of their operations, as well as whether their operation is known to the Rutgers population. Cotter asked Szatrowski to draft a substitute charge, and send it to Swalagin for the EC to consider. Kim Mauroff also asked that campus-specific language be added to the charge, and the EC endorsed inclusion of that language.

To Faculty Affairs and Personnel Committee and/or University Structure and Governance Committee:

The EC considered PTL Senator Karen Thompson's request that the following charge be issued to the Faculty Affairs and Personnel Committee (FAPC) and/or University Structure and Governance Committee (USGC):

Examine the issue of part-time (PTL) and full-time non-tenure track (Annual) faculty's role in shared governance relative to the increasing academic reliance on those faculty. Make recommendations regarding how part-time and full-time non-tenure track faculty's participation in University decision-making can better reflect their teaching / research responsibilities and better inform the educational process throughout Rutgers.

[This proposed charge had been tabled at the October EC meeting to allow Ann Gould and Karen Thompson to refine its meaning. The above charge is the result of that refinement.]

Thompson cited the following as background for this charge request: "The problem about the number of contingent (part-time and full-time non-tenure-track) faculty is that as contingents they are responsible for an increasing share of teaching and a growing role in research, so their voice in governance becomes more necessary to maintain the vital link between academic practitioner and academic policy. Those links have long proven important in maintaining the coherence, consistency and community characteristic of quality education."

Following discussion, during which multiple recommendations for revision of the charge language were made, the EC asked Swalagin to redraft the charge and send it to Thompson for review before circulating to the EC by e-mail for issuance to the USGC with a deadline for the March 2007 Senate meeting.

To Instruction, Curricula and Advising Committee:

The EC considered the following charge to the Instruction, Curricula and Advising Committee (ICAC) proposed by staff Senator Gayle Stein:

Investigate the need for, and make recommendations that provide, more effective access to up-to-date course rosters for anyone who teaches.

Stein cited the following as background for this charge proposal: "Currently, it is a departmental decision about which instructors get access to their online rosters. Those who do have several advantages: the rosters are updated nightly as opposed to the paper rosters which are not; photo rosters are only available to those who have online roster access; grade and warning submissions can be done anytime anywhere online; and Sakai (a major course management system at Rutgers) requires additional steps for students who must join courses for which the instructor does not have online roster access instead of being automatically included. In general, those who don't have online access are instructors, PTLs and TAs, those in great need of these features."

Following Stein's summary of the proposal, and EC discussion, the charge was issued to the ICAC with a deadline of February 2007.

Potential Issue for Consideration by Instruction, Curricula and Advising Committee

Ted Szatrowski had submitted the following for EC consideration on October 6, and the EC tabled it until this meeting:

"Three credit courses in New Brunswick during the semester are posted for 14 weeks of class @80 minutes per class plus a three hour final exam period is reserved which is 37 hours 20 minutes plus a three hour final which totals 2420 minutes or 40 hours and 20 minutes.

"Looking at the Summer catalogue, one finds (3 credit) classes meeting listings for classes meeting 10 times from say 6-10pm for a total time of 40 hours, although with break of even 15 minutes, this total is actually only 37.5 hours (including final exam). There are some (3 credit) classes that meet only 10 times and are listed for only 3.5 hours per session, which gives 35 hours minus 2.5 hours for 15 minute breaks giving a total of 32.5 total hours. There are other (3 credit) classes that meet 11 times for 3.5 per time which gives a total of 38.5 hours minus 3.75 hours for breaks giving a total of 34.75 hours. Many (most) classes seem to have listed times in the Summer and Winter Sessions that are significantly shorter than the time listed for the regular semester.

"I recommend this should be reviewed expeditiously with start and stop times assuming at least a 15 minute break for long classes and that include contact hours that are not exceeded by the times these classes meet during the regular semester. While this is reviewed, the Summer and Winter Session offices should be alerted to this review so that they can consider making changes that would be reflected in time listing for courses offered in Summer 2007 and thereafter."

Szatrowski summarized, and the EC discussed, this proposed issue. Phil Furmanski offered to look into the matter, and respond to the Senate EC. This charge was tabled until Furmanski has an opportunity to respond.

Proposed Charge on Hybrid Courses:

Gayle Stein suggested that a Senate committee look at the issue of hybrid courses. The EC asked Stein to draft a charge and send it to Swalagin for docketing on an upcoming EC agenda.

Request from Budget and Finance Committee Chair Menahem Spiegel for charge deadline extension: The EC considered and approved Budget and Finance Committee chair Menahem Spiegel's request, as follows: "Re: Charge S-0208: Safety Issues, Classroom/Building Security and Vandalism: The Senate Budget and Finance Committee discussed these issues in previous years

and in the first two meetings of this year. As we need to assemble more information and collect more data, I hereby request an extension of time to finish the committee's report on this charge to January 2007."

7. Old Business

Kathleen Scott briefed the EC on the status of USGC deliberations regarding how student Senators will be elected in New Brunswick under the new academic structure. A report and recommendation is expected soon from the USGC on this matter.

8. New Business

Martha Cotter told the EC that she would like to try to put together a charge about revisiting what the Senate previously recommended to provide guidance to the administration about the UMDNJ/NJIT/Rutgers merger issues. The EC and Phil Furmanski all agreed that it would be a good idea. Cotter will draft a charge and circulate it to the EC by e-mail for approval. Once so approved, Swalagin will issue the charge to the USGC, and will inform the New Brunswick and Newark Faculty Councils and Camden Faculty Senate that the charge has been issued, and solicit their input.

9. December 1, 2006 Senate Meeting Agenda

The FAPC report discussed above was docketed on the Senate's December 1 agenda.

10. Adjournment: The meeting adjourned at 3:40 p.m.

Kenneth Swalagin
Executive Secretary of the University Senate