THE UNIVERSITY SENATE OF MONTCLAIR STATE UNIVERSITY

(Fleming) It is part of the question of timing.
(Trubatch) Who´s responsible? For example, if I make a video and post it, who
will close caption it?
(Fleming) There are no constrains on content, only the accessibility of the
pages. Every employee has some responsibility about the material they
publish.
(Trubatch) Unless I upload something that is not in the format you want. It
would be valuable if the draft of the new format could be discussed here. Will
you make a draft and ask for recommendations here?
(Fleming) Yes.
(Domine) The presentation that given previously to the Academic Information
Technology Committee was illuminating. Could we have access to the
presentation slides?
(Fleming) Yes. I can share that.
(Turbatch) We can post it on the Senate site.
(Fleming) All employees will be responsible, but I must monitor it.
(Nurse) This is a case where libraries are well ahead of the laws and
regulations. It´s nothing to do with content, we are talking about the format.
There are spaces already at the library. We have stations for students with
disabilities.
(Fleming) The digital repository must be accessible as well.
(Wolfson) We’re talking about a policy for accessibility. There two other
policies out there. If they are going to be changed, they need to come here. I
just don’t want any surprises.
f. (Adams) We need clarification about the memo for online course student
surveys. Does it just apply to adjuncts?
(Gingerich) Online student surveys are required for adjuncts. All candidates

(Noonan) I’ve been getting inquires. Two things get raised: the return rate. Is
there data?
(Gingerich) Yes. We can get you that.
(Noonan) At what point is there a poor return rate? It’s a question of the
aggregates. We got all of it before when it was on paper.
(Gingerich) The free-response portion of the survey is included.
(Field) Where do Specialists fall in this? Would we have the option of using the
department developed survey instead of the University tool?
(Gingerich) No reason for it to be anything other than the department survey.
(Specchio) For the tenured faculty, who can opt in or out? How does that
work?
(Murray) You tell me (your Chair) what you want, in or out, and I send it in.
(Curnutt) Surveys in class tend to be more constructive. I send out the link in
class. It’s an online survey, but done in class. It’s more productive for me. The
Chair will initiate surveys. Do you let your chair know you’re going up for
reappointment, or?
(Gingerich) They should know… Faculty are expected to produce survey
results with their applications. It has been too haphazard. We want a
consistent practice.
(Brook) I’ve been doing surveys forever. Who sees it?
(Gingerich) I believe it goes to the Chairperson.

courses and programs at the institution? Where does shared
governance apply with regards to faculty election of program directors
and administrative approval/removal of such? Is there an “Emergency
Plan” per se for situations that incite social media hate speech and/or

a. Policy on policies. The Committee on Policy has created a draft and the Senate
will review it.
b. University Advisory Committee for the digital repository finally had a meeting.
I have heard there was a robust discussion. We look forward to hearing more.
c. Communication of Senate roles and accomplishments. We want to use the
College meetings as a space to get good news out to college and schools
constituents, and, to collect information from colleges. We will create
summaries of the meetings for a representative to read. We need to increase
communication and reciprocity among the campus community.
 (Unknown) What are appropriate issues to bring to the Senate?
(Trubatch) Bring it to us. If it’s not appropriate, we will tell you.
(Domine) We are the custodians of process. The purpose is to increase
communication with colleges and departments.
(Sullivan) Don’t get into discussions about work conditions. I recommend that
the Senate Executive board tell us what to say.
(Trubatch) We will prepare a written summary for Senators to read.

XII. New Business from Senate
a. (Wolfson) [Trubatch] remarks to the Board of Trustees were excellent. I
encourage you to read the statement.
b. Course scheduling. There’s been a lot of discussion about scheduling. I have
included a report from CEHS. It’s not meant to pick on CEHS. My assumption is
that other colleges had problems, but did not compile as our representation
from CEHS did. There’s been confusion about what the Deans’ role is. There’s
also lots of rules and practices that are not centralized. Deans should address
what is their roles are. We need to work on communication with Registrar.
(Higgins) Thanks Shannon for the report.
(Nurse) there are still room problems. They are asking to use our rooms in the
library.
(Fitzpatrick) Deans look at the distribution of classes, the number of sections,
and enrollment in each section. Registrar looks at rooms, but not at the
number of students, etc.
(Noonan) Adjuncts are concerned about their schedules.
(Gingerich) I did ask Leslie [Registrar] to schedule Adjuncts the way the
departments submitted them.
(Fitzpatrick) Leslie’s intent is to have a classroom for every course. Once she is
sure every course has a room, they will go back and switch up rooms manually
so people are not running around between classes.
c. (Sullivan) I coordinate a program that requires a special GPA. SIS use to
provide a way to check GPA all on one list. However, due to the new system, I
need to check my students individually.
(German) There’s a way to do this kind of reporting.
(Fleming) Open a technology ticket with the helpdesk and we will get it
resolved.
d. (Gingerich) As we sit here, there´s an important gathering of We need to incc3w11.02ly.