

# Committee and Council Meeting Notes: Please review February, 2018 Staff Senate Meeting

## Graduate Studies Council (formerly Graduate Program Council) – 2/14/18

(Alan Amtzis)

The most recent (February) meeting of the GSC had a very brief agenda. This is typical of the first meeting after the start of the Spring semester, when proposals, charges and other details have not yet been forwarded to the committee. The Office of Graduate and Continuing Education updated the GSC on their various upcoming activities and initiatives. Other recent meetings included review and approval of a proposed graduate program for the School of Business and another for the Special Education, Language and Literacy Department.

## CSCC – 2/14/18 (Colleen Schmidt)

Service Animal Policy - solicited feedback from Dir of Student Health Services, Dir of Office of Differing Abilities and Associate VP of Student Affairs regarding the conflict portion of the policy. Two CSCC members raised concerns that the conflict portion of the policy only addresses student to student issues. We will discuss this further at our next meeting.

Posting Policy - Dir of Student Involvement provided testimony and proposed minor additions to the document. A committee member raised a concern with the wording of the enforcement and sanctions portion of the policy. A final vote on the draft policy will be held at our next meeting.

Tobacco-Free Campus Policy – CSCC passed a vote on sending several recommendations to Steering based on the feedback of both the survey and open forum. Student Travel Policy – reviewed the latest version of this policy. We will be voting on this policy at our next meeting.

Title IX, Student Conduct Code and Social Media Policy – next to be reviewed by CSCC Involuntary Health and Safety Withdrawal and Posting Policy – We will be presenting these policies at the Faculty and Staff Senate meetings in March.

## Budget and Finance Planning Council – 2/14/18 (Cynthia Fulford)

The Budget Planning Council met on February 14, 2018. Mr. Ricketts reviewed the budget report that was presented at the December 2017 Board Meeting. He also informed the council that the Huron Consulting Group would be meeting with the board on February 20th to discuss options for implementing a new budgeting process for TCNJ. All council members were encouraged to attend that meeting. The council discussed the best approach to disseminating information on this information. We agreed that presentations to faculty and staff Senates would be appropriate to communicate the changes.

## Steering – 2/7/18 (Laurel Leonard) – Recap from Feb. 7 meeting

Heard reports from CFA, CAP and CSCC regarding the following: external review process, emeritus status, liberal learning goals, learning assistants, student travel, service animals, posting policy, health withdrawal and tobacco free campus.

Recommendations from CAP regarding proposed MBA program, departmental honors, undergrads taking grad classes.

Charges to CAP regarding proposed graduate certificate in Teacher Leadership, degree program approval process (timing of external consultation), proposed BA Biology.

Charges to CSCC regarding social media policy and Title IX/Student Conduct Code review.

## PC3 – 2/14/18 (Ray Gonzalez)

- Sodexo is piloting a program for reusable containers at Fresh Price Cafe station in the student center. They are still looking for volunteers to help pilot the program - those interested can see Ray Gonzalez after the meeting or contact Karen Roth ([rothk@tcnj.edu](mailto:rothk@tcnj.edu)).

- We reviewed proposals for funding of several initiatives

- Awareness of the campus's recycling efforts continue

- the Social Science building received new lids for containers as well as stickers. Several volunteers went to offices to request information be put up regarding recycling efforts

- Carpooling app is currently not working

- Hazelnut grove pilot program seems to be doing well. Signage will go up in the Spring. Sodexo has featured info at their monthly Nutella night.

## Liberal Learning Council – 2/14/18 (Maura Moore)

At our most recent meeting, The Liberal Learning Council reviewed and discussed a course proposal for the Global Civic Responsibility.

## CSPP – 2/14/18 (Monica Jacobe)

At the end of last semester, CSPP formed a sub-committee to address two charges from Steering to review the policy on program closure and consider the need for a policy on centers and institutes. The sub-committee plans to report out on February 28. CSPP has also formed a sub-committee to review letters of intent for strategic funding that will report out on review at the same meeting. The full CSPP committee also discussed plans for cabinet officer visits for the rest of the academic year, which inspired a request for Enterprise Risk Management training for the committee, which is now scheduled for the Spring 2018 semester. CSPP also initiated discussion of a formal list of comparator

schools and expects to submit a revised version of a 2012 document used in the previous cycle of strategic planning for approval by the president before the end of the semester.

### Teaching & Learning Council – 2/7/18 (Amy Moyer)

1. Completed charge from Steering on the course approval process for blended and online courses.
2. Update from Director of Instructional Design: The director continues to give presentations to different departments; current blended and online training group will finish soon and the next one will start in April; Caltura pilot is going well and hoping to put in a budget request for institutional access.
3. Update from Director of CETL: First Fridays for new faculty continue through this semester; update on learning communities--Teacher/Teaching Feedback LC will roll out in class innovative mid-semester feedback technique shared by Kit Murphy; Opportunity Gap LC has met twice since December and will meet again on 2/28, the first training sim is complete and started work on the second, met with VP for Enrollment Mgmt on strategies to improve minority student retention; will present at Instructional Design annual PD day in May; began work on a report for new leadership.

### AAPC – Athletic Advisory Council 2/7/18 (Val Ungarini and Joe O'Brien)

1. Recruiting Liaisons: A draft letter was sent to chairs in December, as of 2/6/18, 13 departments have responded. Individual e-mails were sent to those chairs not responding on 2/6. Stuart Roe will compile the completed list of identified recruiting liaison and send to Amanda DeMartino for distribution to coaching staff.
2. Faculty Mentor program: The council reviewed faculty mentor job descriptions from other colleges. We will work with Amanda DeMartino to develop a draft for review at our next meeting.

The AAC is actively reviewing documents from several other Colleges and Universities and how they conduct their faculty mentor programs.

### Student Transitions Council – 1/25/18 (Erica Kalinowski)

The Committee met to review the last version of the summary report, which will be submitted to governance. We moved on to discuss what financial literacy modules/courses/workshops might look like, the best format and time to deliver them, etc. The committee believes this an important piece of the student transitional experience. Resources and options will continue to be explored. Lindsay Barndt provided feedback regarding Winter Welcome Days (approximately 150 students attended), Grecia Montero gave an update on Admissions numbers (TCNJ is up in applications).

## **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.

## **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](https://tcnj.co1.qualtrics.com/jfe/form/SV_2aEcxtvVklCdypT)

CAP would appreciate receiving feedback no later than December 1.

## 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](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