**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## *September 13, 2002*

**Minutes**

1.     Sign in for quorum

Present: Alexander, Balkun, Brown, Enright, Mullen-Hohl, Schiller, Chang, DasBender, Haynor, Knight, Boenig, Krause, Marzabadi, Mirabella, Simon, Stelzer, Stoever, Ruzicka, Walker, Massey, Stern, Lee, Gelmann, Iglesias, Greene, Dellert, Bracken, Balmaceda, Moremen.

2.    Call to order

3.    Communications from the Provost

    Vivienne Baldini announced that Dr. George Kuh will arrive on Thursday and will be speaking on Thursday evening as well as at a Friday workshop and Convocation.

The Cabinet has now approved the calendar. Issues to be considered for future calendars include diminished faculty participation in orientation, the scheduling of graduation on Mother's Day weekend, and the inclusion of a study day before final examinations.

The provost's office proposes a plan for increased faculty development issues; a handout of the plan was distributed to the Senate.

 Paul Barnas announced that we are Tier 2  this year again.  He conveyed the provost's thanks for our hard work last year.  We exceeded budget projections for summer by some $900,000; but anticipate that fall enrollments will be about $500,000 under the budget projection.  The University is not getting the hoped-for funds from the State; but the 3% salary increase will be paid in the spring semester.  Newly promoted faculty will not be affected by this postponement of the 3% increase.  Ongoing committee work this semester included the Strategic Planning Committee, the Middle States Self-Study, the Lilly Grant committee (which has submitted a $2,000,000 proposal to the Lilly Foundation), the Core Curriculum Committee, and the Advising Committee.  Given the need for assessment of its programs, the School of Graduate Medical Education will have Dr. Mary Ann Clark as Acting Dean this year.

    King Mott discussed the program review process, which will include all programs, including such programs as Freshman Studies, Enrollment Services and Information Technology.  The process is behind the normal schedule for this year, but it is hoped that this year's reviews can be done this year, to restart the cycle of reviews.

4.    Approval of agenda

The posted agenda was approved.

5.    Approval of the draft minutes of the June 7, 2002 meeting

With the correction of Leigh Stelzer's name, the minutes were approved.

6.    Report of the Executive Committee

The posted report was accepted.

7.    Reports of standing committees and special committees

        a.    Calendar

As announced by the provost's office, the proposed calendars for 2002-3, 2003-4 and 2004-5 have been approved by the Executive Cabinet.

        b.    Academic Policy and Core Curriculum

The committee is organizing its procedures, and will shortly be considering several proposed programs.

        c.    Compensation and Welfare

Dr. Gelmann is chair; Dr. Krause is vice-chair.  Prof. Lee is now chairing the subcommittee on healthcare issues, following the death of Dr. Kleinman.

        d.    Faculty Grievance

No report.

        e.    Faculty Guide and Bylaws

The committee is considering the issue of external review.  It recommends that faculty applying for tenure and professorship consider including letters of external review for their packets, although they should not consider themselves bound to do so, pending resolution of the issue.

        f.    Instructional Technology

The committee requests suggestions on how to conduct an evaluation of our Instructional Technology efforts.

        g.    Library

No report.

        h.    Nominations, Elections and Appointments

No report.

        i.    Program Review

The committee needs the self-study materials from the programs to be reviewed this year.  Additional senior faculty members are needed to serve on this committee.

        j.    Admissions

The committee is considering a new matrix for admission decisions, and is looking at financial aid policies.

All submitted committee reports were accepted.

8.    Old Business

9.    New Business

        University Libraries' materials budget shortfall

Prof. Stern proposed the following resolution:

Whereas in 1990 the University Libraries acquisitions budget was $1 million;

Whereas in the past decade inflation has exceeded one-third, and the costs of library materials haverisen even faster;

Whereas the current university library acquisitions budget has dropped to $745,000;

Whereas, the University has continued to add programs in light of this continued erosion and has moved to Tier Two;

Be it resolved, that the University restore immediately the amount sliced from Library funding this year, $177,127 and restore funding appropriate to academic year.

 After some discussion, the substance of the motion was moved as a directive to the Executive Committee to enter into discussion with the provost on the matter of restoring the library acquisitions budget.  This amended motion was passed.

Prof. Stern moved that the Executive Committee file a grievance against the provost on the grounds that his announcement that applications for promotion and tenure include external evaluation of the applicant's work is in violation of the terms of the Faculty Guide.  The motion was approved.

It was suggested, but not moved, that the Senate request the addition of two faculty members to the Board of Regents.  The Executive Committee was charged to explore this issue with the administration.

It was moved that, to facilitate the orderly accomplishment of the Senate's business,  the Chair of the Senate respectfully request the provost to provide an executive summary of his proposed remarks to the Senate in advance of the meeting, and that he limit his presentation to fifteen minutes, exclusive of questions.  This motion was adopted.

10.    Adjournment

The Senate adjourned at 4:15 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## October 4, 2002

**DRAFT MINUTES**

1.     Sign in for quorum.

Present: Ahr, Alexander, Balkun, Brown, Enright, Hanson, Mullen-Hohl, Schiller, DasBender, Haynor, Knight, Koenig, Krause, Marzabadi, Mirabella, Yin, Giles, Stoever, Ruzicka, Walker, Stern, Lee, Iglesias, Dellert, Greene, Figueiredo, Balmaceda, Moremen

2.    Call to order

The meeting was called to order at 1:40 p.m. The chair announced that the Executive Committee has reviewed the bylaws of the School of Graduate Medical Education, and that consequently the senators from SGME are now seated in the Senate.

3.    Communications from the provost.  The provost intends to address the following issues:

1. I am interested in pursuing language with regard to External Review for Rank and Tenure purposes.  The provost acknowledged the faculty's concerns about external review, and emphasized that he is prepared to work with the Senate on this issue.  He also noted that the Board is looking for external evidence of faculty excellence before they approve promotions and tenure applications; this concern of the Board is very strong, and we need to be responsive to it.

2. Program Review agenda.  The provost handed out hard copies of the schedule of program reviews.  He noted that Freshman Studies, IT, the Library and Special Academic Programs are on the list.  He asks to meet shortly with the Program Review Committee to settle implementation details of the process.  He sees program review as a key ingredient of the University's drive for ever increasing academic quality.

3. Strategic Planning/Academic Agenda.  The provost handed out a list of the principal agenda items of the academic strategic plan in its present form.  This list of nine broad items was worked out in the past week by a group of deans and faculty representatives as part of the University's strategic planning.

4. Faculty Development.  The University Teaching Fellows last year proposed a calendar of events, which is the basis of this year's faculty development program.  The provost indicated an interest in making larger investment in faculty development efforts, particularly in the form of pairing senior and junior faculty members.

5. I would like to begin a discussion concerning faculty roles and performance expectations

The provost also noted that questions about the budget process should be directed to the vice president for finance.  He also noted that Dr. Arthur Hafner, Dean of the University Libraries, has resigned his post to take a new position at Ball State University.  The provost will conduct an internal search for an acting dean in the next few days.  In response to a question, the provost also noted that the library's acquisition budget has decreased significantly in the past several years.

4.    Approval of agenda

The agenda was approved.

5.    Approval of the draft minutes of the September 3, 2002 meeting

With the addition of Prof. Balmaceda's name to the list of attendees, the draft minutes were approved.

6.    Report of the Executive Committee.

The posted report was accepted.

7.    Reports of standing committees and special committees

        a.    Calendar

The Committee is working on goals for the year.

        b.    Academic Policy and Core Curriculum

The APCCC has met twice so far.  It has approved the major in Catholic Studies; and it has reviewed the dual degree program between SODIR and Asian Studies and the dual degree of GMAT and SOBS.

The committee has also updated its bylaws and its forms.  The report was accepted.

        c.    Compensation and Welfare

Decisions on next year's healthcare benefits will be made by November 1; the Compensation and Welfare Committee has objected to Human Resources that it has not been involved in these decisions.

The Committee is investigating allegations that benefits supported by grants are not in fact being paid in accordance with the terms of the grants.

The Committee will be meeting with the provost next week; the Committee will be moving the issue of the longevity increase as a matter of high priority.  The Committee is also voicing concerns that the budget process for next year has not yet begun.  The Committee is updating its benchmark study to include other institutions, and to reflect current data.  The Committee is also looking into the dropping of the shuttle bus from the train station to campus.  The report was accepted.

        d.    Faculty Grievance

The committee needs to begin meeting, in order to deal with the grievance filed by the Executive Committee against the provost on the matter of external review.  Dr. Yin also noted the need for secure storage of committee records.  The report was accepted.

        e.    Faculty Guide and Bylaws

The committee is working on language regarding external review.  There will be further discussions with the provost on the matter; some language will be available at the next meeting of the Senate.  The report was accepted.

        f.    Instructional Technology

The posted report was accepted.

        g.    Library

The posted report was accepted.

        h.    Nominations, Elections and Appointments

No report.

        i.    Program Review

Bob Massey and Mary Balkun are co-chairs.  The report was accepted.

        j.    Admissions

The committee is meeting with Alyssa McCloud on policy matters.  The report was accepted.

8.    Old Business

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|  | Motion of Executive Committee: that the Nominations and Elections Committee compile a slate of nominees for an Ad Hoc Committee of APCCC on Minus Grades.  The motion was adopted. |

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|  | Motion of the APCCC: to approve the Catholic Studies Major.  The motion was adopted unanimously. |

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|  | Motion of the APCCC: to approve the 3+3 program in SODIR and East Asian Studies. The motion was tabled pending the Senate's receipt of documentation on the program in its present form. |

9.    New Business

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|  | Selection of representatives to a University Task Force on Advising.  The Senate nominated Prof. Iglesias and Prof. DasBender to this task force. |

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|  | Appointment of a committee on Faculty Development.  A motion to direct the Committee on Nominations and Elections to assemble such a committee was unanimously adopted. |

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|  | Procedures for review of Information Technology.  A motion to direct the Committee on Instructional Technology to advise the Senate and the Program Review committee on standards and procedures for evaluating IT was adopted. |

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| --- | --- |
|  | Motion of Senator Enright: that the Faculty Senate judges the Bookstore policy of under-ordering textbooks is injurious to our academic efforts, and requests the Bookstore to consult meaningfully with departments on textbook orders.  After discussion, Prof. Enright moved that this matter be remanded to the Executive Committee for discussion with the provost's office.  The substitute motion was adopted. |

10.    Adjournment.  The Senate adjourned at 3:15 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## November 1, 2002

**DRAFT MINUTES**

1.     Sign in for quorum

Present: Ahr, Alexander, Balkun, Brown, Enright, Hanson, Schiller, Chang, Haynor, Knight, Krause Marzabadi, Mirabella, Stelzer, Stoever, Yin, Walker, Massey, Ruzicka, Stern< Lee, Wright, Gelmann, Iglesias, McCarren, Glazov, Balmaceda, Moremen, Koehnke, Campolo

2.    Call to order.

The meeting was called to order at 1:36 p.m.

3.    Communications from the provost.

There will be a brief presentation by the Director of the Office of Disability Services, followed by comments by the provost on the following matters:

1. Promotion, Tenure Guidelines--concerns about external assessments of applicant scholarship

The provost met with the Executive Committee on the matter of the guidelines for rank and tenure, and his interpretation of how these guidelines are to be followed.  He intends to continue discussion with the Senate on this matter.

2. Retroactive pay raises and consequences

It is anticipated that the retroactive pay increase will be calculated back to July 1, with all the arrears to date to be reflected in the November paycheck.  Faculty members will be formally notified of their full 2002-03 salary by letter as soon as all the calculations are done.  The provost does not anticipate budget shortfalls for the current year.

3. Program Review--per faculty request, the number of programs slated for review this AY has been reduced to 13 (including IT, which has expressed reluctance to undergo review under academic program review guidelines)  Click [here](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CProgram%20Review%20Time%20Line%20for%202002.doc) for the proposed calendar for program review.

The provost has met with the deans to reduce the number of programs to be reviewed; the Division of Information Technology has reservations about being included among the academic programs being reviewed by the academic process.  Conversations on this matter are continuing.

In response to a question, he replied that the expedited program review deadlines proposed by his office were intended to allow the process to be completed during the present year.  In response to the observation that the proposed timelines do not include summer months, he replied that, if a department needs more time to complete its program reviews, his office is willing to postpone the scheduled review or extend time lines as needed to complete the work effectively.

Prof. Hanson also noted that the faculty is displeased by the fact that the old program review process does not allow for departmental responses to the review; this was not an issue in the past, since these reviews rarely had budgetary consequences.  The provost indicated his willingness to discuss these issues with the faculty as the issues arise.  At the same time, he noted that the program review process is a very effective means for faculty input into resource allocation decisions.

4. Library Dean Search--Do we move in the direction of Information Services or Information Commons, with significant integration of technology throughout the library building and campus?

The provost believes that the time is ripe for exploration the future of the Library and its possible connection with the University's Information Technology structure, before the University defines the position of the Dean of University Libraries.  He invited the Senate to formulate recommendations on this matter, perhaps by the middle of the Spring semester.

5. Asia Center--change in leadership and Center focus: Task team formation

The Asia Center is intended to be self-funding; it has run out of money at the present.    There are other Asian interests on campus which can serve as the focus of the University's activities in this direction.

 4.    Approval of the agenda

The agenda was approved., with the proviso that the report of the program review committee be dealt with first.

5.    Approval of the [draft minutes of the October 4, 2002 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5COctober%204%2C%202002%5C10-04-02%20Minutes.htm)

The minutes were approved.

6.    [Report of the Executive Committee](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CExec%20Com%20Report%20November%202002.doc)

The report was accepted.

7.    Reports of standing committees and special committees

        a.    Calendar

The committee is looking at the freshman orientation programs of other universities which open after Labor Day, at our policies of recognizing important civil and religious holidays, and at a survey to be taken on the effectiveness of the calendar.  The report was accepted.

        b.    Academic Policy and Core Curriculum

The committee recommends the approval of the joint degree program in Diplomacy and Asian Studies.  The report was accepted.

        c.    [Compensation and Welfare](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CCompensation%20Committee%20Nov%20report.doc)

The published report was accepted.  Senators and all faculty members are urged to continue to bring health benefits concerns to members of the committee.

        d.    Faculty Grievance

The committee is meeting after the Senate meeting today.

        e.    [Faculty Guide and Bylaws](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CExternal%20Review.doc)

Prof. Hanson raised the issue of external review from the committee's work of last spring.  Lively discussion ensued.  The report was accepted.

        f.    Instructional Technology

The committee met with Dr. Landry and other members of the IT staff.  The committee was informed that departmental websites are now controlled by the Public Relations Department; departments with websites must now work with representatives of Public Relations and their web developers.  There was some discussion of review of IT.  The report was accepted.

        g.    Library

The committee has met and had some discussion of the future direction of the library.  The report was accepted.

        h.    Nominations, Elections and Appointments

No report.  The committee has not yet formed the task force on minus grades.

        i.    Program Review

Prof. Balkun spoke for the committee, voicing concerns about the nature of the process and of the governing documents.  Lively discussion ensued.  After much discussion, the senators present formulated a motion on the matter, to be taken up under new business.

        j.    [Admissions](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CAdmissions%20Report%20November%202002.doc)

                [Admissions Decision Matrix](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CAdmissions%20Decision%20Matrix%20for%20freshman%20entering%20%20fall%202003.xls)

                [Proposed Admissions Criteria](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CProposed%20Admission%20Criteria%20for%20colleges%202003.doc)

The report was accepted.

8.    Old Business

        Approval of [Joint Masters Degree in Asian Studies and Diplomacy](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5CAsia%20and%20DIPL.doc)

The program was approved unanimously.

 9.    New Business

Motion of the Executive Committee: That the Faculty Senate Library Committee be charged to make recommendations to the Senate on the future direction of the Library, by the January 2003 meeting of the Senate.

The motion was adopted.

Motion of the Executive Committee: That the Committee on Nominations and Elections be charged to formulate a slate of nominations of faculty representatives for the Charter Day Committee.

The motion was adopted.

Motion of the Executive Committee: That the Senate endorses the action of the Executive Committee in agreeing to the retroactive paying of the full 3% salary increase.

The motion was adopted.

Motion from Senate discussion of program review: That the program review committee be charged to work with the Executive Committee and other senators to produce a revised timeline, to develop a process for increasing senior faculty membership on the committee, to notify immediately departments scheduled for review that they are to begin their review, and to articulate the relationship of this process to the budget process.  The committee is charged to present its recommendations to the Senate by December 6, for approval at the December 13 meeting.

The motion was adopted.

Motion of the Executive Committee: to invite the Provost, the Vice President for Finance and Technology and the Chief Information Officer to the December 13 meeting of the Senate to discuss information technology.

The motion was adopted.

          Motion of Prof. Stern:

The Senate requests that the Provost consider the merits of advancing the date on which he issues an annual administrative announcement on applications for promotion, tenure, and sabbaticals from late August to May or June.

Rationale: The Faculty Guide is the governing authority for applications for promotion, tenure, and sabbaticals. However, the Provost’s annual administrative announcement on the subject may include details, major or minor, that are not in the Faculty Guide. It is the Provost’s expectation that faculty prepare and plan for applications well in advance of the deadline. However, faculty may not be able to prepare their applications as well as they might otherwise if they are provided with some application details close to the deadline. For this reason it is suggested that the Provost advance the date of the annual administrative announcement from late August to May or June.

The motion was adopted.

               Motion of Prof. Hanson:

Whereas Program Review is a process that belongs to the Faculty Senate and is administered by the Faculty Senate, and

Whereas the Guidelines for Program Review developed by the Faculty Senate include a specific timeline that allows 8 months between formal notification of the Department with instruction in the process and submission of the self-study document,

THEREFORE the Faculty Senate directs that the Guidelines it has developed for Program Review shall be followed: Departments that are selected in October 2002 for Program Review shall be formally notified in April of 2003 and shall begin their self-study in May of 2003 for submission in December of 2003. No department shall be required to submit a self-study in December of 2002 unless that Department was notified in April of 2002 and informed of the Procedure to be followed, and the Program Review Committee of the Faculty Senate is directed to refuse to consider any Program Review Documents that have not followed the timeline specified in the Program Review Guidelines developed by the Faculty Senate.

Prof. Hanson withdrew this motion, in light of earlier discussion.

10.    Adjournment

The Senate adjourned at 4:10 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## December 13, 2002

**Draft Minutes**

1.     Sign in for quorum

Present:  Ahr, Alexander, Balkun, Brown, Enright, Hanson, Mullen-Hohl, Chang, DasBender, Haynor, Knight, Koenig, Krause, Marzabadi, Mirabella, Amoroso, Stelzer, Stoever, Massey, Bao, Lee, Wright, Gelmann, Iglesias, Figueiredo, McCarren, Moremen, Horne, Koehnke, Monaco

2.    Call to order.  The meeting was called to order at 1:42p.m.

3.    [Communications from the provost.](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CProvost%20response%2012.13.02.doc)  The chair discussed the provost's communication in preparation for the scheduled discussion with the provost, the vice president for finance and technology, and the chief information officer.

4.    Approval of agenda.  The agenda was approved.

5.    Approval of the [draft minutes of the November 1, 2002 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CNovember%201%2C%202002%5C11-01-02%20minutes.htm)

6.    [Report of the Executive Committee.](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CExec%20Com%20Report%20December%202002.doc)  At the invitation of the Executive Committee, the Provost, the Vice President for Finance and Technology, and the Chief Information Officer will be present for a public discussion of Information Technology issues with the Senate.

The chair also announced that the Board of Regents has adopted a policy on naming buildings, and has removed the name of Robert E. Brennan from the University Recreation Center.  The chair also announced that Prof. Gil Mattos of the Department of Asian Studies died yesterday.

7.    Reports of standing committees and special committees

        a.    Calendar.

                The committee is discussing support for students who arrive before the beginning of the semester.

        b.    [Academic Policy and Core Curriculum](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CGMAT%20-%20SOBS%20Revised.doc)

The Committee recommends that, for new programs, the proposal include a deadline for looking at their record on enrollment, job placement and costs.  The motion was approved.

        c.    Compensation and Welfare

The committee has been meeting every two weeks.  It is looking at the issues of the payment of the remaining longevity pay, at an increase of 5% for next year, and at the possibility of a retirement option.  The committee is looking to have the University Health Benefits Committee begin working earlier this year.  The report was approved.

        d.    Faculty Grievance

The Committee met to deal with the Senate's grievance against the provost on the matter of outside review.  Since the executive committee and the provost are in discussion to resolve the grievance, the committee is holding the matter in abeyance for the time being.  The report was approved.

        e.    Faculty Guide and Bylaws

The committee has examined documents from the council of chairs on the role of department chair.  Since the document is several years old, the committee is looking for more current opinions on the matters referred to in the document.  Some compensation issues addressed in the document have also been referred to the Compensation Committee.

The committee is also discussing the matter of external review.  The report was approved.

        f.    [Instructional Technology](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CITComm%20minutes%2012-9-02.doc)

(This committee report was postponed until after the public discussion with the provost, the vice president and the chief information officer.) The committee, after further discussion, recommends that the academic program review process is not an appropriate means for assessing the success of our information technology initiatives; and recommends that the Senate's earlier resolution be rescinded.  Both the vice president and the chief information officer have been extremely forthcoming on information about the IT division and assessments of its efforts.  There was some discussion on the nature of the IT budget, and request from senators that the committee make its evaluation of that budget for the benefit of the senators on the Budget Committee.  The committee also has a resolution on the curriculum development initiatives, for action at today's Senate meeting.

        g.    Library

The committee has met to plan its approach to the provost's request for a vision statement on the future of the library.  It is looking to benchmark "best practices", and is planning a faculty survey on the issues involved.  The committee also plans to meet with the IT committee.  The report was approved.

        h.    [Nominations, Elections and Appointments](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CDECEMBER%20REPORT%20OF%20THE%20FACULTY%20SENATE%20NOMINATIONS.doc)

The published report was approved.

        i.    Program Review

The committee is finalizing plans for the program reviews to be complete in December 2003; the list will be available shortly.  Once this round is completed, the committee will study ways to incorporate new issues into the program review process.  Membership on this committee is critical; senators are asked to assist in making the program review process work well, since program review is the responsibility of the faculty through the Faculty Senate.  Any suggestions for membership should be communicated to Prof. Massey or Prof. Balkun.  The report was approved.

At this point in the meeting, the provost, the vice president and the chief information officer being present, the Senate moved to a committee of the whole for discussion of information technology.  It was agreed by all present that faculty involvement in the decisions on technology is essential to the success of this endeavor.

        j.    Admissions

There was no report.

8.    Old Business

 9.    New Business

        a.   Motion of the Executive Committee: to rescind the March 2002 Senate resolution calling for program review of Information Technology

The motion was passed.

        b.  Motion of the Executive Committee: to remand the [policies on cross-listing of courses and the offering of parallel courses](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CFive%20motions%20on%20the%20cross-listing%20of%20courses.doc) recommended by the faculty of the College of Arts and Sciences outlined in its resolution at its meeting of December 6, 2002, to the Senate Academic Policy and Core Curriculum Committee for its recommendation to the Senate; and to insist that courses scheduled in apparent violation of these policies not be offered in Spring 2003, pending Senate action on this matter.  Copies of this resolution are to be forwarded immediately to the President, the Provost and the deans of the several colleges.

Prof. Moremen moved to table the motion.  The motion to table was defeated.

Prof. Moremen moved to divide the motion into two motions, the first regarding the remanding of policy matters to the APCCC, the second to freeze the Spring 2003 courses. This motion passed.

The motion to remand these matters to the APCCC was passed.

The motion to freeze the cross-listed and parallel courses for Spring 2003

Prof. Amoroso moved to amend the motion to add the words "except for parallel courses, unless the deans and educational policy committees of the affected schools agree to offer the courses." This amendment was adopted.

The amended motion was then adopted.

        c. Motion of the Committee on Instructional Technology:

Given that:  a) the Large Course Redesign Project, while labeled as the current iteration of the Curricular Development Initiative (CDI), represents a significant departure from earlier rounds of CDI in its objectives, selection procedures and criteria, and b) the Academic Council has recommended that the Large Course Redesign Project continue for at least the coming year,

the committee moves to recommend that the title “Curricular Development Initiative” (CDI) no longer be applied to this project.

 Furthermore, the committee moves to recommend that work begin as soon as possible to create an alternative program of faculty development in IT. Such a program should provide financial support for both individual and group faculty projects solicited through an open call for proposals. Selection should be carried out by a committee composed primarily of faculty members.

This motion was adopted.

      d.  Election of members to:

Minus Grade Committee

Faculty Development Committee

The Library Committee

NCAA Self-study certification committee

10.    Adjournment

The Senate adjourned at 4:30 p.m., without taking up the last item of new business.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## January 17, 2003

**MINUTES**

1.     Sign in for quorum

        Present: Ahr, Alexander, Brown, Enright, Hanson, Mullen-Hohl, Schiller, DasBender, Haynor, Koenig, Krause, Marzabadi, Simon, Stelzer, Stoever, Giles, Ruzicka, Walker, Bao, Lee, Wright, Gelmann, Iglesias, McCarren, Figureido, Balmaceda, Moremen, Koehnke, Torcivia

2.    Call to order

    The meeting was called to order at 1:35 p.m.

3.    Communications from the provost.  The provost is interested in discussing Rank and Tenure issues, specifically the number of years required for promotion to full professor, and the composition of the University Rank and Tenure Committee.

       On the matter of eligibility for promotion for full professor, the issue is whether an associate professor who has taken a sabbatical leave after promotion is able to count that year as one of the four years required for promotion to full professor.  The Guide is unclear on this matter, and the provost is not prepared to decide that matter at this point.  More discussion is called for on this matter.

        The addition of the School of Diplomacy and International Relations complicates the matter of the composition of the Faculty Guide committee, since the Guide stipulates a membership of nine, with three members from the College of Arts and Sciences.  The Faculty Guide committee has suggested that the Schools of Business and Education and Human Services alternate one and two members on the R&T committee in order to make room for a member from Diplomacy and International Relations.  The provost will continue to consult with the Senate to resolve the matter in the next few weeks.

        The budget process for AY04 is underway; the provost will meet on Tuesday with the Compensation Committee on compensation matters for the 04 budget.

        The Board is not likely to authorize a tuition increase of more than 4%; Human Resources has presented that health benefits are likely to cost the University about an additional million dollars next year.  Core curriculum reform and maintaining academic quality will cost additional dollars; it is not clear at this point how this will all be managed.  Revenues for this semester are not promising; spring enrollments at this point are below expectations, although new bill collection policies may be part of this matter.

        All University employees, including faculty members, are required by law to participate in training on sexual harassment.  It is not clear at this point how this training program will work, whether in person or by web.  Further discussion on this matter is needed before decisions are made.

        The provost is glad that the Senate is proposing a workable structure for program review; a similar disaggregation of the workload for the IRB may be helpful for that Board's work.

        The area of Special Academic Programs is being studied for restructuring, following on the resignation of Frank Morales.

        The Committee on Academic Integrity needs to move forward in its work; the provost will be meeting with them shortly to help this process.

4.    Approval of agenda

    The agenda was approved.

5.    Approval of the [draft minutes of the December 13, 2002 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5C12-13-02%20minutes.htm)

       The draft minutes were approved.

6.    [Report of the Executive Committee.](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CJanuary%2017%2C%202003%5CExec%20Com%20Report%20January%202003.doc)

       The published report was approved.

7.    Reports of standing committees and special committees

        a.    Calendar

No report

        b.    [Academic Policy and Core Curriculum](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CGMAT%20-%20SOBS%20Revised.doc)

    The APCCC is concerned that programs have been approved without adequate numbers of students; it wishes that proposals include feasibility studies on enrollments and advertising costs.  The report was accepted.

        c.    Compensation and Welfare

        The committee is meeting on Tuesday and Wednesday of this coming week.  It is pursuing the matter of retirement policy for next year.  The committee will be presenting to the Budget Committee on Tuesday.  The report was accepted.

        d.    Faculty Grievance

        No report

        e.    Faculty Guide and Bylaws

        The Committee dealt with the matter of representation of the School of Diplomacy and International Relations, proposing a solution for this year's membership.  The other issue raised is whether a sabbatical year counts as a "year of full time university teaching" towards the four years prescribed by the Guide.  The Faculty Guide Committee ruled that a sabbatical year does count as a "year of full time teaching" for promotion purposes.  The Committee is still working out details for external review process.  The matter of clinical teaching hours was also raised.  The report was accepted.

        f.    Instructional Technology

        No report.

        g.    Library

        The committee will be communicating with the Library faculty on the design of a survey on library matters, particularly on the vision of the future of the Library.  The report was accepted.

        h.    [Nominations, Elections and Appointments](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CJanuary%2017%2C%202003%5CNominations%20Committee%20Report%201.17.03.doc)

        The report was accepted.

        i.    Program Review

        The report was accepted.

        j.    Admissions

        The committee has seen the matrix for the awarding of scholarships proposed by Enrollment Services; it has no need-based aid and virtually no aid for upper-class students.  There continue to be problems with the economic model of our scholarship policy.  Some discussion followed on the impact of the present policy of awarding financial aid.  The report was accepted.

8.    Old Business

        a.  Approval of the [BA/MSAT Joint Program](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CDecember%2013%2C%202002%5CGMAT%20-%20SOBS%20Revised.doc) in SOBS/SGME as recommended by the APCCC

        The proposed joint program was approved without objection.

        b.  Election of members to:

Minus Grade Committee

The following members were elected to this committee, which is to report its findings to the APCCC:

 Jeffrey H. Gray

 Ines Cramer

 Rich Blake

 Williamjames Hull Hoffer

 Stephen L. Martin

 Nathaniel Knight

 Karen Clay Rhines

 George P. Browne

 Pam Foley

Faculty Development Committee

The following were elected to the committee:

Elaine Walker

William Stoever (convener)

John T. Saccoman

Sung Shim, Ph.D

Tagi Sagafi-nejad

Karen Clay Rhines

Frank G. Curti

Colleen Conway

The Library Committee

   The following were elected to the Committee:

Williamjames Hull Hoffer

  Shitao Yang

Kristina Chew

Xiaoqing Eleanor Xu

Charlotte Nichols

NCAA Self-study certification committee

The following were elected to the committee:

Richard Hunter

Larry McCarthy

Nominations and Elections Committee:

The following were added to the Committee:

ManfredMinimair,

Anthony Lee,

Ming Bao

 9.    New Business

        a.    Motion of the Executive Committee:  That the Program Review Committee of the Senate shall be comprised of a chair elected by the Senate, and the chairs of the faculty educational policy committees of the several schools and colleges, including the Library.  This Committee shall then be responsible for selecting the faculty members who will oversee the departmental reviews of the programs scheduled for program review.  The Program Review Committee will receive the completed program  reviews from the faculty overseers and make its recommendations on them to the Senate.

        The motion, as amended to this form after discussion, was passed unanimously.  This proposal will be brought forward on second reading for adoption as a change in the Senate Bylaws, at a later meeting.

10.    Adjournment

        The Senate adjourned at 3:30 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE**

## February 14, 2003

**Draft Minutes**

1.     Sign in for quorum

Present: Ahr, Brown, Enright, Hanson, Mullen-Hohl, Schiller, DasBender, Haynor, Knight, Koenig, Krause, Marzabadi, Mirabella, Amoroso, Stelzer, Stoever, Ruzicka, Walker, Massey, Bao, Lee, Wright, Gelmann, Iglesias, McCarren, Figueiredo, Balmaceda, Horne, Koehnke, Monaco.

2.    Call to order

        The meeting was called to order at 1:40 p.m.

3.    Communications from the provost.

        The provost was not present; earlier communications from him are included in the executive committee report.

4.    Approval of agenda

        The agenda was approved.

5.    Approval of the [draft minutes of the January 17, 2003 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CJanuary%2017%2C%202003%5C1-17-03%20minutes.htm)

       The minutes were approved.

6.    [Report of the Executive Committee](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5CExec%20Com%20Report%20February%202003.doc)

On the matter of the Bookstore, the chair announced that Vice President Garbini has requested a meeting with the Senate executive to resolve the bookstore problems quickly.  Senators are asked to canvass their colleagues and email to the Secretary a list of bookstore issues that need to be addressed.

The committee report sparked considerable discussion of the budget for the coming year, especially on matters of compensation and health care.  The Senate discussed the impact of admissions and financial aid strategies on the overall budget, the reasons for our growing student attrition, and the consequent budgetary problems that we have had for the past several years.  Senators suggested in the discussion that there be a faculty newsletter on these issues, to ensure that all our colleagues are informed on them.

        The report was accepted.

        [Comparative salary data](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5CFaculty%20Compensation.doc)

7.    Reports of standing committees and special committees

        a.    Calendar

The committee had no report.  The Senate discussed the scheduling of more classes on Fridays; the matter was suggested to the committee.

        b.    Academic Policy and Core Curriculum

No report.

        c.    Compensation and Welfare

The proposed budget still includes a 3% raise.  Deborah Raikes-Colbert will be at the next meeting to discuss health care.  Health care costs continue to increase to the University; it is not clear at this point how much of this increase will be put onto our shoulders.  The health care benefits committee did not have the consensus on these matters that was suggested by the vice-president's report.  Other benefits may also be decreased, according to ideas currently circulating among the president's cabinet.

The report was accepted.

        d.    Faculty Grievance

No report.

        e.    [Faculty Guide and Bylaws](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5CExternal%20Review.doc)

The matter of external review will be brought up under New Business today.  The Senate also needs to attend to the proposed revision of the Guide on the matter of 3.7.d.

        f.    [Instructional Technology](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5CITComm%20minutes%201-31-03.doc)

There will shortly be a faculty survey on IT; faculty members are encouraged to participate in it.  There has also been discussion of the extent to which our use of laptops measures up to the expectations our students are encouraged to have about our use of IT.  There will be a faculty/IT retreat on these matters on March 4.  The next round of CDI will include a call for proposals from individual faculty members, as requested by the committee.

The report was accepted.

        g.    Library

The committee has developed a survey of faculty opinion on the services offered by the Library and by IT.  The survey is presently before the IRB, and should be available shortly.

The report was accepted.

        h.    Nominations, Elections and Appointments

There was no report.

        i.    Program Review

The Program Review committee is being constituted; the provost is cooperating with the process.

The report was accepted.

        j.    Admissions

No report.

        k.    [Special committee on Faculty Development](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5CFaculty%20Development%20Committee%20minutes%20first%20meeting%2003-01-23.doc)

The report was accepted.

8.    Old Business

 a.  Motion of the Executive Committee to change the Bylaws (second reading): That the Program Review Committee of the Senate shall be comprised of a chair elected by the Senate, and the chairs of the faculty educational policy committees of the several schools and colleges, including the Library. This Committee shall then be responsible for selecting the faculty members who will oversee the departmental reviews of the programs scheduled for program review. The Program Review Committee will receive the completed program reviews from the faculty overseers and make its recommendations on them to the Senate.

The motion to change the bylaws was passed by a vote of  28-1-1.

b. External Review of faculty.

After the Senate's discussion of the committee's report, the Guide Committee will draft procedures on external review for inclusion in the Faculty Guide.

 9.    New Business

        a.  Election of Committee for Faculty Guide, 3.7.d

Elected: Stark, Bloom, Browne, Guerin, O'Connor

Elected as alternates: Skeele, Greene, Yin, Stoever

b.  Motion (Stelzer, Yin): That the Faculty Senate demands that classroom maintenance issues be addressed forthwith.

The motion was approved unanimously.

c.  Motion (Knight, Stelzer): That the Special Committee on Minus Grades report directly to the Faculty Senate.

The motion was withdrawn after discussion.

10.    Adjournment

The Senate adjourned at 3:53 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## March 21, 2003

**MINUTES**

1.     Sign in for quorum

Present:  Ahr, Brown, Hanson, Mullen-Hohl, Schiller, Haynor, Knight, Koenig, Krause, Mirabella, Stelzer, Stoever, Giles, Massey, Bao, Lee, Iglesias, Dellert, Greene, McCarren, Moremen, Koehnke, Monaco

2.    Call to order

The meeting was called to order at 1:42 p.m.

3.    Communications from the provost.  The provost intends to address the following matters:

1. Budget

The executive cabinet is working on the FY04 budget; at present it has a gap of about $1.2 million; academic affairs will probably have to absorb about half of that gap. Some of this cut explains the reduced number of hires authorized for next year.  The cabinet is still exploring other costcutting measures, as well as additional revenues.  The Board will be meeting next week to approve the budget.  The forced reduction in hires brings us close to creating reaccreditation problems in some cases.  At present, the budget is based on a freshman class of 1175; we hope for 1200, as well as for additional graduate credits.

In response to faculty concerns, the University budget committee will begin work in April on developing the FY 05 budget.  The committee will have several task groups, addressing central budget concerns; faculty members will be represented on these committees.  The cabinet is still of the opinion that a 3% salary increase will be paid, effective in July.

2. Friday Classes

The provost pointed out that, the more we recruit undergraduates from a distance, the more important it is to provide them with courses that run from Monday to Friday.  The deans are moving to schedule more course presence on Fridays.

3. School of Graduate Medical Education & Faculty Guide issues

The SGME does not yet have a full Faculty Guide; the provost requests that the Senate and the faculty of the School work together to bring the faculty of the School under the South Orange Faculty Guide.  There are certain issues about faculty credentialing and scholarship that must be carefully considered in this process.

4. Bayley Report items needing attention

Fr. Paul Holmes has taken responsibility for monitoring items recommended by the Bayley Report.  Among the Bayley Project recommendations that still call for action are:

 improving the budget and planning process and including faculty participation in these processes;

review of the academic template to facilitate program review and comprehensive evaluation

graduate and student-employee technology fee

institution of an annual review of tenured faculty

updating of Faculty Guide

investigation of "best practices" for faculty

examination of faculty workload

core curriculum: the provost congratulates the faculty on pursuing this matter.

5. Senate Resolution regarding condition of classroom maintenance

The provost has brought the Senate's motion on maintenance to the attention of the executive cabinet.  The Board has mandated that we increase the maintenance of our facilities.  The Senate executive committee is pursuing this matter with appropriate cabinet members.  Deans will be asked to provide lists of classrooms most in need of maintenance.

6. Program Review

The provost's office is working with the program review committee to refine the schedule of programs for review.

4.    Approval of agenda

The agenda was approved.

5.    Approval of the [draft minutes of the February 14, 2003 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CFebruary%2014%2C%202003%5C2-14-03%20minutes.htm)

The minutes were approved.

6.    [Report of the Executive Committee.](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CMarch%2021%2C%202003%5CExec%20Com%20Report%20March%202003.doc)

The report was accepted.

7.    Reports of standing committees and special committees

        a.    Calendar

Report: The Calendar Committee will be meeting in April to finalize recommendations for orientation of out-of-state freshman and to discuss options for increased scheduling of classes on Fridays

The report was accepted.

        b.    Academic Policy and Core Curriculum

Report: The committee met on Feb. 26th to discuss several issues on its agenda. The subject of cross-listed courses took up most of the committee's time. The members are continuing to look into the matter and expect to have a recommendation by the next Senate meeting.

The report was accepted.

        c.    Compensation and Welfare

The committee believes that the 3% raise for next year is still in place.  The committee is also working on a tenure buyout, to be presented next year.  The committee has met with Deborah Raikes-Colbert to discuss the process of working out details of benefits.  Some matters which went forward to the cabinet as recommendations from the Health Benefits Advisory Committee had not been discussed and approved by the HBAC.  The Senate needs to be vigilant on this matter, and insist on proper process.

The report was accepted.

        d.    Faculty Grievance

                The committee has not met.

        e.    Faculty Guide and Bylaws

The committee is looking into the matter of the provost's faculty database; it will report to the Senate at a later date.

The report was accepted.

        f.    [Instructional Technology](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CMarch%2021%2C%202003%5CITComm%20minutes%202-21-03.doc)

The report was accepted.

        g.    Library

The library survey deadline has been extended to next Tuesday.  Analysis of the survey results will enable the committee to respond to the provost's call for a vision statement for the future dean.

The report was accepted.

        h.    Nominations, Elections and Appointments

No report.

        i.    Program Review

Report: The membership of the Program Review Committee's Steering Committee is as follows:

Robert Massey, Education and Mary Balkun, A&S co-chairs

Venu Balasubramanian, Grad Med Ed

Courtney B Smith, Diplomacy

Thomas J Marlowe, A&S

Thelma Stich, Nursing

Shouping Hu, Education

David Gelb, Business

Joseph R Chapel, Theology

Beth Bloom, University Libraries

The committee will be meeting next week to begin the process of selecting the next round of programs for review and to begin assembling the necessary subcommittees.  The minutes are corrected to reflect the fact that Prof. Hu is currently the chair of the EPC of the College of Education and Human Services.

The report was accepted.

        j.    Admissions

The committee has not met recently, outside of the Middle States meetings.  Alyssa McCloud is leaving the University; Prof. Hanson is a member of the search committee to replace her.

The report was accepted.

        k.    Special committee on Faculty Development

The committee has received an open-ended charge from the provost, to provide recommendations and suggestions for professional development especially of younger faculty.  While the provost was particularly focused on teaching, the faculty members emphasized research support as well.

The report was accepted.

8.    Old Business

There was no old business.

 9.    New Business

a. Motion of the Executive Committee: That the Calendar Committee explore ways of increasing the number of Friday classes, and report to the Senate by the May meeting.

The motion was adopted unanimously.

        b.  Election of members to the Bookstore Advisory Committee

The matter was referred to the Committee on Nominations, Elections and Appointments.

10.    Adjournment

        The Senate adjourned at 3:06 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## April 11, 2003

**MINUTES**

1.     Sign in for quorum

Present: Ahr, Alexander, Enright, Hanson, Schiller, Chang, DasBender, Haynor, Knight, Koenig, Krause, Marzabadi, Mirabella, Simon, Amoroso, Stoever, Yin, Ruzicka, Walker, Massey, Bao, Lee, Gelmann, Wright, Dellert, McCarren, Koehnke.

2.    Call to order

            The meeting was called to order at 12:17 p.m.

3.    Communications from the provost.  The provost intends to address the following topics:

1. Academic facilities concerns

The provost brought the Senate's concerns about academic facilities to the cabinet and the Board.  The president is committed to finding funds for these matters.  Unanticipated extra revenue from the Law School may be available for these purposes.

2. Middle States

The draft reports from the committees are almost all in to the steering committee.  The Middle States report project is on schedule; the published dates are likely to be met.

3. Planning and Budgeting Committee for FY 2005 activated--need to consider coordination of Institutional Research, Planning and Assessment

The budget committee has become a Planning and Budget committee; the Senate is asked to submit names for the subcommittees of this committee.  Work is beginning on the FY 2005 budget.

4. Film censorship concerns resulting from guidelines disseminated by Community Development Office

The recent concerns arising out of Community Development memoranda are being addressed by the cabinet.  No infringement of academic freedom is either intended or tolerated.

5. Open issues with regard to Faculty Guide and Bayley Project to be advanced in meeting with Executive Committee on April 30

The Senate Executive Committee is also to meet with the president and the executive cabinet on May 8, to provide for more direct communication of faculty issues.

The provost also commented on the published spreadsheet on University College. and on the implications of University College's fiscal operations.  Hirings overall this year are very tight because our revenues are very close to our anticipated expenses, but they are not directly related to the University College budget.  University College projects an overall surplus of revenue over expenses of approximately $1.5 for next year; the FY 04 budget assumes only $750K in surplus, as a hedge against potential shortfalls.

There followed searching discussion on the question of online education.

6. Hiring guidelines--as part of Bayley Project response

7. Other, questions/answers, discussion...

There was discussion of the University's tuition discount policy.

4.    Approval of agenda

        The agenda was approved.

5.    Approval of the [draft minutes of the March 21, 2003 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CMarch%2021%2C%202003%5C3-21-03%20minutes.htm)

The draft minutes were approved.

6.    Report of the [Executive Committee.](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5CExec%20Com%20Report%20April%202003.doc)

        The published report was accepted.

Click [here](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5CUC%20FY00-03%20Budget%20vs%20actual.xls) for the spreadsheet on University College revenues and expenses

Click [here](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5CMS%20time%20Line%20Mar-Jun%202003.doc) for the schedule of Middle States report drafts

7.    Reports of standing committees and special committees

        a.    Calendar

No report.

        b.    Academic Policy and Core Curriculum

The committee proposes a motion for the Senate.  The subcommittee on minus grades is working on a proposal for the next Senate meeting.

        c.    [Compensation and Welfare](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5CCOMPENSATION.doc)

The published report was accepted.

Click [here](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5Cfaculty%20emeritus%20policy%20april%202003%20as%20revised.doc) to see the draft of the emeritus policy to be remanded to the Faculty Guide Committee.

        d.    Faculty Grievance

The Senate grievance on the matter of external review is still open, but the matter is now moot for this year.  It is to be hoped that Faculty Guide language on external review will resolve the issue in the near future.  The committee recommends that the Senate withdraw the grievance in the interest of moving the matter amicably.  The report was accepted.

        e.    Faculty Guide and Bylaws

The committee has begun to discuss the proposed emeritus policy, and is discussing proposed emendations to it.  On the matter of external review, the committee is working on clarification of details.  The committee is also looking at the Guide's definitions of faculty workloads.  The report was accepted.

        f.    [Instructional Technology](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5CITComm%20minutes%203-28-03.doc)

The published report was accepted.

        g.    Library

The committee is working on its vision statement for the future of the Library, and expects to complete it this semester.  The report was accepted.

        h.    Nominations, Elections and Appointments

The committee is soliciting names for the Bookstore Advisory Committee.  The report was accepted.

        i.    Program Review

The committee is refining the cycle of program reviews.  The report was accepted.

        j.    Admissions

The committee has been working on its report for the Middle States report.  The report was accepted.

        k.    Special committee on Faculty Development

The committee is looking particularly at development for new faculty.  The report was accepted.

8.    Old Business

 9.    New Business

a. Motion of the Executive Committee: To nominate the following faculty members to the subcommittees of the Planning and Budget Committee:

Peter Reader (TBD)

John Collins (TBD)

Pamela Foley (TBD)

Mary Balkun – Cost Containment

Roseanne Mirabella – Revenue and Cost Containment

Mary Ruzicka - Revenue

Gloria Gelmann – Revenue

Peter Ahr – Positioning, Sizing and Pricing Committee

Eliot Krause – Positioning, Sizing and Pricing Committee

Jim Hanson – Positioning, Sizing and Pricing Committee

Guiliana Mazzoni – Responsibility Center Management

Janet Koehnke - Responsibility Center Management

The slate of nominations was endorsed by the Senate.

b.  Motion of the Compensation Committee: To remand the draft emeritus policy and the draft policy on post-doctoral employees to the Faculty Guide Committee.

The motion was adopted.

c.  Motion of the APCCC: After a department has approved a new course, but prior to its submission of that proposal to its college’s EPC, the chair of that department must first send a copy of the proposal to all deans of the university. The deans will then distribute this information to all department chairs and program heads. If a duplicate course exists, it is up to the chair of the appropriate department to notify the chair of the department proposing the new course, as well as the chair of that college’s EPC, within ten working days of the sponsoring department's notification to the deans.

After some discussion of the underlying issues, the motion was tabled.

d. Motion of the Grievance Committee: to withdraw the Senate's grievance against the provost on the matter of external review.

The motion was amended to read: "Because the provost has agreed not to implement external review for faculty this year and because he has agreed to await clarification of this matter in the Faculty Guide, the Senate withdraws its grievance on this matter."  In this form, the motion was approved.

10.    Adjournment

The Senate was adjourned at 2:45 p.m.

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## May 2, 2003

**MINUTES**

1.     Sign in for quorum

2.    Call to order

The meeting was called to order at 1:40 p.m.

3.    The Provost was unable to attend the meeting.

4.    Approval of agenda

The agenda was approved.

5.    Approval of the [draft minutes of the Apri1 11, 2003 meeting](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CApril%2011%2C%202003%5C4-11-03%20minutes.htm)

The minutes were approved.

6.    Report of the Executive Committee.

The University Planning and Budget committee met this week; the Senate's nominees are all appointed.  The Cabinet and the Executive Committee are meeting this coming week to discuss a number of items.

The Core curriculum committee has almost completed its meetings with departments.  It will form several work groups to provide information to the faculty, to work out a process for faculty approval, a committee to work on logistical details of core reform, a faculty development committee, and designs for core reform.  The committee hopes to have a report by Convocation.

The Executive committee met with the provost to discuss external review in the context of support for faculty, including issues of course release time and reassigned time, in anticipation of a general reduction to a 9+9 credit teaching load.

The Executive committee discussed the matter of incorporating the faculty of SGME into the faculty guide, and matters concerning support for the Faculty Senate.

7.    Election of Senate officers for 2003-2004

      The following officers were elected:

Roseanne Mirabella, Chair

Gloria Gelmann, Vice-chair

Mary Balkun, Executive Secretary

Henry Amoroso, Mary Ruzicka, Members at large

8.    Appointment of Senate committees for 2003-2004

9.    Reports of standing committees and special committees

      a.    Calendar  The report was accepted.

b.            [Academic Policy and Core Curriculum](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/APCCCminutesMay1.doc)  There was extensive discussion of the issue of funding and material availability.  The published report was accepted.

               Click here for the [Report of Minus Grades Committee](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/minus%20grades%20report.doc).

Click here for the [Statement of the EPC of the College of Arts and Sciences](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/Statement%20of%20the%20Arts%20and%20Sciences%20EPC.doc).  There was an extensive discussion of this statement.  Three options were discussed: Conditional Approval of new programs; sending new program proposals to the Provost before undertaking the department approval process; a moratorium on new programs.

c.         Compensation and Welfare – The committee is working on salary issues for the coming year in conjunction with the University Budget Committee.

      d.    Faculty Grievance – No Report.

e.     Faculty Guide and Bylaws  The published report was accepted.

f.        Instructional Technology – Completed survey and will be looking at data.  Working with TLTC on pilot for small-scale grant project (Faculty Innovation Grants), which will be piloted this summer.  The report was accepted.

g.     Library –  The committee distributed the document "University Library Budget History."  They will present the results of their analyses of this data at the next Senate meeting.  The report was accepted.

h.    [Nominations, Elections and Appointments](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/Nominations%20and%20Elections%20Committee%20Report%20for%20May%20Meeting.doc) – Volunteers needed for convocation committee.  A subcommittee of the Core Curriculum Committee is also researching a possible convocation speaker.  The published report was accepted.

i.       [Program Review](file:///D%3A%5CMy%20Documents%5CCommittee%20Work%5CProgram%20Review%20Report%204-03.doc).  The published report was accepted.

      j.    Admissions – No Report.

      k.    Special Committee on Faculty Development – The committee met several times.  They are using Thomas University in St Paul, MN as a benchmark school.  One concern is that too much of faculty development is included under the umbrella of information technology because they have the funding for this, with the additional concern that information technology is being pursued for its own sake rather than for academic reasons.  The support for faculty research is not always adequate.  The Institutional Review Board also poses an obstacle to some research because it does not meet in the summer.  One suggestion is that the Office of Grants and Research be more responsive to faculty development needs.  The report was accepted.

10.    Old Business

11.    New Business

           a. Motion of the APCCC: To approve the proposed [policy on minus grades.](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/minus%20grades%20report.doc)  After some discussion, such as whether the proposal applies to both graduate and undergraduate programs and whether every school was aware of the proposed change, the motion was remanded to the APCCC, which is to forward the motion to the EPC chairs and the deans of each college for additional feedback.

b. Motion of the Faculty Guide Committee: To approve the proposed [policy on emeritus faculty](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/revised%20faculty%20emeritus%20policy%204_24_03.doc) – only change: library facilities available to emeritus faculty if willing to pay.  The motion was unanimously approved.

c. Motion of the Faculty Guide Committee: To approve the proposed [Policy on Postdoctoral Appointments](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/revised%20postdoc%20policy.doc) – change from last viewing: p. 2, salaries.  The motion was unanimously approved.

d. Motion of the APCCC: To approve the [proposed Ph.D. in Bioscience](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/PhD%20Bioscience.doc) – After a lengthy discussion which focused primarily on funding, library support for new programs, and the possibility of a PhD in Neuroscience, the vote was remanded until the next meeting.  The decision was also made to ask the Provost to attend the next Senate meeting and ask questions about the availability of resources for new programs.

e. Motion of the APCCC: To approve the [proposed M.S. in Psychology](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/MS%20Psych.doc) – The vote was remanded until the next meeting to which the Provost will be invited to attend to address resource issues.

f. Motion of the APCCC: To approve the [proposed Ed.S. in Mental Health](http://www.provost.shu.edu/senate/Meeting%20Documents%2002-03/May%202%2C%202003/EdS%20Mental%20Health.doc).  The motion was unanimously approved.

g.  Motion: to send report of Calendar Committee to Provost and ask him to share with Chairs Council and Dean’s council.  The motion was unanimously approved.

h. Motion of the Faculty Guide and Bylaws Committee: To send a draft of the revised policies for Faculty Emeritus and post-doc appointments to the Provost.  The committee charged the Executive committee to work with the Provost and the Executive Cabinet on the draft language of these proposals.  The motion was unanimously approved.

12.    Adjournment

**SETON HALL UNIVERSITY**

**FACULTY SENATE MEETING**

## June 6, 2003

**MINUTES**

1.    Sign in for quorum

2.    Call to order at 1:48 p.m.

3.    Election of Vice chair of Faculty Senate

        a.  Vice Chair: Mary Ruzicka

        b.  Member at Large:  Janet Koehnke; ran uncontested.  Executive Secretary cast one vote.

4.    The Provost addressed the following issues:

       a.  Faculty e-portfolios:

It was agreed that a.) the Faculty Guide Committee will look into any potential problems with electronic publication of the annual reports and will arrange a meeting with the Provost's office to process some of these issues (by the beginning of July), and b.) since the annual reports are not yet ready to be submitted, the rollout of the portfolio system will be postponed until faculty concerns have been addressed.

      b. New degree programs in Bioscience, Neuroscience, and Psychology/ Resource adequacy and new degree programs

      c. Faculty representation on Board of Regents.

          This issue is still under discussion.

      d.  External Review

          This issue is till under discussion.

5.    Approval of agenda - approved as modified.

6.     Middlestates Report - Update

Key Dates:

Nov. 14, 2003: preliminary visit of evaluation team chair (chosen) - Fr. Kevin Macken, President of Sienna College.  Will probably want to meet with some Senate representataives.

Feb 29-March 3, 2004: MS evaluation team here.  Will probably want to meet with some Senate representatives.

July 2004: draft report to be submitted.

7.  Executive Committee Report (the members agreed to postpone this until the end of the meeting)

Reports of standing committees and special committees (the members agreed to postpone these until the end of the meeting)

8.    Old Business

       a.  PhD in Molecular Bioscience

            All  submitted [documents](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CMay%202%2C%202003%5CPhD%20Bioscience.doc) are in this file.

Motion: To approve the PhD Program in Molecular Bioscience (Elliot Krause).

An extensive and occasionally heated discussion followed.

Motion: To remand the Molecular Bioscience PhD proposal to the APCCC to obtain written assurance that adequate resources are available to support the program (Mary Ruzicka). The motion failed: 13 - no, 12 yes, and 1 abstention.

Motion: To accept a substitute motion.  The motion was passed.

Substitute Motion: To approve the PhD Program in Molecular Bioscience contingent on the Provost's written commitment to provide adequate faculty and library resources to support this program on a continuing basis (Peter Ahr). The motion was passed unanimously.

      b.  M.S. in Experimental Psychology

            All submitted [documents](file:///C%3A%5CUsers%5Cawadmich%5CDesktop%5COld%20Senate%20Files%5Carchives%20from%20old%20website%5CMeeting%20Documents%20and%20Minutes%2002-03%5CMay%202%2C%202003%5CMS%20Psych.doc) are in this file.

Motion: To approve the M.S. Program in Experimental Psychology contingent on the Provost's written commitment to provide adequate faculty and library resources to support this program on a continuing basis (Peter Ahr). The motion passed.

Motion: To continue the unfinished business of this agenda (including committee reports) at another meeting at a date to be determined (Roseanne Mirabella).  The motion passed unanimously.

The meeting adjourned at 4:15.