

# THE UNIVERSITY SENATE MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

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Meeting minutes for November 15, 2017

- I. The meeting was called to order at 2:30pm

Roll Call: Abrams, Alo, Alvares, Bellum, Berger, Billings, Brook, Carnevale, Collins, Dacey, Dinour, Domine, Field, Fleming, Friedman, Gaynor, Gingerich, Gurskis, Hunt, Jacobson, LaFountain, Lucas, Mamon, McDermid, Misra, Murray, Noonan, Nurse, Panorkou, Pennington, Salzman, Specchio, Strickland, Sullivan, Trubatch, Wolfson

- II. Welcome of new elected Senate members by the Senate President.

- III. Approval of Minutes: October minutes approved (p. 2) [TJ 04ii20 Tdi 6.957 0 Td [( . O)1.9(p)2.6(en)4.6(

are given to the Deans. We need everyone to pay attention to this.

(Trubatch) The numbers on the handout are forward-looking retention targets.

(Gingerich) Correct.

(Trubatch) The concern from the Administration is the number of students

(Gingerich) I don't have full information, it's only an alert.

(Domine) I said it before, a 3 semester system would alleviate financial aid

(Fleming) You'll receive guidelines and rules on how to follow and more general in December.

(Trubatch) What is the legal situation? What kicked this whole thing off?

(Maria Anderson) The Office of Civil Rights of the US Department of Education did a survey of public websites of higher-education institutions. They have software that audits websites for accessibility. If a website had errors in accessibility, they were flagged, and the institution was notified. The organizations that fail to comply have 3 years to solve the failings. Montclair State University has agreed to become accessible. Enforcement actions will put pressure on IT software companies interested in developing software to comply the digital accessibility policy.

(Gingerich) When did it come to our attention?

(Anderson) We received a letter in mid-2016. At that time, we were already migrating the University Web site to WordPress.

(Trubatch) I support making materials accessible. I am most concerned about implementation. This policy cannot just be a mandate, it must come with resources. If not done carefully, people will not put their creative content on our Website. Instead, they will post on non-University Websites. A colleague from another institution had issues with this when her institution complied with the accessibility policy. We had no idea this was so imminent. We need a lot of thoughtful people. The Library has a lot of expertise we should utilize.

(Sullivan) How do we have a sample? What would happen if we did not comply? (Sullivan) 016 40082.6001 Tc00

(Murray) I'd like to address the aggressiveness of the timeframe. It should be a more thoughtful timeline. Were we forced into this timeline, or did we volunteer?

(Fleming) We have hired a consultant who has worked with other institutions. They are working with us on all the variable aspects. We're feeling okay about having a plan. At the moment we're feeling confident that we will meet those dates.

(Strickland) With Acrobat you can run OCR on documents and that will do the straightening for you. If we're trying to convert PDF files to be readable, it might only be a small sum to get us there.

(Jacobson) Is there any rule regarding our archives? We've got old syllabi, etc.? Is there a date?

(Anderson) The policy defines archives as exempt.

(Joy) I wonder if the Department of Education is producing O60 -1.27wng5(e.2(h)-5)5.8(-( D)0-1.6

1. Undergraduate Curriculum Committee (Dyer)

Sofar, the Committee has approved 15 new programs. The Committee has also discussed how often the courses are offered. We sent information to members and ask as many people as possible to respond.

The importance of involvement cannot be overstated. A lot of work is done by a few people. On the committee there are 18 voting members and 8 nonvoting. It's a shameful thing that we often barely have a quorum. Typically 10 voting members show up. We need people taking more interest.

(Sullivan) The College-level Curriculum Committees are supposed to be doing the work so when it gets to you, it takes less time. We should give feedback, maybe through website to provide information to everybody.

(Dyer) We are interested in doing something like that. We'd like to make the process more transparent.

2. Gen Ed Committee (McDermid)

We are still working on how to help people recertify their courses. In spring semester, we'll start making recommendations on World Cultures and new student seminar.

3. Graduate Council (Gainor)

The report of our last n4 Tc rado o Conciada (i)-2.6(l)] 217 uS2173J -0.0.8(t)1.1(i)-4

VII. NAL (Wolfson)

- a. Local is investigating a paid leave policy. We put together a Committee.
- b. The Union is working with HR regarding past overpayment and underpayment several individuals in the Unit. So far 66 people had been affected. Most of the errors occurred between 2011 and 2015, ranging from \$22,000 to a few hundred dollars under- or over-paid. It happened due to different issues, for example, fractional employees, change of status, sabbatical leave compensation. It's a complicated matter because it affects pension, health insurance. So, please pay attention to your pay and if you identify any error please send it to me to see it.

(Salzmar) I'd like to check some points of my pay, is there a place where we can check?

(Wolfson) It's difficult to know what's taxable and non-taxable. Giving feedback from what people said. It's not clear it's not a 10-minute conversation but start in Workday. Many of the mistakes were made by people who no longer work for Montclair State University.

VIII. Elections (Field)

- a. We will be having spring elections and that there will be several open seats.

IX. Report of the Senate President (Trubatch)

- a. Strategic planning will be preceded by groups who will meet for SWOT analysis. The Provost aims to have a draft Strategic Plan by the end of spring semester.
- b. The Senate Executive Board discussed with the Administration the value of collecting input from end users regarding issues with administrative systems such as those run by the Registrar's office and Grants accounting. Moreover, the Executive Board suggested the implementation of ticketing systems to track service requests. President Cole stated this is not the time to implement a new tool. The Senate is an important body to detect systemic problems. Tony Pemberton, Chairperson of Administrative Affairs Council and Doug Murray, Senate liaison for administrative IT issues are points of contact to share

CART yes  
SBUS no

X. New Business from Senate

(Sullivan) We need to coordinate the course scheduling when it comes to adjuncts when there isn't rooms available. We are losing very good adjuncts and it's a problem.

(Murray) I talked about that with the Provost and Leslie Sutton

(Bellum) We asked for clear guidelines from the Provost.

(Trubatch) We will follow up on that.

The meeting was adjourned, 4:22 pm.