

4 **SPECIAL MEETING TO DISCUSS UNIVERSITY POLICY ON ONLINE/HYBRID/BLENDED**
5 **COURSES AND UNFINISHED CURRICULUM CHANGE PROPOSALS**

6
7 **PRESENT:** Agard-Jones, Barnes, Bhat, Bolyai, Bone, De Young, Duffy, Ferris, Gazillo, Godar, Goldstein, S. Hahn, Heluk,
8 Kaplan, Kaufman, Kim, Korgen, Levitan, Liautaud, Makarec, Martus, Nag, Overdorf, Pavese, Pollak, Potacco, Rivela, Ryan
9 (for Kovaleski), Scala, Sesay, Stern, Swanson, Swingle, Tardi, Tirado, Tracy, Wagner, Wahrman, Weisberg, Weltman, Xu,
10 Yildiz

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12 **ABSENT:** Cunningham, Davis, Kalish, Mukherjee, Pagano, Plank, Rothman, Stropfel, Thompson

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14 **GUESTS:** Blonna, Boucher, Coletta, Evangelista, Gonzalez, Griswold, McConnell, S. Miller, Nemeth, Schaeffer, Seal,
15 Verdicchio

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17 **PRELIMINARIES:** Chairman Duffy called the meeting to order at 12:35 PM. He thanked everyone for
18 attending this special meeting of the Senate and apologized for not arranging a shuttle from Valley road. He
19 asked that the agenda emailed to the members be amended to include an Order of the Day at 1:20 to move to
20 discussion of various curriculum proposals. Levitan and Heluk moved and seconded acceptance of the revised
21 agenda, which was approved unanimously.

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23 **CHAIR'S REPORT:** Duffy thanked everyone for their support of the new Executive Committee. He
24 congratulated Sue Tardi and her team on their recent election as Union Executive Council.

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26 **VICE-CHAIR'S REPORT:** Korgen asked all Senators to ask their constituents for volunteers to serve on the
27 various Senate Councils and Committees. She asked that everyone send in second and third choices because
28 some slots already have multiple nominees while others have none.

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30 **ONLINE COURSE POLICY:** Blonna resumed the discussion of the proposed Online Course Policy. After
31 discussion at the last two Senate meetings, the proposal was sent to the Undergraduate and Graduate Councils
32 for revision. A revised version was distributed to the Senate. Blonna said that the CEDL Advisory Committee
33 recommended that a Blended Course be defined at meeting between 25% and 75% online. Blonna said that it
34 is important for this information to appear in both class syllabi and master schedules but that the exact ratio
35 should definitely be explicit in each class syllabus. Makarec said that she would like the definition of an Online
36 Course to include the possibility of a mandatory online meeting for the purpose of examinations. She also
37 voiced concern over quality control of courses with no in-person contact. Kaplan said that the definition of a
38 Blended Course was not clear to students. Blonna said again that the exact composition of each course should
39 be detailed on the syllabus. Kaplan said that the definition needs to apply to the course outline, not simply the
40 meeting schedule. Potacco said that the Hybrid/Blended Course could include a mandatory in-class session but
41 that a completely online class should not. Pavese said that courses labeled "Online" should not have a
42 mandatory in-class meeting. Ferris said that some classes, Public Speaking, for instance, need in-class sessions.
43 Goldstein suggested that another category might be added for courses that do not fit those listed. Potacco
44 referred to some Berkeley College courses making use of video and audio technology that are 100% online.
45 Kaplan suggested that undergraduate and graduate courses might need different policies and that graduate
46 courses lend themselves better to more fully online modes. Blonna encouraged everyone to try to make this
47 document work. Duffy said that it is a work in progress and that the policy can be later amended and improved,
48 but it is important to have a starting place. Wahrman moved that the CEDL Advisory Committee's
49 recommendation to define Blended Course as 'one that meets no less than 25% and no more than 75% online'
50 be adopted. Godar seconded the motion, which passed. Bone asked that Section C – Online Faculty Professional
51 Responsibilities be amended to include adjunct faculty as well as regular full time faculty. He also asked that
52 language be changed to include development and approval of courses outside the normal departmental
53 structure. Blonna said that the text came from the regular faculty policy and can be made more inclusive.
54 Gazillo said that "faculty" includes adjunct faculty. Wahrman suggested that C11 & 12 say "full time faculty" to
55 make a clear distinction in these particular responsibilities. Bone moved this amendment, which was seconded
56 by Godar and passed unanimously.

57 Kaplan and Wahrman pointed out that the second paragraph in section A needs a change to include courses
58 that are more than three credits. Wahrman moved amending the section to read "2 courses or 6 credits,
59 whichever is greater." This amendment passed. Bone referred to Section D, part B asking for the rationale

60 behind only evaluating the in-class portion of hybrid/blended courses. Scala asked that the word "normal" in
61 that section be changed to "regular." Ferris recommended inclusion of program directors in the evaluation
62 process. Gazzillo Diaz said that new course requests will go through the regular curriculum proposal process. De
63 Young commented that existing courses converted to online did not go through this approval. Xu voiced
64 concern over the quality control of the more than 100 sections of online courses. He urged adoption of more
65 clear communication of online course policies to students. Makarec moved and Xu seconded an amendment of
66 the definition of Online Course to provide the instructor the option of a mandatory in-person meeting. Scala said
67 that exceptions can be made to students with valid excuses. Godar called the question. Rivela asked for a five
68 minute extension of the Order of the Day. Provost Sesay said that a clear policy is essential in order to settle
69 disputes over what faculty are allowed to do. Weltman encouraged the Senate to pass this document and
70 propose revisions at a later date. The vote to extend passed, 18 to 9. The Provost said that instructors have
71 changed class modes without fair warning to students as another example of why this policy is needed. Makarec
72 accepted Scala's amendment to include encouragement of faculty to make exceptions to the mandatory class
73 meeting. Overdorf said that this is not necessary, as it is done already under current policies. The question was
74 called and the amendments failed. The Order of the Day was reached and a vote was taken on the Policy
75 document. There were 3 opposed and 2 abstentions and the Policy was approved.

76
77 **MAT K-5 WITH 6-8 ENDORSEMENT PROGRAM:** Tony Coletta spoke in favor of this proposal moved by the
78 Graduate Council. He said that the existing program is being changed to meet new NJ teaching standards of the
79 NJ Department of Education. He said that the program includes more special education, technology, field
80 experiences and portfolio assessment. This was approved unanimously.

81
82 **POST-BACCALAUREATE K-5 WITH 6-8 ENDORSEMENT:** Coletta said that this proposal, also moved by the
83 Graduate Council, is similar to the MAT program but is geared for students that do not seek the Masters degree.
84 Coletta said that students in the proposed program will be expected to meet the same standards as those in the
85 MAT program, but without the Miller's Analogy Test requirement. The proposal was approved unanimously.

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87 **M.Ed. IN LEARNING DISABILITIES:** The proposal, moved by the Graduate Council, was explained at being
88 consonant with NJ requirements. These skills are mandated at every school. The proposal was approved
89 unanimously.

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91 **ENDORSEMENT AS LEARNING DISABILITIES TEACHER CONSULTANT:** This was explained as running in
92 parallel with the M.Ed. program for students with a master's degree in another area. It is composed of the same
93 30 credits of study. The proposal was approved unanimously.

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95 **CONTINUED DISCUSSION OF ONLINE COURSE POLICY:** Kaplan moved and Goldstein seconded revision
96 of section B1 to eliminate the list of those required to approve new courses. This passed. Stern moved to
97 amend section C1 to include a statement that faculty retain ownership of materials that they create. This was
98 seconded by Ferris. Gazzillo commented that faculty do not own courses that they develop and teach in their role
99 as members of the faculty. Weltman said that this is not a matter that the Senate has a responsibility to
100 determine. Ferris said that it's important to distinguish ownership for online courses. Tardi said that the faculty
101 contract covers this issue. Stern withdrew his motion. Kaplan recommended that the language in the proposal
102 add "program director" to the approval process for existing courses (B2). This amendment passed. Bone moved
103 that section D part B be changed to that hybrid courses will be evaluated both in-person and online. Weltman
104 said that this is a contract issue and implies an additional amount of assessment or evaluation. Godar suggested
105 that the language say "either in-person or online" and that "normal" be changed to "regular". With one
106 abstention this was approved. Ferris asked how this policy will affect classes already set for fall. Tardi said that
107 the policy discussion reflects current problems with faculty members. Wahrman reminded everyone that the
108 Senate's role is that of a recommending body and that the Provost will use the policy judiciously. Overdorf
109 asked the Executive Committee to make sure that curriculum changes get to the Senate early to avoid last
110 minute debate.

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112 **ADJOURNMENT:** The Senate adjourned at 1:42 PM. The next regularly scheduled Senate meeting will be held
113 on Tuesday, September 13, 2005 in Raubinger 101. The Senate meeting schedule can be found online at
114 <http://www.wpunj.edu/senate/schedule.html> . The minutes of the Faculty Senate can be found online at
115 <http://www.wpunj.edu/senate/minutes.htm> .

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117 Respectfully submitted: K. Wagner, Secretary