

**Agenda of the Faculty Senate Meeting**  
**May 19, 2020**  
**WebEx, 11:30 AM–1:30 PM**

- I. Convening of the Meeting – Ellen Thomas, President
- II. Approval of Minutes of the Faculty Senate Meeting on May 5<sup>th</sup>
- III. Report of the Faculty Senate President
  - a. Updates
- IV. Motion to update wording on section 7.1.3.5 of the Faculty Handbook (Ellen Thomas)
- V. Motion to update additional title changes passed December 12<sup>th</sup> (Ellen Thomas)
- VI. CUE course updates (David Horntrop)

Phys: Corequisite changes for Phys 102A, Phys 111A, Phys 202A and Phys 203A; Prerequisite and corequisite changes for Phys 103A, Phys 111, Phys 114, Phys 121A, and Phys 231A.
- VII. CGE Report (Sotiri Ziavras)
  - Program Change (CS) – MS in Cyber Security and Privacy
  - Program Change (CS) – MS in Computer Science
  - Program Change (CS) – MS in Software Engineering
  - Program Change (CS) – MS in Computing and Business
  - Program Change (CS) – MS in Data Science
  - Program Change (CS) – MS in Bioinformatics
  - Program Change (HCAD)– Master of Architecture (MAR)
- VIII. New MSDD and MFADD Programs – see CIM (Branko Kolarevic)
- IX. Pandemic Recovery Plan - PRP (Fadi Deek, Andrew Christ, Ed Bishof)
- X. Provost Fellowships (Horacio Rotstein)
- XI. New business

**Minutes of the Faculty Senate Meeting**  
**May 19, 2020**  
**WebEx, 11:30 AM–1:30 PM**

- I. Convening of the Meeting – Ellen Thomas, President  
The meeting started at 11:30AM
- II. Voting Members Present: A. Zhou, M. Bandelt, L. Rodriguez-Freire, D. Blackmore, D. Bunker, E. Farinas, I. Gatley, H. Grebel, R. Goodman, Q. Jones, B. Khusid, P. Armenante, N. Steffen-Fluhr, E. Michalopoulou, R. Dent, A. Borgaonkar, R. Rojas-Cessa, A. Rosato, U. Roshan, A. Anandarajan, M. Schwartz, R. Sodhi, D. Sollohub, G. Thomas, E. Thomas, Y. Perl, A. Gerbessiotis, A. Lee
- III. Non-Voting Members Present: J. Bedient, K. Belfield, R. Lazer, F. Deek, A. Dhawan, L. Hamilton, A. Hoang, M. Kam, M. Stanko, K. Riismandel, S. Mongelli, B. Kolarevic, B. Baltzis, J. Yuan
- IV. Guests Present: David Horntrop (CUE), Sotirios Ziavras (CGE), Andrew Christ (VP Real Estate), Ed Bishof (Senior VP Finance), Horacio Rotstein (Biology), Cristiana Kunyczka (OGI), Dale McLeod (VP Human Resources), Walter Konon (PSA), Alberto Martin (Senator-elect MTSM), Jerry Trombella (Registrar), and Margarita Vinnikov (Senator-elect Informatics)
- V. Approval of Minutes of the Faculty Senate Meeting on May 5<sup>th</sup>  
Motion to approve the minutes by A. Borgaonkar. Seconded by E. Michalopoulou. Approved w/ edited wording (0 abstentions and 0 no).
- VI. Report of the Faculty Senate President
  - a. Updates  
Working with Norma Rubio on Faculty profile pages. Issue with Emeritus Professors-no access to digital measures profile pages. Adjuncts only have basic profile pages.  
Student evaluations-draft sent to Holly Stern, able to look at the evaluations and can then opt in or out for all or none.  
Pandemic Recovery Plan steering and subcommittees being formed. Need faculty member for the subcommittee on event services. Suggestion of person by G. Thomas.  
Virtual Graduation-putting together a video of students and faculty - needs 5 faculty members one from each college.
- VII. Motion to update wording on section 7.1.3.5 of the Faculty Handbook (Ellen Thomas)  
Motion to approve update by D. Blackmore. Seconded by A. Gerbessiotis. Motion approved (0 no and 0 abstentions)
- VIII. Motion to update additional title changes passed December 12<sup>th</sup> (Ellen Thomas)  
Motion to approve update by A. Gerbessiotis. Seconded by E. Michalopoulou. Motion approved (0 no and 0 abstentions)
- IX. CUE course updates (David Horntrop)  
Phys: Corequisite changes for Phys 102A, Phys 111A, Phys 202A and Phys 203A; Prerequisite and corequisite changes for Phys 103A, Phys 111, Phys 114, Phys 121A, and Phys 231A.  
Will push through to CIM
- X. CGE Report (Sotiri Ziavras)
  - Program Change (CS) – MS in Cyber Security and Privacy

- Program Change (CS) – MS in Computer Science
- Program Change (CS) – MS in Software Engineering
- Program Change (CS) – MS in Computing and Business
- Program Change (CS) – MS in Data Science
- Program Change (CS) – MS in Bioinformatics

Motion to approve all changes to Computer Science programs by R. Rojas-Cessa. Seconded by D. Blackmore. Motion approved (0 no and 0 abstentions)

- Program Change (HCAD)– Master of Architecture (MAR)

Motion to approve change to HCAD program by E. Thomas. Seconded by D. Blackmore. Motion approved (0 no and 2 abstentions)

XI. New MSDD and MFADD Programs – see CIM (Branko Kolarevic)

B. Kolarevic: Add two new graduate degrees: Masters of Science in Digital Design (MSDD) and Masters of Fine Arts and Digital Design (MFADD). Proposing 21 new graduate courses and 4 new graduate certificates. MSDD is a 30-45 intermediate graduate credit program, designed to combine the course work of any three graduate certificate programs and graduate level design studios. MFADD is a 60-75 credit program, designed similarly to the MSDD, but there are more studios in the MFADD. These will be the first graduate offerings for the School of Art and Design in HCAD. Motion for Faculty Senate support to move forward with developing these programs by D. Sollohub and seconded by R. Rojas-Cessa. Y. Perl: In regards to digital design, from a computer science perspective, where will the students get their computer qualifications? B. Kolarevic: Not necessary to have a computer background for these degrees. Students will have options to take courses in computing. A. Rosato: Are there enough faculty to support the new programs? B. Kolarevic: No, School of Art and Design have a small cohort of full-time faculty and rely mostly on adjuncts. Will shift some of the faculty lines in School of Architecture to School of Art and Design to support the new programs. Will not be hiring any new faculty. A. Rosato: Won't that deplete the Architecture faculty too much? B. Kolarevic: Not necessarily because we had a decrease in the number of architecture students. B. Baltzis: Are we changing the process that typically when there is preliminary endorsement of the Faculty Senate, this is because the program is fully developed and a program announcement would be submitted to the state along with external reviews. The Provost's office has not seen a program announcement and unsure if you will be acting on a program announcement. B. Kolarevic: That is the next thing we will do. Right now, we are just getting the support of the faculty. Q. Jones: More than half of essential work in the program relies on informatics, so stuff should primarily come from informatics. B. Kolarevic: Spoke with Frank Biocca, and he supports the programs. Q. Jones: There is a question of where things belong and how we get two degrees that may be hybrid jointly owned by two departments rather than one. B. Kolarevic: These new programs are a natural extension of what we already do and we intend to continue collaborations with the college of computing. These proposals are what we are thinking about now and can change once the degrees are approved. Motion for Faculty Senate support to move forward with developing these programs by E. Thomas. Seconded by D. Blackmore. Motion approved (0 no and 2 abstentions).

XII. Pandemic Recovery Plan - PRP (Fadi Deek, Andrew Christ, Ed Bishof, Dale McLeod, Jerry Trombella, Cristiana Kunyczka)

F. Deek: PRP gives general guidelines. Social distancing is the heart of the plan. Teaching model - online when necessary and face to face when possible. To support this, acquiring over 100 converged learning units for about 30 classrooms. Converged learning enables instructors to teach and interact with all students regardless of physical placement in the classroom. Ed Bishof

then gave an update on budget issues. E. Bishof: State has reduced funding by 50% over the past four months in addition to students refunds of housing, meal plans, parking etc. Have a potential revenue impact of about \$14.6 million, with additional expenses related to COVID-19, and reserving an extra \$1 million in student reserves for bad debt. Also \$16.3 million impact on the FY 20 budget. Through CARES Act money and reductions of budgets, have reduced the \$16.3 million impact to \$1.8 million. Currently doing a third review of budgets and waiting to see what can be reimbursed by FEMA. FY 21 budget challenges loaded with assumptions and is currently a 6-month budget. Revenue Assumptions: reduced enrollment projections, flat tuition and fees, declines in parking fees, vending commissions, bookstore revenue, unrestricted giving and other investments such as athletics and facility rentals. Expense Assumptions: salary freeze, hiring freeze of vacant staff positions, eliminating overtime with exception of facilities and public safety areas, deferring existing and new start-up packages, reduction to athletics, and some targeted savings with utilities and targeted programs. Y. Perl: How do you base prediction on enrollment? F. Deek: Through modeling based on conditions. Not going to have growth based on what is happening in the country and elsewhere. Projecting a decrease, but not as bad as what was thought. E. Bishof: As of May 1st, we had a budget deficit shortfall of almost \$35 million. With the assumptions, it brings that shortfall down to \$15.2 million. Continue to look at revenues, assumptions, and listening to the state to see if there is any news on appropriations. Hopeful another CARES Act will give more funding to higher education, but this is uncertain. Will have a balanced budget by June 28th. Discussion followed.

N. Steffen-Fluhr: How are you calculating the square footage needed for students to maintain social distancing in the classroom? A. Christ: Looked at every room and all the furniture in it, drafted CAD drawings of every single space to keep social distancing measures between students and the instructors, and gave these drafts to the Registrar and sub-committees. These new layouts will significantly reduce capacity, so we are investing a \$1million in converged learning technology. One of the challenges is that after two or three classes there needs to be a period of time for staff to clean the classrooms.

E. Michalopoulou: For Fadi: Many faculty have expressed concern about teaching face to face, particularly the risk involved. What do we tell these faculty? D. McLeod: Will communicate our Reasonable Accommodations policy and indicate to any employees that have medical conditions that put them at a higher risk for COVID-19 and other issues, we will work with the employees as we normally do.

G. Thomas: Have we considered having the faculty make to some substantial sacrifice in their work by increasing the number of students and increasing the number of students per classroom? F. Deek: We will not take this opportunity to just increase the size of enrollment to close the budget gap. We believe it is the wrong approach. M. Schwartz: If classes are going to be online, does it mean they will be online even with a vaccine or the state lets everyone go back to school and work? For non-online classes do students also have the option to come in or not if they feel uncomfortable? A. Christ: I do not know if I can answer the balance of those questions. L. Rodriguez-Freire: Regarding face to face classes, are we looking into ventilation systems and are we going to have PPE distributed to the faculty? A. Christ: Everyone at NJIT will be issued some cloth face coverings for general use. Going to make a significant order so that community members can have at least 2. For the HVAC systems, every system within our facilities has the ability to add outside air and increase exhaust that comes into the building. Now, we are going to operate at the highest setting of outside air possible within a particular building so we can exhaust more air to minimize transmission of the virus. I. Gatley: What is the advantage of having a converged rather than an online class? F. Deek: We do not want to be an online university, and if conditions allow us, we want to be on campus. If the conditions do not allow us to be on campus, we won't be. If we are able to go back to something close to normal, our first priority is to interact with our students on campus. Converged learning allows for some to be in

the classroom physically and others to converge into that same location digitally. There is no reason for faculty to be in the classroom unless they want to. We can converge regardless of location. Classes with online options will continue to have online options, but not everything is going to be online.

K. Riismandel: Will anyone be forced to return to campus in the Fall? D. McLeod: We will not return to campus if we do not think it is safe. We are following CDC, White House, and New Jersey state guidelines to ensure that. When the situation does improve and we can get back to normal, we will put the right measures and safeguards in place. We will continue to protect people who have health issues preventing them from performing their essential job functions. We will follow what we always do with the safety in mind of our faculty with this current situation - this is an ongoing process.

A. Gerbessiotis: What is going to happen with students who have consecutive classes that can finish from one exam to move to the other exam? Are there thoughts of doing completely differing scheduling for such classes? J. Trombella: The schedule is going to be different. It is possible to talk about extending the period; we have not looked at that yet. We are in a holding pattern on some issues related to international students. Whether or not they will require residence. The class day is going to have to be longer, with cleaning and sanitization.

D. Bunker: Students who are going to be learning remotely should have an adequate internet connection, and if that needs to be built into the tuition. We need to have computer standards; everyone needs to have a machine that has a camera and can run software like Respondus. Also, people may have family members who are high at risk. So, it can't be looking just at whether individual employees are at high risk.

A. Christ: All the sub-committees of the Pandemic Recovery Steering Committee are tasked with thinking of different circumstances and identifying and closing gaps. Building a website related to pandemic recovery. B. Baltzis: As of last year, NCE and YWCC have instituted specific standards and requirements for all incoming students to have a computer with the minimum standards that they specify. HCAD has its own standards. Both CSLA and MTSM decided to impose specific standards for their students. For students who do not have computers, if they are covered under the CARES Act, we have been issuing a thousand dollars per student who indicate financial need. For students who do not have good internet access, we are giving them \$200-250 to cover the expenses of connectivity. D. Sollohub: In regards to typical instruction, for students in labs or studios how would it work if someone needed to demonstrate something to someone sitting next to them? Are we also communicating with other universities around the country to see what their responses are? A. Christ: On atypical instruction, in that particular class, may need an advanced level of PPE. As far as talking with other Universities and colleges, absolutely. I am on a strike team within Newark that has Essex County College, Rutgers-Newark as well as the K-12 district and all of the charter schools. Participating weekly in national webinars.

P. Armenante: Have you considered special protection for faculty to protect from the rest of the class? A. Christ: Layout of classroom has perspective of social distancing for students and teachers. We would need a more uniform consensus on plastic shields that would be utilized by all faculty. If it would not be used, then those resources could be used elsewhere. Y. Perl: What is the situation with regards to building dorms? A. Christ: We are continuing the process with the developers and we expect to reach a conclusion with regards to the development partner. Then it will be taken up with the Board of Trustees. N. Steffen-Fluhr: What kind of masks did you order? A. Christ: They are multilayered. We are going to get the best quality face coverings and distribute them to the entire NJIT community and train people to wear them properly. M. Schwartz: If a class is scheduled to be online, does it stay online or is switched to a converged class? F. Deek: Departments are adopting the concept of converged learning. It is fluid and can be a mix of online and in-person. I. Gately: How are you going to coordinate converged learning in the classroom if the number of students in the classroom is greater than what the seating plan

allows? J. Trombella: Will put students in larger rooms to the extent possible. Room would have no more than it could handle, and no more than 30% capacity. Schedule would be on a weekly basis. Possibly one week students in class and one week online. E. Thomas: Notre Dame decided to start fall semester two weeks earlier. Are such changes being considered at NJIT? F. Deek: This will be discussed in the steering committee meeting. M. Schwartz: Is there any update on when research recovery will begin? A. Dhawan: Research recovery will be aligned with the state and local regulations. Research recovery will be in phases.

XIII. Provost Fellowships (Horacio Rotstein)  
Will discuss next meeting

The meeting ended at 2PM. Motion by D. Blackmore. Seconded by A. Gerbessiotis.