

## Montclair State University Senate

Meeting December 19, 2018

In Attendance:

Abrams, Alo, Alvarez, Bal, Bellum, Berger, Billings, Brater, Carnevale, Collins, Curnutt, Field, Fleming, Gaynor, Genise, Gingerich, Gioia-Kay, Greenwood, Gurskis, Herness, Hood, Kelly, Kerrihard, Kurze, LaFountain, Lucas, Misra, Murray, Nurse, Rufus, Spitz, Sullivan, Trubatch, Wolfson

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- I. Call to order
- II. Roll Call
- III. Approval of Minutes of November 28, 2018 Meeting  
**Gioia Kay:** Correction in VII. Local number is 6025  
Minutes approved by unanimous consent.

- IV. Report from the Administration

- A. Chief of University Police

**Cell:** Nov 15<sup>th</sup>: The entire state was gridlocked and every single road that led off campus was blocked. I've been here 40 years and I was the Chief during 9/11. During any statewide weather event we will have gridlocks. There are limited exits from campus. It is different from an emergency event such as shooting. There will not be gridlocks- if there are, we have specific plans for that. This situation was simply traffic. I commend my officers; they stood through the weather to help everyone they could. The problem was that there was gridlock traffic and an arson that shut down Valley Road. We had no less than 25 police calls during a three hour period- including accidents, medical, etc. There was not the level of communication that there should have been. It hit us unexpectedly and we put things in place behind the scenes as soon as we could. We could have put out the notification about traffic earlier, and it won't happen again.

**Murray:** No one can be responsible for weather, and I appreciate that you say you are thinking about what to do next time. Someone shut down the shuttle system, but there was no communication to tell people to stop coming on campus. I got the text at 4:30pm to stay in office but I left at 2:30, and I called the police; they didn't tell me to go back.

**Cell:** We were hoping to keep the University open as long as possible and again we didn't get the communication out in time to stop the flow past the 4pm time frame. We were hoping for a better outcome that never came, but we will do better next time.

**LaFountain:** This is a gracious apology, but there are administrators and students who were very upset and felt unsafe sleeping in their office, but had to. What communication is going out to them?

**Cell:** We sent out a memo to the entire University community. They were never in an unsafe situation on campus.

**Gingerich:** I'd have to check when the communication went out.

**Cell:** Let me know who you want a message sent to and I can send it out.

**Misra:** Gap of five hours in communication. I waited until 8:30 before heading to the deck. Did people forget to communicate or were there were issues?

**Cell:** There was a 5:30 pm, 7:30 pm, and 10:00 pm communication. There is no overall speaker system that we could have notified people in every building; we had officers answering calls all night. This storm caught us and the state by surprise. This hasn't happened to us before.

Rave text communications- the entire team was on campus until about midnight and it was being strategized the entire night; no communication system was broken.

**Greenwood:** Chief Cell your reputation precedes you. Meteorologists have low accuracy. I have no doubt that you'll recalibrate and be better going forward, but what do you suggest we do to help ourselves?

**Cell:** The best I can say is be more cautious, look at past history, and stay vigilant about what's going on.

**Sullivan:** Thank you for coming Chief. The next Monday there was an issue. It took over an hour getting off campus. There was no communication that day either. I don't remember what was going on, but a number of us were stuck on campus. In a case like that I would suggest notifying if the road is closed or an accident.

**Cell:** I wasn't here, but it was the first time I'm hearing of it. Do you know what time?

**Murray:** About 4:00 pm. I called to ask to see if it was normal traffic or if it would be like last week- the police said, "It is traffic," and then hung up.

**Cell:** I apologize for that and I will find out what the issue was.

**Wolfson:** It didn't seem to me that there was one coordinated place, so nobody knew where to call to ask what to do or where to go, especially if people needed to stay the night. Where do they call where all the information is being coordinated?

**Cell:** We have an emergency operation team that comes together to coordinate and is in touch with other units around campus such as Student Services, Residence Life, etc. Information is taken from x5222 and is communicated to the team.

**Kurze:** I agree about strengthening communications, but what can we do as faculty? We have a contractual obligation to teach classes if university is open, but would it be appropriate to teach class online due to weather concerns?

**Gingerich:** That is what everybody should do, however how would you be able to reach out to the students in time in this situation? There is no question that everyone ought to have a backup plan to use Canvas components of your course to keep students engaged.

**Trubatch:** An after-action review is not about blame, but rather about adjustments for the future. There hasn't been an acknowledgement from the Administration that there was an after-action review. I don't think that message has gotten out to the community. I really appreciate you coming to us.

**Cell:** Any further questions, please call me and leave a message. Going forward, we want to work together and that everyone here feels safe and healthy. We need your help also. I'd ask you to talk to your peers and students in a positive manner and work as a team.

**Gingerich:** We learned from this experience. When extreme events occur there is no “us” and “them”; everyone was doing the best they could assisting people and showing a spirit of support and common purpose.

**Greenwood:** Perception is the issue that needs to be addressed, including gaps between perceived safety and actual safety during an emergency.

- B. **Fleming:** OIT is looking to do some required maintenance Friday, December 21st and there will be some outages that day. Some telephone and some wired and wireless network services could be out for up to an hour. No systems will be out. Thursday, December 27<sup>th</sup>: major maintenance in our main data center. Outage will be for most of the day and will affect most on campus applications and networks will be down. A notification on this went out today. The Library will be fully functioning and open that day. Off-Campus access to email, Canvas, Rave text service will be operational. Third, facilities power outages begin January 3rd and last for several days; testing power system micro-grid, allow us to operate on our own power if there is a major power outage in the future. More details in email communications.

**Wolfson:** Winter session begins December 27th and most are online courses. Will there be a special communication so those instructors know what is going on?

**Fleming:** There should not be any on-campus classes. All online services will be up and running. This was communicated yesterday.

- C. **Gingerich:** Actively pursuing registration for the spring semester. There are just under 1,000 students with financial holds. We are pursuing them wherever we can. If you have a role in this, please let us know if you have any difficulties. There are a number of people who also have immunization holds; working on those too.
- D. **Gingerich:** There was a question from the last meeting about the bias incident to see if anything has been determined about the individuals accountable. Nobody was discovered.
- E. **Gingerich:** Aware the website on Strategic Plan is not updated. We will report on updates and new timeline after the New Year and keep the website up-to-date as best we can going forward.
- F. **Gingerich:** I appreciate the response of the Student Affairs Council relative to the bookstore question. I’ve received your report on that and it appears no further action is called for. I believe the market will correct any issues. The issue of expense is a more significant issue than access.
- G. **Gingerich:** Exploration of possibilities for development of analytics with the LMS to support student success has been referred to the Academic Information Technology Committee.
- H. **Gingerich:** The Policy on Use of Preferred and Legal Names is still being finalized. Comments from the Senate have been received. There is currently no specific policy on the recording and use of sex/gender information. However, the guidelines we are pursuing are in line with the suggestions of the Senate Executive Board. Some government agencies that require sex/gender data only give the M or F option. Internally, we are working to hide the sex/gender information for individuals, except where it is needed for a specific purpose.
- Fleming:** We are already working on the implementation of this, following the timeline of the NetID system rollout. This is not a policy.

**Wolfson:** Is sex/gender self-reported and labeled as such?

**Gingerich:** Yes

**Gingerich:** Gen Ed operation plans: The movement nationally is to rethink gen ed. We do believe in this liberal arts. The state at the same time recently passed a law that every bachelor's degree should not be more than 120 credits unless accreditation or certification is required. The central content of the gen ed curriculum should be reviewed every once in a while and it seems timely to do that now that we are doing our strategic plan. Kirk McDermid will finish his term as committee chair and the committee will now report to Dr. Hood. I will appoint a new faculty chair of the committee as soon as possible. The assessment process that has been underway will continue. Staff of Dr. Hood's office will take over transfer requirements. We will have college specific questions, concerns, ideas to faculty and have focus group conversations to continue assessment. Kirk has done an extraordinary job for the past five years and made an exceptional Web site for the committee.

**Gingerich:** Dean. Hood will look into this. Not the most user friendly for conversation. We made a separate Canvas site for the university to look at and will link to other university gen ed programs and other resources. We will invite others to post discussions and readings on this.

**Greenwood:** How do you envision this committee in relation to the Senate?

**Gingerich:** At some point the Committee will report to the senate when we have university communication ready. Any current curriculum will be finished up, but after that the curriculum will be frozen until the gen ed assessment procedure is finalized.

**Greenwood:** Is the gen ed committee of the Senate?

**Wolfson:** The last time it was coordinated by the faculty and filtered through the Senate and that's a precedent we should continue

**Misra:** I feel the Academic Affairs Committee should play a role in this assessment.

**Gingerich:** I agree.

**Greenwood:** Then what is the UUCC in those votes?

They deal with individual course/program proposals. We will have to look into what level they will be involved in.

**Curnutt:** Can you explain how people are voted or appointed to the committee and their representation?

**Gingerich:** Kirk produced a set of bylaws as advisory to the Provost. I appoint the chair and they are empowered to review gen eds. Reps by every college; CHSS has a larger share than others. Those are elected. They are advisory and report to me.

**Murray:** What are the specific issues in the gen ed?

**Gingerich:** We are in the process of gathering that information and to be able to present the data in a meaningful way in the future.

## V. Council Reports

### A. Academic Affairs

No in-person report. Written report distributed and posted on Canvas.

### B. Administrative Affairs

**Bellum:** Proposal for final exam scheduling is posted on Canvas. Scheduling and registration issues is a set of findings and is shared on Canvas but not a recommendation yet. Land acknowledgment and recommendation draft for a 2nd common hour still in process.

**Trubatch:** If there is a group of people interested in going back to the Civility Statement, contact Brian Abrams. The Senate can formally charter a Task Force if there is interest. Work from home policy for nonessential personnel; not sure if the Union has to deal with this.

C. Student Affairs

1. **Misra:** Final exam schedule did not have any time slots for 5:30

**Trubatch:** Administrative Affairs is covering that.

2. **Misra:** We all now have two emails one is @montclair.edu and another @mail.montclair.edu. How can I search for all emails sent by one person?

**Fleming:** Just search by name and don't click on a specific email address.

VI. Report from NAL

- A. **Curnutt:** Fast Fund: About \$4200 to students who are facing hardship or emergency; going forward we won't have seed money for this. Going forward we will reach out to the community for this cause.
- B. **Curnutt:** Contract negotiations are underway at both levels and one issue includes paid parental leave.

VII. Committee of the Whole

- A. Bylaw regarding voting adjunct-faculty member of the Senate

**Trubatch:** Clarifies who will be eligible for this voting Senate seat. Can we vote on this after one vote by unanimous consent? Any objections? So passed. Is there a motion to approve?

**Gioia-Kay:** Move to approve

**Trubatch:** Discussion or questions?

**Trubatch:** By unanimous consent we will pass this bylaw.

VIII. Report of the Senate President

- A. **Trubatch:** Proposed rule change at the federal level; it has not gone into effect yet. University is reviewing the situation.
- B. **Trubatch:** Intercollegiate Athletics- nothing new
- C. **Trubatch:** Discussed handling of bias incident- general message given to the exec board is that any individual has a problem must go to chair, then dean and this is the appropriate method.
- D. **Trubatch:** We all got this email from the office of higher education of NJ. They are doing a study. I think it would be useful for the senate to put together a statement.

IX. New Business

- A. **Alvarez:** Did you mention that we are supposed to schedule fall courses much earlier than in the past?

**Gingerich:** We are launching a project to schedule by the year rather than just by the semester. It was rolled out and all Deans and Chairpersons have been notified.

**Alvarez:** Can we get Banner to send us a report to know how many students need a religion elective for example- anything new that will help Chairpersons do these types of granular searches?

**Gingerich:** We hope to develop this capacity. We are still introducing our new systems, but we have no announcements on that yet.

**Fleming:** We are working on addressing these types of questions.

**Greenwood:** Chairpersons Council would be a place for discussing enrollment management, faculty schedules, SSH's and to fold into how faculty are assessed. I think the Council can be increased for functionality.

**Gingerich:** Scheduling is already on the schedule for the spring semester.

**Gioia-Kay:** How will this affect the chair's ability to hire adjuncts?

**Gingerich:** They can predict more accurately and plan more strategically.

**Abrams:** What about units who do not have a Chair, but have Directors instead?

**Gingerich:** Your Director is fully informed of what goes on in those meetings and is invited to participate fully. Your college is represented.

**Fitzpatrick:** Chair's council has received push back from administration; chairs wanted to have some say in how this goes down.

**Gingerich:** We will discuss it at the next Chair's Council.

X. **Murray:** Move to adjourn

**Wolfson:** Second

Adjourned at 4:39 pm