

Senate Council Charges Academic Year 2025-2026

ACADEMIC PROGRAMS

Standing Charges

1. Recommend procedures for inaugurating, changing, or terminating undergraduate and graduate courses and programs.
2. Review and recommend new undergraduate and graduate programs, major changes in existing programs, and undergraduate and graduate courses.

Priority Charges

1. Develop list of resources on decolonizing and evaluating programs for use by Council and program developers.
2. Provide feedback on Curriculog.
3. Liaise with leaders of relevant Four Pillar implementation teams as needed.

ACADEMIC SUCCESS

Standing Charges

1. Review undergraduate and graduate advisement and registration procedures and recommend revisions and/or new policies as needed.
2. Assess the functioning of the Success Team model in retaining students and make suggestions for improvement as needed.
3. Work with administrators involved in areas of undergraduate Advisement and Registration to recommend ways to facilitate policy implementation and coordination with departments.

Priority Charges

1. Improve and assess the functionality of the Mentorship Program, according to the plan delineated in the 2024-2025 Academic Success Council report.
2. Review WP retention data and related literature to make informed recommendations, according to the plan delineated in the 2024-2025 Academic Success Council report.
3. Ensure academic program information is communicated with the Advisement Center, according to the plan delineated in the 2024-2025 Academic Success Council report.
4. Review retention data and report to the Senate both on trends in student attrition as well as recommendations for improving retention, in particular, for improving junior and senior retention rates on the main campus.
5. Collect data on internships such as internship process and student participation. Which students participate in an internship, and when do they do so in their college career?

ADMINISTRATOR ASSESSMENT

Standing Charges

1. Prepare and administer assessments of the following administrators: President, Provost and Vice president, all deans, all vice presidents.
2. An administrator will be assessed once every two years, after they have completed one year of employment. The rotation of assessments will be established by the Senate.
3. Prepare summary reports of the results of the assessments for acceptance and transmission by the Senate (according to a schedule to be determined by the Senate).
4. The members of the Administrator Assessment Council must be either tenured or on multi-year contracts. There will be no administrative liaison or other non-voting member.
5. The Administrator Assessment Council will have a membership as follows: 1 faculty member from each college; 1 librarian; 1 Professional Staff member; and 1 at-large member.

ADMISSIONS & RECRUITMENT

Standing Charges

1. Review and recommend policy for recruitment, enrollment, and admission in undergraduate and graduate programs.
2. Liaise with administrators responsible for recruitment and admissions to review the effectiveness of current policies and practices on an ongoing basis.
3. Review and recommend policies for timely and accurate assessment of transfer credits for each transfer student.

Priority Charges

1. Continue to follow the changes in conversion of dual enrollment students to matriculated William Paterson students.
2. Explore the impact of campus-based events and other matriculation efforts (tours, engagement efforts) on participating juniors. (To date the focus has been on seniors).
3. Explore data on which majors/which courses are most likely to lead to matriculation.
4. Review dual enrollment policies and practices and make recommendations to Faculty Senate if changes needed.
5. Liaise with leaders of relevant Four Pillar implementation teams as needed.

ASSESSMENT

Standing Charges

The Assessment Council shall carry out its charges within the context of the current Assessment Policy and the Principles of Assessment, adhered to by this institution. On this campus, assessment is distinct from evaluation. Assessment at WPUNJ shall be defined as the measurement of course, program, and other student learning outcomes, as well as university-wide curricular initiatives, for the purpose of improvement. To enhance our educational environment, assessments will be designed that:

1. In collaboration with the Faculty Senate, work on specialized assessment projects as directed by campus needs, Senate initiatives, or other events (i.e., surveys, focus groups).
2. Disseminate results of assessment related projects to the larger university community.
3. Work with the Office of Institutional Effectiveness and the University Assessment Committee (UAC) to determine how the Council can inform and support their assessment efforts.

Priority Charges

1. Using the collected data from the faculty and student memorization surveys, continue exploring why there is a large gap between faculty and students in perceptions of the need for memorization in classes. What factors (type of course, class size, etc.) impact this and how can it be addressed?
2. Collaborate with Sandy Hill and the University Assessment Council on the requisite early preparation for the Middle States Review in 2028/29.
3. Work with the Faculty Senate on assessment-related issues.

BUDGET AND PLANNING

Standing Charges

1. Recommend University budget policy and overall direction.
2. Advise and prioritize in matters related to institutional planning and finance.
3. Examine and review the institution's proposed budget.
4. Work with the administration in resolving fiscal concerns.

Priority Charges

1. Advise the administration in planning the proposed budget for each fiscal year.
2. Work with the Faculty Senate to strengthen the effectiveness of the Council.
3. Serve as a central channel to present questions and follow up on Enrollment

Forum presentations.

DIVERSITY

Standing Charges

1. Evaluate the diversity of the Senate, including but not limited to, race, ethnicity, gender, sexual orientation, ability, socioeconomic status, and other intersections of identity, and make recommendations for increasing the inclusivity of underrepresented groups.
2. Work with the Senate Representative on the Council for Equity and Justice to recognize affinity-based caucuses on campus using standardized criteria.
3. Serve as liaison between faculty on the recognized caucuses and the Faculty Senate ensuring that the voices of recognized caucuses are heard on matters of policy and practice considered by the Senate.
4. The Council for Equity and Justice Liaison to the Faculty Senate shall be an ex-officio member of the council.

Priority Charge

1. Finalize the model for, and associated criteria for the recognition of, affinity-based caucuses and encapsulate the model and associated criteria into a proposal to be voted on by the Senate.

GOVERNANCE & ELECTIONS

Standing Charges

1. Delineate the role of the Faculty Senate in University governance.
2. Review the various governance statements.
3. Recommend patterns of and responsibilities for self-governance by colleges, schools, institutes, divisions and faculties.
4. Review the Policy Manual periodically and suggest policies that need to be reviewed, revised and/or updated.
5. Review proposed amendments to the Faculty Senate By-Laws and Constitution. To provide guidance to the Faculty Senate in the interpretation of proposals and amendment procedures. To maintain accurate records of Faculty Senate Governing documents, including historical records outlining all amendments and alterations.
6. Develop standardized procedures for all campus-wide elections.
7. Conduct Faculty Senate elections prior to April 30th.
8. Conduct campus-wide elections according to the election policy for:
 - a) Promotion Committee, Sabbatical Leave Committee, UFRAC Committee.
 - b) University-wide Ad-Hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the

Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.

Priority Charges

1. Collaborate with the SEC & Councils on possible use of Sharepoint as a Senate Council document storage option.
2. Continue to seek feedback from Councils on new realignment structure and Standing Charges.
3. Continue to review Elections Manual and Procedures with newly formed Elections Subcommittee
4. Provide Senators with an overview of Senate Governance Structures and requirements, including; election procedures, Senator responsibilities (meeting attendance in-person), and Proxy representatives.
5. Update Bylaws to reflect electronic voting during in-person meetings.

GRADUATE POLICIES & STANDARDS

Standing Charges

1. Review and recommend policy for the adoption, implementation, and enforcement of graduate educational and academic standards.
2. Review and recommend policy for admission and retention in graduate programs, and for publicity and recruitment issues.
3. Review graduate advisement and registration policies and procedures, and recommend revisions and/or new policies, as needed.
4. Identify and recommend means for improvement in graduate advisement and registration policies and procedures.
5. Liaise with university officials and bodies responsible for policy on the above matters to review the effectiveness of policies and facilitate their implementation.

Priority Charges

1. Expand the Graduate Multicultural Mentoring and Support (G-MMS) Programs as well as expansion of the Neurobehavioral Assessment service.
2. Develop the G-MMS Graduate Cultural Program.
3. Organize Graduate Forum 2026.
4. Work on implementation of Faculty Senate-approved policies: Centers for Graduate Studies and Center for Innovation.
5. Liaise with university officials and bodies and collaborate with the Undergraduate Policies & Standards Council (c.f. their charge #4) to develop policy governing 4+1, 3+2 and other undergraduate-graduate pathway programs.

RESEARCH, SCHOLARSHIP AND CREATIVE EXPRESSION

Standing Charges

1. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty scholarship; identify, on an ongoing basis, current and anticipated faculty, librarian, professional staff and adjunct faculty needs with regard to scholarship and research and recommend strategies designed to meet those needs.
2. Support the continued efforts to build academic research networks on and beyond the William Paterson.
3. Review, yearly and as needed, the policies, procedures, and guidelines for each of the following:
 - a. Institutional Review Board for the Protection of Human Subjects,
 - b. Scientific and Academic Fraud and Misconduct,
 - c. Assigned Research Time Application and Selection.

Priority Charges

1. Assess faculty research needs and report findings to the Faculty Senate
2. Collaborate with colleges, departments, Cheng Library, and the Office of Sponsored Programs to publicize student research and faculty grant activity through events such as Explorations, the University Author Reception, and Honors Research Week.
3. Consult the Faculty Senate to determine whether the Council's standing charges should continue to include review of policies, procedures, and guidelines related to the Institutional Review Board for the Protection of Human Subjects and Scientific and Academic Fraud and Misconduct.
4. Investigate the feasibility of awarding Pioneer Life badges from the Office of Campus Activities, Service & Leadership to students who present at Explorations and write a three-paragraph reflection describing how they participated and what they learned.
5. Liaise with OSP to review and offer feedback on Cayuse

UNDERGRADUATE POLICIES AND STANDARDS

Standing Charges

1. Review and recommend policy for the adoption, implementation and enforcement of undergraduate educational and academic standards.
2. Review and recommend policy for the adoption, implementation and enforcement of undergraduate educational and academic standards in curricular issues.
3. Liaise with university officials responsible for all undergraduate academic policy matters

to conduct an ongoing review of their effectiveness.

Priority Charges

1. Examine and develop standards for the certificate review process.
2. Provide feedback on how the course and program approval process in Curriculog aligns with our undergraduate programs' policies and standards.
3. Liaise with leaders of relevant Four Pillar implementation teams as needed.
4. Liaise with university officials and bodies and collaborate with the Graduate Policies & Standards Council (c.f. their Priority Charge #5) to develop policy governing 4+1, 3+2 and other undergraduate-graduate pathway programs.
5. In consultation with the Adult Learner Operationalization Team in Fall 2025, consider policy implications to meet the distinct needs of the growing adult learner population and recommend any related policy changes for Spring 2026.

UNIVERSITY CORE CURRICULUM

Standing Charges

1. Recommend The University Core Curriculum Council working with the Undergraduate Council shall monitor the UCC program and review and recommend to the Senate all proposed course and curriculum changes for UCC credit.
2. The University Core Curriculum Council will review and make recommendations regarding all changes in UCC policy to the Senate.

Priority Charges

1. Finalize UCC 2.0 bylaws.
2. Perform UCC 2.0 course reviews at the council level, monitor the flow of the course submission process, and identify areas needing improvement to facilitate course approvals.
3. Determine whether an appropriate range of courses has been proposed for each area and identify any areas without sufficient courses as a priority.
4. Prepare a UCC assessment plan that must start Fall 2026 so that initial results can be acted upon prior to our next MSCHE study visit in Spring 2029.