University Senate Meeting
April 18, 2005
Science Hall - 126

In Attendance: Jim Abbott, Pat Alexy-Stoll, Herb Appelson, David Applebaum, Lorin Arnold, Greg Biren, Lori Block, Kate Boland, Larry Butler, Bill Carrigan, Bruce Caswell, Jay Chaskes, Joe Coulombe, Roberta DiHoff, Robert Fleming, Tom Fusco, Kathy Ganske, Dorie Gilchrist, Judy Holmes, Gabriela Hristescu, Cristina Iftode, Dave Klassen, Lee Kress, Kristyn Kuhlman, Denyse Lemaire, Phillip Lewis, Mary Marino, Robin Mcbee, Ellen Miller, Eric Milou, Janet Moss, Esther Mummert, James Newell, Joe Orlins, Anne Phillips, Robi Polikar, Kathryn Quigley, Natalie Reaves, Tanya Schmidt, Karen Siefring, Kathleen Small, Edward Smith, Don Stoll, Eileen Stutzbach, Skeff Thomas, Michael Weiss, Barbara Williams, Tricia Yurak

Not in Attendance/Represented by Alternate: Christopher Simons represented by Karen Heinz, Sandy Tweedie represented by Jeff Maxson, Mary Beth Walpole represented by James Coaxum

Not in Attendance: Bryan Appleby-Wineburg, Joe Bierman, Richard Earl, John Gallagher, Karlton Hughes, Ihsan Isik, Martin Itzkowitz, Frances Johnson, Mark Matalucci (due to student testing), Bob Newland, Charles Schultz, Rob Sterner, Lizziel Sullivan, Hong Zhang

I. Motion to approve agenda, seconded and carried.

II. Motion to approve minutes of March 28, 2005, seconded and carried.

III. Open Forum:
Stan Urban addressed the revised, proposed policy regarding Non-Degree Graduate Students. The concerns he addressed regarding this policy were 1. that undue pressure on advisors and department chairs to accept these students might be exerted. 2. He also felt that students may use this policy to avoid taking the GRE, and 3. that too many part-time students wanting to take non-degree graduate courses may lead to more part-time faculty. The policy will again be addressed at the May 10th Senate meeting as new business.

Jay Kuder also addressed the policy regarding Non-Degree Graduate Students. He emphasized that the policy was approved by the Graduate Council after a year of review and research. He stated that it is not uncommon for this type of policy to be in place, particularly used for international students. The Graduate School tracks student records to ensure that they do not exceed 9 sh. When students reach this point, they are compelled to enter a graduate program. Many individuals also take non-degree graduate courses for professional development. It was asked that the Senate consider passing this policy.

IV. COMMITTEE REPORTS: under separate cover

V. OLD BUSINESS

Skeff Thomas: Request for Second Period Commencing in Fall of 2006 (Substitute Resolution)

Whereas, in Spring of 2004 the Ad Hoc Scheduling Committee was reconvened to evaluate the feasibility of a second open period as mandated in the original new schedule Resolution #040512-5 of May 2005.
Whereas, the Ad Hoc Scheduling Committee recommended a second open period to accommodate student activities and academic service needs to be on Wednesdays, from 10:50 AM to 12:05 PM.

Whereas, the Rowan University Senate endorsed the Ad Hoc Scheduling Committee’s recommendation for a second open period with resolution #040512-5.

Whereas, the administration rejected the 2004 request for a second open period due to a shortage of classroom space.

Whereas, the Senate finds there continues to be a strong and compelling need for a second period for student activities and academic services, one indication of which was the need to reschedule the University Assembled this spring. And Whereas, the completion of the Education building for Spring 2006 will add more than 30 classrooms and increasing the number of classroom available by some 25%.

Therefore, be it resolved, the Rowan University Senate renews its recommendation for a second open period on Wednesdays, from 10:50 AM to 12:05 PM, to be implemented for Fall 2006.

Be it further resolved, that the AFT Local 2373, y contract, and the University Senate, by policy, will have the first claim on these open periods.

Be it further resolved, the Union and Senate will by mutual agreement identify and make public the dates they require for their business before the beginning of each academic year, and no other University function requiring the presence of AFT members or Senate members may be scheduled during the open period on these dates. Dates not reserved by the Union or Senate may be used for any other academic service purpose such as departmental and committee meetings.

Be it further resolved, the “Schedule of Courses” be amended to reflect the open period at 10:50 AM to 12:05 PM, rather than as 11:00 AM to 12:00 PM, as it currently appears.

Motion to approve, seconded and carried.

Lorin Arnold: Resolution for Non-Degree Graduate Student Policy (Passed by Graduate Council, October 27, 2004)

Current Policy:
Certain graduate courses may be taken by college graduates who wish to broaden their educational experience without reference to the requirements for a degree. However, students undertaking such work must apply for admission to the graduate program before completing nine hours of graduate credit if they intend to become degree candidates or if they wish to continue graduate study. The University reserves the right to specify what courses may be available for non-degree seeking and non-matriculated students and to establish certain minimum qualifications for enrollment in graduate courses by non-degree seeking students and to restrict their course registrations. Most M.B.A. and M.S.T. graduate courses are not available to non-degree seeking and non-matriculated students.

Non-degree seeking and non-matriculated students take courses at their own risk. The courses taken by non-matriculated and non-degree students may or may not apply to a program if the applicant is accepted. No more than nine semester hours of graduate courses may be taken by non-matriculated and non-degree students or may be applied to a master’s program. No more than eight semester hours may be taken in any one semester. Non-degree and non-matriculated students who register for graduate courses at Rowan University for the purpose of pursuing certification through the New Jersey Department of Education are subject to all restrictions applicable to other non-degree seeking and non-matriculated students regarding course enrollments and course credit limitations.

Proposed Policy:
Students who wish to take graduate-level course work for personal enrichment or professional development with no intention of seeking acceptance into a graduate degree or certificate/certification program, may enroll as a “Non-Degree Graduate Student.” Students must meet the prerequisite requirements of the course/courses for which they wish to enroll. Non-matriculated students must enroll as a non-degree graduate student if they wish to take more than 9 credits at the graduate level and do not intend to become a degree candidate. Some programs (e.g. the MBA and MST programs) do not permit non-degree students to enroll.

As a non-degree graduate student, individuals may take up to 18 sh of graduate course work. This limitation does not apply to custom-designed, professional development courses unless they can be applied to a graduate degree program. Non-Degree graduate students may take no more than nine (9) semester hours or three (3) courses in one graduate program. Students who wish to take more than nine semester hours in one program must apply for admission to that program or seek permission of the graduate program coordinator, with the approval of the department chair, college dean and the Dean of the Graduate School to take additional courses in that program due to compelling circumstances.

Non-degree students may apply for admission to a degree program at any time. They must meet all of the admission requirements of the Graduate School and the graduate program to which they are applying. No more than nine (9) credits may generally be utilized toward a degree program (six (6) credits toward a certificate/certification program). It is the responsibility of the graduate program coordinator, with the approval of the department chair, college dean and the Dean of the Graduate School to determine which credits can be applied to the program. Admission as a Non-Degree graduate student does not imply or guarantee acceptance into a graduate degree or certificate/certification program.

Students wishing to apply for the Non-Degree Graduate Student program must complete an application form, including official transcripts from all undergraduate and graduate schools, and pay a non-refundable application fee of $25.00.

Rationale:
There are an increasing number of students who wish to take additional classes at the graduate level for continuing education who do not wish to seek a graduate degree. The proposed policy would expand this opportunity for individuals wishing to pursue graduate study at Rowan University. In addition, this policy would permit employees of some of our community-based partners (e.g. businesses and schools) and visiting international students to take graduate classes without matriculating in a degree program. Non-matriculated students could still take up to 9 credit hours at the graduate level. If they wish to continue taking graduate classes, they must apply either to a degree program or for non-degree status.

Whereas, we concur with the Council’s assertions regarding the need for graduate programming for non-matriculated students (see attached), and
Whereas, the proposed policy provides this opportunity while still maintaining appropriate standards of admission and retention for graduate students,
Be it resolved that, the policy attached be implemented with two minor changes:

First, there are inconsistencies with the use of credit hour and semester hour in the document. All
references should be made to schedule hours.

Second, the policy should indicate where this policy would be available to students. We recommend its inclusion in the student handbook, university catalog, and schedule of courses for each semester.

Third, we recommend that the second full paragraph of the proposed policy be amended, such that the first sentence will read: “As a non-degree graduate student, individuals may take up to 18 sh of graduate course work, including those courses taken before declaring non-degree status.”

Motion to approve, seconded and carried.

VI. New Business

A. L. Arnold: Resolution for Incomplete Grades

Whereas, the Pass/No credit option is a useful and pedagogically sound alternative for students, and
Whereas, the current policy requires only a verbal agreement between students and faculty by the end of the drop/add period, and
Whereas, this has, at times, resulted in students being assigned a P/NC grade when they desired a letter grade, and
Whereas, the current policy may result in faculty feeling pressured to provide P/NC grades well past the deadline, and
Whereas, students need the opportunity to understand course requirements in light of their own interests and abilities before making a decision to take a course P/NC,
Be it resolved that, the Office of the Registrar develop an official form that students will fill out in order to take a class with a P/NC designation. The deadline for this form to be completed, signed by all parties, and filed with the Registrar’s office will be the end of the first withdrawal period (the time after drop/add but before the WP/WF designation, when students withdrawing receive a W on their transcripts). Students wishing to take an approved course (as listed in the schedule of classes) with a P/NC designation will fill out the form, have it signed by the teaching faculty member, and submit it to the Office of the Registrar. A copy of this form will then be returned to the teaching faculty member and the student for their records.

Whereas, the option of an Incomplete grade in a course is necessary for students facing unexpected life events that prevent completion of the semester, and
Whereas, currently, the Incomplete policy does not specify that the student and faculty be in agreement that an Incomplete (rather than an A/B/C/D/F) grade will be assigned, and
Whereas, this has, at times, resulted in students being assigned a IN grade when they desired a letter grade, even if that letter grade was poor, and
Whereas, the choice of whether to award an Incomplete grade, should a student so request, must still belong fundamentally to the teaching faculty member,
Be it resolved that:
The incomplete grade policy at Rowan be changed to read: “Under extraordinary circumstances that prevent completion of coursework during the term of enrollment, instructors may, with the agreement of the student, assign a grade of Incomplete, rather than a standard letter grade (A/B/C/D/F). An incomplete grade must be removed before the end of the following academic semester. If students believe that circumstances warrant an extension, they may request the instructor, in writing, for such an extension. If approved, the instructor will renew the incomplete in the Registrar’s Office when grades are due. Failure to
remove the incomplete grade within the prescribed time, will automatically change the IN to an F.”

In order to facilitate this process, we ask that the Registrar’s Office develop a new form for incomplete grades. This form should be submitted by the instructor with the final course grades (like the current form) and should contain a space for student consent signature. Should a signature not be possible to obtain, the form should allow the instructor to designate the alternate means by which student consent was communicated (e-mail, fax, or mail). For written forms of consent (other than student signature on the form), a copy of the consent document should be attached to the incomplete form. Should illness or other extreme situation prevent a student from providing written agreement for the Incomplete grade, the Dean of Students will contact the student via phone and obtain agreement, and the details (time, date, content) of this conversation will be appended to the incomplete form.

This form should also obtain a clear statement concerning when the IN will revert to an F if not removed, as well as a space for provision of the precise requirements that must be met in order for the IN to be replaced with a letter grad.

Motion to discuss as Old Business at May 10th meeting approved, seconded and carried.

B. Lori Block: Resolution for Implementation and Adherence to a student’s Accommodation

Whereas, in an attempt to create an environment where academic pursuits are at the forefront of our mission at Rowan University, and
Whereas, in adhering to and embracing the spirit set forth in the creation of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), and
Whereas, to ensure that all students are expressly accommodated within their rights when self identified and registered with the Academic Success Center on campus, to seek aids and measures in assisting with academic success in accordance with the laws of the United States of America enumerated in Section 504 of the Rehabilitation Act and the American With Disabilities Act and with dignity and the spirit of the law,
Be it resolved that, that the Rowan University Senate strongly suggests that the accommodation statement attached be incorporated in all academic syllabi and adhered to in the classroom by faculty and staff teaching at Rowan University when students self identify as being registered with the Academic Success Center of Rowan University. The Senate strongly recommends that the policy statement be electronically distributed prior to each academic year. We, the Senate recommend that this accommodation statement be incorporated in the faculty handbook. This statement of accommodation is also recommended to be incorporated in the new faculty orientation as well as distributed to all adjunct faculty teaching on a semester-by-semester basis. The Senate suggests that the distribution of this accommodation statement be coordinated by the Chief Academic Officer of Rowan University

Accommodation Statement:
Your academic success is important. If you have a disability that may have an impact upon your work in this class, please contact me early in the semester.
Students also need to provide documentation of their disability to the Center for Academic Success in order to receive official University services and accommodations. Dr. Johanna Velez-Yelin, Associate Director of the Academic Success Center can be reached at mailto:Velez-Yelin@rowan.edu or 856 256-4234. The Center is located on the 3rd Floor of Savitz Hall. Dr. Yelin is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

Addendum 1: Purpose for an Accommodation Statement

Comprehensive statements do the following:

- Encourage students to come forward early in the semester
- Demonstrate a willingness to work together and provide accommodations
- Keep focus on student success
- Remind them that they are not legally eligible unless they register
- Offer further resources (web links, offices, people)

In providing accommodations, respect students’ rights to privacy. Students are not required to disclose their particular disabilities — only that they qualify for accommodations. Many students who have registered will voluntarily disclose their disability. Others who have not registered may also claim to be entitled to accommodations. If there is any request you feel is beyond your resources, direct them to the Office of Disability Services.

Addendum 2: Policies for Accommodation Statements of Rowan Aspirant Universities

Fairfield University Suggested model statement or a variation Bucknell None Providence College Strongly suggested (no model statement in place) SUNY Required statement included in all syllabi Lehigh Required verbal announcement on first day of class SUNY Binghampton Informal policy of encouragement (70% compliance) Villanova Strongly suggested — model statement in faculty handbook University of Dayton Required statement included in all syllabi Motion to discuss as Old Business at May 10th meeting, seconded and carried.

C. G. Hristescu: Resolution for Dial-Up Access Service

Background/Context:
Based on a survey of several local colleges and universities, dial-up access to campus networks is still common practice. At Rowan, from AY 2004 to AY 2005 the usage dropped from a level of about 220 to about 150, unique dial-up users per day. The population still using it is about 10% of the employees and 1% of the students. The costs involved for total equipment replacement is about $20,000–$30,000 and the annual cost for phone line service is about $18,000 per year.

Whereas: the current dial-up hardware is aging and in need of replacement, and Whereas: there are approximately 200 out of 2,200 employee accounts and 200 out of 22,000 student accounts still using the system each month, and Whereas: it appears that the decision on whether or not to maintain Rowan’s dial-up service is driven primarily from fiscal concerns without due consideration of an analysis of possible obligations related to the University Mission,
Be it resolved that: the University Senate recommends that the Provost and President formulate a policy concerning the University’s obligation to provide network access to its off-campus population and base all decisions relating to dial-up access on that policy.

Motion to suspend rules, seconded and carried. Resolution will be proposed to the Provost April 19, 2005.

G. Hristescu: Resolution Regarding Computer Competency

Background/Context:
The Technological Resources Committee invited Kenexa, the current provider of the existing testing software, to demonstrate their web based testing system. This software tests the student “in the application” and is self-grading. The company offers panoply of software including popular web browsers, several generations of MS Office and Corel software. The library of all software is maintained at current levels by Kenexa at no charge. The university could easily update and/or change the Competency Test to suit its needs. A quote from Kenexa is attached for information purposes.

Whereas, the Computer Competency Test is required to be taken by all incoming students, both Freshman and transfer students, and
Whereas, the current Computer Competency Test is obsolete, since it is based on Windows 95 and MS Office 97, and the test can not be updated beyond this generation of software, which is no longer in use at Rowan University, and
Whereas, the degree of difficulty of the current test is set too low and does not test for the proper level of computer competency necessary for today’s college student and society, and
Whereas, there is a need to make provisions to keep the test up to date such that it is consistent with current software in general use, and
Whereas, the brochure concerning the Computer Competency Test reflects this obsolete software and is mailed out to all prospective students, and does not project the appropriate Rowan University image,

Be it resolved that the Senate recommends that the Office of the Provost acquire newer generation software to correct this problem and adopt a policy to keep the test and the brochure up to date.

Motion to discuss as Old Business at May 10th meeting, seconded and carried.

David Applebaum: Resolution for Criminal Background Checks & Fingerprinting

Background/Context:
The Ad-Hoc Committee on Fingerprinting and Criminal Background checks was inclusive and began the process with diverse views as well as divergent perspectives regarding fingerprinting and criminal background checks of prospective university employees. The committee considered three possibilities: full implementation of current policy, abolition of all fingerprinting and criminal background checks and modification of current policy and practice. We reviewed internal documents as well as policies and procedures adopted elsewhere. We studied data provided by the university. We held hearings and received written testimony. Documents collected for our work will be available at the Senate Office.
Whereas, the presumption of innocence and constitutional limits upon government intrusion into private and personal life are core principles of democracy. Whereas, community needs to maintain security and safety are necessary for all members of our community.

Be it Resolved:

The University and bargaining agents (AFT, CWA, and IFTPE, et. Al.) collaborate and identify all jobs and job titles where a. national norms, c. constitutional safeguards, and b. local practices merit application of fingerprinting and criminal background checks.

The Student Government Association will collaborate with the University in designating positions where student employees perform jobs that should be subject to fingerprinting and criminal background checks.

The application of rules to current employees in jobs designated for application of the procedure is outside the parameters of Senate jurisdiction and subject to contractual relationships and agreements.

Candidates for employment by the University in positions where security checks are approved will be told when they apply for the position.

Policies and procedures adopted by the University regarding a. informing candidates of the status of their review and, b. the right to appeal any adverse decision will be maintained.

Two years following completion and application of the policy and procedure, the University and bargaining agents shall review the list of jobs and job titles included as well as excluded from fingerprinting and criminal background checks in order to determine the efficacy of the policy, costs and benefits in meeting the goals and criteria for inclusion and exclusion from the list of positions designated for exceptional consideration.

Motion to discuss as Old Business at May 10th meeting carried.

VII. PRESIDENT’S REPORT: Bruce Caswell

1. At-Large Elections: Due to problems with distribution and email, I ask that you give me your approval to expend the period for nominations to Noon Wednesday, April 20th.

2. Committee Reports: The end of the academic year is rapidly approaching, and committees need to be finalizing their reports and proposals for the end-of-the-year meeting. The form will be in the email this week. The consideration of committee recommendations will be greatly expedited if the Executive Committee has a chance to review them first.

3. Executive Committee: The next Exec is an important one for committee chairs. We will also schedule a “spill-over” Exec to replace the one we gave up on May 2nd for University Assembled.

4. Open Period: We continue to discuss with president and the vice president for student affairs the issue of programming activities during the open period in conflict with Senate meetings.

5. Committee Sign-up: Please remind your constituents of the need to sign-up for committees. We continue to test the web-based committee sign-up system for the Senate designed by students of G. Hristescu last spring. Another test will be necessary. This system will not be ready this year, so we will requesting volunteers using the old “snail mail” system.

VIII. Open Period Extended: President Parish
The issue of the 7 police officers with Public Safety to carry weapons is still being debated. The President’s Cabinet has recommended that these officers carry weapons, while the Student Government Association is withholding their decision. The President stated that Rowan University is the only State institution that does not have armed officers on campus. Ultimately, the Board of Trustees will make the final decision.

Input from the Senate:
There should be parent participation with this decision
Suggestion of a trial period
Training of these officers regarding a campus environment vs a public community environment
Weapons may not be conducive to campus life
Concerns of profiling

The Senate will invite Tim Michener to attend the May 10th meeting to discuss the matter further.

IX. Meeting adjourned at 12:15 PM.