

Committee and Council Meeting Notes: Please review January 17, 2018 Staff Senate Meeting

Mentored Research and Internship Council – 1/16/18 (Karen Dubrule)

We were told by faculty chair, Jarrett Crawford, that we will not be meeting until mid-March to review MUSE applications that have been approved by the faculty sub-committee.

GEC – 12/06/17 (Paula Rainey)

The group has been meeting consistently each month (sometimes twice a month). The committee meets today at 1:30 pm. GEC has been working with Global Programs on Enterprise Risk Management and reviewing proposals for global programs and an ISA Visit to Port Elizabeth and Cape Town, South Africa.

Community Engaged Learning Council – 12/06/17 (Camille Deering)

12/6/17 CEL Council meeting was cancelled. Michael Nordquist will follow up with the committee with things to consider for next semester and Heather Camp will be sending along some documents to review (ACEL application) in the next few days.

Budget and Finance Planning Council – 12/14/17 (Cynthia Fulford)

Meet on December 13, 2017 for the first meeting of the academic year. The Provost, 1 Dean and 2 faculty members were present along with the Treasurer. No students attended.

As this was the initial meeting, most time was spent explaining the charge, university goals, some administrative work (election of a faculty co-chair) and projections for future engagement with the campus.

In summary: The campus is in need of a new financial planning model. The current incremental budget model is no longer a sufficient model for the campus. In light of the changing economy, type of student (trad vs. non-trad) enrollment, and other state and federal funding, remaining consistent with this model may force the college into a deficit in 5 years.

Our job is to help a variety of financial planning models used by college campuses and create or introduce a model that works for the campus. A series of campus "Town Halls" with faculty, staff, and students will be necessary to help choose and implement the most appropriate TCNJ model.

The meeting was very productive for setting the town of expectation and strategy for future meetings.

Student Transitions Council – 12/06/17 (Erica Kalinowski)

Student Transitions Task Force/Council met on 11/29.

The time was spent reviewing the most recent draft of the Task Force Report for Governance, which includes background, the charge, recap of work the Council had done for the 16/17 academic year, as well as key recommendations moving forward.

Among the recommendations, the Council will request to maintain a hybrid model for orientation. The Council, initially created for a one-year period, will request to be a permanent structure. The final version of the report, based on feedback from Council members, should be completed soon.

The Committee approved the outcomes and rubric for CEL experiences.

CEL Program Council – 11/30/17 (Seth Zolin)

We have divided into three subcommittees:

- Reviewing the assessment plan for CEL (it is a 7-year assessment plan focused on different aspects of CEL during different years).
- Reviewing the application process for advanced CEL courses.
- Making recommendations for Faculty Development for CEL Instructors.

The Committee approved the outcomes and rubric for CEL experiences.

CAP – 11/21/17 (Ashley Borders)

The Committee on Academic Programs (CAP) is soliciting written feedback on a new policy on undergraduate's double-counting graduate courses towards both undergraduate and graduate degrees. The preliminary recommendation can be found at

<https://governance.tcnj.edu/files/2017/11/Double-Counting-Graduate-Courses-Preliminary-Recommendation.pdf>. We welcome feedback from any and all community members - and in

particular undergraduate students, graduate students, faculty members, and chairs of departments with five-year programs. Please submit comments via this survey:

https://tcnj.co1.qualtrics.com/jfe/form/SV_2aEcxtvVklCdypT

CAP would appreciate receiving feedback no later than December 1.

AAPC – Athletic Advisory Council 11/29/17 (Val Ungarini and Joe O'Brien)

As of 11/29, Athletics has 11 departments campus wide respond to our request for for faculty/coach liaisons. The AAC will be sending a more targeted e-mail to those departments that have not yet responded.

The AAC is actively reviewing documents from several other Colleges and Universities and how they conduct their faculty mentor programs. This will be a topic of discussion for the 1st meeting of the new year.

Faculty Mentor program: Coach Sally Miller (Women's Softball) was invited to the council to describe how the program could support student-athletes and coaches. A discussion followed.

Recruiting Liaisons: A draft letter to chairs and deans was distributed and discussed. After minor revisions, it was decided that Stuart Roe would send the letter out with a link to a Qualtrix survey where chairs could give the name of a faculty member to serve as Recruiting Liaison.

Cultural & Intellectual Community Program Council – 11/15/17 (Susan O'Connor)

Prepared by: Manuel Figueroa

Present: Sarah (Domire) Monaco, Manuel Figueroa, Susan O'Connor, Forrest Link, Ambrose Adegebe, Justin Lewbel, Felicia Steele, Isabel Anthony, Dionne Hallback

Discussed proposed theme about the Centennial Anniversary of the 1918 Flu Pandemic

Trimmed running book list on the following criteria:

- Length of book
- Wide appeal
- Engaging
- Good source of possible themes
- Campus investment
- Year Published
- Paperback availability

FCPC –11/15/17 (Alexis Zahorsky)

We received a briefing from Campus Police with the updated crime statistics for TCNJ. These can be found in full on the CP webpage.

Campus architect presented on the 2 new garden spaces - one outside BSC (being paid for by Sodexo) and one outside Forcina/EDU (being paid for by Alumni.) Planting/construction beginning now through spring.

Signature Spaces money for 2017 is being spent on sprucing up the SS Atrium. New paint, furniture, etc. will get started over the winter break.

TCNJ Library – 11/15/17 (Andrew D'Apice and Paula Rainey)

The Library Building and Safety Committee (LBSC) is seeking feedback on its current Library Group Study Room Policy. You can find the policy at <https://library.tcnj.edu/about-the-library/policies/group-study-room-policy/>.

Please take a few minutes to provide your valuable feedback by completing this very brief survey: https://tcnj.co1.qualtrics.com/jfe/form/SV_2i3H6UZYhcZttDn

We appreciate receiving your completed survey by Friday, December 1, 2017.

Sincerely, Andrew D'Apice and Paula Rainey
LBSC, Co-Chairs

Teaching & Learning Council – 11/15/17 (Amy Moyer)

We have divided into three subcommittees:

- Visit from KT Elliott, the former Advising Council chair, to review & update on the addition of "advising" to the TLC charge.
- Review of charge from steering on BL/OL course approval process
- Office of Instructional Design starting a new training cohort this week; new software, Kaltura, will be introduced in Feb '18 (video tool that is seamlessly integrated into Canvas).
- CETL Director out sick, basic update provided on First Fridays for new faculty and C3 Mentoring program. The Committee approved the outcomes and rubric for CEL experiences.

Liberal Learning Council – 11/16/17 (Maura Moore)

At our most recent meeting, the Liberal Learning council reviewed two course proposals for Liberal Learning designations and we discussed a rubric for committees who review these courses to use. Also discussed was the idea of what we should call Degree Level Goals (which will soon be submitted to CAP) to better reflect their intention. Dr. Kit Murphy recently spoke to Staff Senate about the idea of Degree Level Goals.

Graduate Program Council – 11/15/17 (Alan Amtzis)

Over the past month, the GPC has closely reviewed and approved two significant proposals that will add graduate programs to TCNJ's advanced education profile. The programs are a Secondary Education urban Education 5th year program (which will complement the existing Elementary Education Urban Program) and a Master's of Business Administration (MBA) degree. Additionally we have heard reports from the Office of Graduate and Advancing Education about TCNJ's efforts to support the existing targeted graduate programs. Staff Senate members of the GPCX were present for all meetings

Steering – 11/3/17 (Martha Stella) – Recap from November meeting

At the 11/1/2017 meeting, Steering heard the reports from CSCC, CFA and CAP, regarding status of the following: travel policy, involuntary withdrawal, tobacco-free campus, service animals, MUSE RFP, disciplinary standards, MOA on tenure/reappointment, interdisciplinary minors and learning assistants, departmental honors and residency requirements, assessment of advisement, independent research, short term study abroad proposal process. Beyond the reports, Steering discussed a recommendation for the need for a pet policy.

CAP is currently working on various charges from Steering. Below is a listing of the current charges and their progress:

1. Interdisciplinary Minors:

The policy is ready for Tier 3 testimony. Open fora will be held at Faculty Senate on Nov 1, Staff Senate on Nov 15, and Student Government on Nov 15.

2. Learning Assistants:

The policy is ready for Tier 3 testimony. Open fora will be held at Faculty Senate on Nov 1, Staff Senate on Nov 15, and Student Government on Nov 15.

3. Departmental Honors:

The policy is ready for Tier 1 testimony from Academic Leaders.

4. Residency Requirements:

The policy is ready for Tier 1 testimony from Academic Leaders.

5. Undergraduates Double-Counting Graduate Courses:

The subcommittee will make revisions and present a revised policy at the next meeting.

6. Advising Assessment:

Discussions were held with Mosen Auryan, and the subcommittee is still working on a preliminary recommendation.

7. Independent/Group Study/Research Courses:

The subcommittee will wait to draft a preliminary recommendation until after November 3, as that was the date by which departments were given to respond to our survey.

CSPP – 11/10/17 (Monica Jacobe)

October 25: Reviewed action steps for year 2 of strategic plan and discussed how we are tracking, presenting, and sharing that information with the campus community; reviewed and discussed the strategic plan goals and plans for Student Affairs with Interim VP Angela Chong. This included a focus on athletics to help increase our student diversity, including out-of-state, and changed wellness promotion among different groups of students and SA staff themselves.

November 8: Reviewed documents related to a budget model transition with VP Lloyd Ricketts; this is the beginning of a conversation about how to adjust the way we distribute funds at TCNJ, and Lloyd is planning for the actual change to be realized in FY2020. Budget & Finance Planning Council has not met yet, and Cabinet will begin budget conversations in December/January. Lloyd wants this committee to work with EAB and CSPP and other leaders to think about a changed budget model and also to engage them in budget planning for FY2020 as well.

CSCC – 11/9/17 (Colleen Schmidt)

CSCC is in the process of finalizing the questions for a Qualtrics survey on the Tobacco-Free Campus charge from Steering. We will submit the survey for circulation by Nov 17th. An open forum for this topic has been scheduled for Nov 29th at 11am in SCP229.

CSCC will be soliciting feedback on the Involuntary Health or Safety Withdrawal policy from Faculty and Staff Senates on Nov 15, and Student Senate on Nov 29th.

A subcommittee of CSCC met and revised the Student Travel policy in response to the feedback from Faculty, Staff and Students. An outline was created to make the document more navigable. We will be sending this document on to Gary Miller for one last review.

A subcommittee of CSCC met and reviewed section III.F of the Service Animals policy. They accepted the section as is and will be gathering testimony from others in our first Spring meeting per the charge from Steering.

A subcommittee of CSCC met and revised the Interim Posting policy. CSCC discussed the changes and further revisions will be brought to a future meeting. Among other revisions, the CSCC recommends adding an appeal process to the policy.

PC3 – 11/8/17 (Ray Gonzalez)

- One of the Bonner Center activities will involve going to the different offices on-campus and asking them to post a flyer to remind people to turn off their lights and other electronics when not in use
- We are currently looking at getting stickers for all recycling bin lids to identify what items can be recycled on-campus

- Terracycle boxes will be placed in several buildings on-campus to recycle specific items not currently collected on-campus. More details to come
- The TCNJ Rideshare app is still available for the campus community to download. Participants are eligible for designated parking spaces on-campus if they carpool
- As part of the Strategic Plan, the campus hopes to reduce energy consumption each year by 2% (calculated by square footage)
- In an effort to reduce fuel costs, temperatures in buildings have been aggressively regulated to ensure they are following campus policy - they have reduced costs but received more complaints
- A grove of Hazelnut trees have been planted near the community garden - these were donated by Rutgers as part of a larger program to test the feasibility of growing these trees in NJ
- TCNJ received a workplace award for Sustainability
- Recycling efforts have improved over the years - compared to 2010 - we've seen around a 10% increase in recycling waste per year. Any issues or concerns, email Amanda Radosti or visit tcnj.edu/recycling
- We are looking for projects or suggestions to help the campus community continue to be sustainable and meet the goals of the PC3