

UNIVERSITY SENATE MINUTES  
December 17, 2007, 10:50 am, 3091 Ed Hall

**ATTENDEES:** Jacqueline Benevento, Krishan Bhatia, Lori Block, Kate Boland, Kate Boland, Joe Cassidy, Bruce Caswell, Sheri Chinen-Biesen, Doug Cleary, Jennifer Courtney, Kevin Dahm, Michele DiCorcia, Robert D'Intino, Tom Doddy, Carol Eigenbrot, Jon Foglein, Dorie Gilchrist, Erick Guerra, Roberta Harvey, John Hasse, Karen Haynes, Susan Hersh, Olcay Ilicasu, Lili Levinowitz, Phillip Lewis, Janet Lindman, Midge Madden, Julie Mallory-Church, Douglas Mapp, Douglas Mapp, Afrodesia McCannon, Phyllis Meredith, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Clara Popa, Natalie Reaves, Anthony Robb, Adrian Rusu, Tanya Santangelo, Nick Schmelz, Kathleen Sernak, Tony Smith, Rob Sterner, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach, Sanford Tweedie, Patrick Westcott, Barbara Williams, Tricia Yurak, Ieva Zake

**NOT IN ATTENDANCE: (Represented by Alternates)** Bonnie Angelone represented by Rory McElwee, Leslie Elkins represented by Stephanie Nichols, Allison Krufka represented by Luke Holbrook, and Karen Magee-Sauer represented by David Klassen.

**NOT IN ATTENDANCE:** Keith Adams, Herb Appelson, Michael Banutu-Gomez, Joe Basso, Belinda Bragg, Tom Doddy, Ihsan Isik, Candace Kelley, Matthew Lund, Mark Matalucci, and Maria Rosado.

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors – none
3. Approval of Minutes from November 2007 - Motion to approve, second, carried with corrections to attendance record as follows: Mark Matalucci should be indicated as present, Kate Boland and Douglas Mapp should be indicated once under attendees, and Maria Simone rather than Roberta Harvey should be indicated as substitute for Don Stoll.
4. President's Report (**page 2**)
5. Standing Committees & Task Forces
  - a. Curriculum Committee - Kevin Dahm. Votes on 12 process C proposals – all passed – See curriculum database for further details.
  - b. Promotion Committee – Lili Levinowitz – college committees votes to take place via email this week (12/17/07).
6. Academic Integrity Task Force <http://blogs.rowan.edu/aipolicy>
7. Old Business
  - a. Senate Constitution Revision (**separate file**) Motion to approve made, seconded and passed. Now goes to general membership for a vote and then to the Board of Trustees.
  - b. Public Safety Resolution (**page 10**) Motion to approve, seconded, passed.
8. New Business
  - a. AP&P committee
    - i. Resolution to Alter the Function of “Professor's Permission To Override A Closed Course” Form (**page 11**) first reading. Info to be taken back to departments for discussion before final vote at next month's Senate meeting.
    - ii. Resolution Concerning Instructor Changes to Syllabi After Distribution (**page 12**) first reading. Info to be taken back to departments for discussion before final vote at next month's Senate meeting.

- b. Counseling Resolution (**page 13**) first reading. Final vote next month.
- c. Dorie Gilchrist, Under Scholarship Committee, John Mullens to replace member who is leaving the committee.
- d. John Hasse discussed proposed commuter rail, high speed line into Gloucester County – three routes under consideration: Rte. 55, Rte. 45 and current Conrail tracks. Conrail tracks is the favorable option at this point.

9. Adjournment

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President's Report:

- 1. CPCE
  - a. Partnership with Gatlin (**page 3**) <http://www.gatlineducation.com/rowan/> *Faculty should not be reading about such new initiatives first in the newspaper – in the future new initiatives will be announced to the campus community first.*
  - b. Revenue Sharing Model (**page 4**) *Note that 33% of the profit goes back to the department. This year any loss will be taken care of by CPCE but in future years any loss will be absorbed by the department.*
  - c. Updated financial data with expenses & net revenues (**pages 5-7**)
- 2. Furniture update – Robinson 202, Wilson 203, and Bunce 106 to have armchair tablets returned for the spring 08 semester (**page 8**) *There should be an e-mail coming out by Friday of this week with the seating capacities for each classroom, so instructors can plan for their courses next semester.*
- 3. Scheduling Software Committee – Senate appointment is Bob Newland (**page 9**) *Scheduling 15, new scheduling software, to be implemented Fall 2009.*
- 4. Search committee for the Associate Provost of Research (send comments, suggestions, or feedback about the qualifications and job description for this position to Mary Lou Kerwin at [kerwin@rowan.edu](mailto:kerwin@rowan.edu))
- 5. Chairperson Council & Senate Working Group on developing criteria for retaining low enrolled courses – *Senate President has proposed that a Working Group be established to develop criteria or guidelines to use when considering the cancelation of courses – Provost is in favor of this proposal. Anyone interested in serving as a member of this working group should speak with Eric Milou.*
- 6. Spring 08 Schedule
  - a. Finals Week is Tuesday May 6<sup>th</sup> to SATURDAY May 10<sup>th</sup>.
  - b. When do Monday evening classes have their finals? SATURDAY – *This will be the case during spring 2009 as well.*
- 7. It is the position of the AFT that grades are not due this year until January 8, 2008. – *There was discussion about whether the Senate should have/voice an opinion about type of courses being offered by CPCE. Perhaps there are some subjects that should not be associated with an institution of higher learning, whether they are for credit or non-credit. The Provost does not favor outsourcing of ESL. He is considering a combined ESL program for the Glassboro and Camden campuses.*

Q & A on CPCE & Gatlin

Q1. When and why did Rowan partner with Gatlin?

A. An agreement was signed on August 2007. It was done because we believe it will help us to grow the continuing education (non-credit) operation.

Q2. Will ALL offerings be non-credit?

A. Yes

Q3. How were the course offerings selected?

A. We targeted packages of courses for which we know there is demand.

Q4. What is Rowan's percentage of the fees?

A. It varies from course to course.

Q5. What are Rowan's expenses?

A. There is no investment from our part. The only expenses are related to time of the continuing education personnel to monitor student enrollment, which is minimal.

Q6. Shouldn't the oversight committee or some body have been informed of this partnership instead of the faculty reading about it in the newspaper?

A. No. I thought it was made clear that the oversight committee attends academic (for-credit) matters. I thought I made that clear at one of the few meetings some time ago, or in the course of our discussions about the MOU.

## CPCE REVENUE SHARING MODEL

CPCE has received from the Rowan Foundation start-up funds in the amount of \$2,000,000 to be able to operate as a self-supporting unit. The funds are to be repaid within 5 years. The operation of CPCE is divided into three major phases, with the following revenue sharing schemes:

Phase I: Cost sharing, cost recovering & revenue distribution (3 years)

- CPCE Operation 60%
- Rowan Foundation (Recovery) 20%
- Institutional Fund (President) 10%
- College Fund (Deans) 10%

Phase II: Cost recovering & revenue distribution (2 years)

- CPCE Operation 60%
- Rowan Foundation (Recovery) 10%
- Institutional Fund (President) 15%
- College Fund (Deans) 10%
- Development Fund (Provost) 5%

Phase III: Revenue distribution & growth (beyond the fifth year)

- CPCE Operation 60%
- Institutional Fund (President) 15%
- College Fund (Deans) 10%
- Development Fund (Provost) 10%
- CPCE Fund 5%

Note 1: The above percentages are based on CPCE revenues, which are defined as the gross revenues from tuition and fees minus a deduction that takes place due to collaboration with a given external partner (e.g. county college, Post University, school districts, etc). During the Fiscal Year 2008 CPCE revenues will be as follows (these percentages may change from time to time through new negotiations with the partners even during a current fiscal year):

- 100% of gross revenues if course is offered in the main campus
- 80% of gross revenues if course is undergraduate and offered off-campus at a county college
- TBD of gross revenues if course is online and student has been recruited by Post (under negotiation)
- 100% of gross revenues if course is online and student has been recruited by CPCE
- 100% minus rental fees/other if course is graduate and offered off-campus

Note 2: The 60% allocated to the CPCE Operation is distributed as follows:

- Instruction & Departments\* 33%
- CPCE salaries, marketing, other 27%

\* The allocation to instruction is 33% of CPCE revenues. Instructors are compensated at the University rate (with an additional 7.65% of fringe benefits plus any other compensation due to traveling, special services, etc as negotiated by the Department). Departments can negotiate, at their discretion, a compensation above the standard rate. Departments keep any surplus resulting from the difference of the 33% and the total cost of instruction. This surplus can be carried forward and is meant to compensate individuals involved in one capacity or another in the course/program delivered through CPCE (e.g. program coordination, advising, support, etc.). The surplus can also be utilized for activities such as conferences, supplies, computers, etc. Since cost of instruction is rather fixed, Departments have the incentive of increasing their own funds by increasing student credit hours

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION								
CPCE COURSE REVENUE AND EXPENSES BY DEPARTMENT								
January 1 - June 30, 2007								
Final FY 2007								
<b>PSYCHOLOGY</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
U	23866	Learning & Behaviorism	Staff/Woods	10	9,770.00	3,224.10	3,068.03	156.08
U	23758	Adolescent development	Chapell	7	7,703.85	2,542.27	3,390.98	(848.70)
G	24005	Fund Alc/Drug Abuse Depn	Miller	1	1,961.55	647.31	525.00	122.31
G	24006	Dev Psy Alc/Drug Abuse	Miller	1	1,961.55	647.31	525.00	122.31
G	30815	Basic Principles of Behavior	Ennis	11	21,577.05	7,120.43	3,148.76	3,971.66
U	30818	Applied Behavior Analysis	Staff/Perrin	18	19,809.90	6,537.27	3,068.03	3,469.24
<b>Department's total</b>				<b>48</b>	<b>\$62,783.90</b>	<b>\$20,718.69</b>	<b>\$13,725.79</b>	<b>\$6,992.90</b>
<b>EDUCATION LEADERSHIP</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
G	30821	Spec Top Lead: Prog Dev & Grant Writg	Gourley	11	23,524.05	7,762.94	3,229.50	4,533.44
G	30808	Instructional Leadership & Supervision	Campbell	6	11,769.30	3,883.87	4,036.88	(153.01)
G	30791	Change for School Improvement	Monahan	7	13,730.85	4,531.18	4,521.30	9.88
G	30790	Law & Ethics in School Leadership	Hespe	10	19,615.50	6,473.12	4,521.30	1,951.82
<b>Department's total</b>				<b>34</b>	<b>\$68,639.70</b>	<b>\$22,651.10</b>	<b>\$16,308.98</b>	<b>\$6,342.13</b>
<b>FOUNDATIONS OF EDUCATION</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
G	30809	Fund of Curriculum Development	Surace	6	11,769.30	3,883.87	3,148.76	735.11
<b>Department's total</b>				<b>6</b>	<b>\$11,769.30</b>	<b>\$3,883.87</b>	<b>\$0.00</b>	<b>\$735.11</b>
<b>TEACHER EDUCATION</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
G	30781	Linguistics Teac Second Languages	Hewitt	10	19,615.50	6,473.12	4,090.70	2,382.42
G	30776	Modern Dev Teach English ESL/BE	Garcia	10	19,615.50	6,473.12	4,090.70	2,382.42
U	30793	Tchg in Lrng Communities I	Wassell	22	16,141.40	5,326.66	2,153.00	3,173.66
<b>Department's total</b>				<b>42</b>	<b>\$55,372.40</b>	<b>\$18,272.89</b>	<b>\$10,334.40</b>	<b>\$7,938.49</b>
<b>HEALTH &amp; EXERCISE SCIENCE</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
U	30768	Teaching Concepts in Driving Education	Willis	13	14,957.15	4,935.86	3,229.50	1,706.36
U	30769	Teaching Concepts in Driving Education	Willis	17	19,559.35	6,454.59	3,229.50	3,225.09
<b>Department's total</b>				<b>30</b>	<b>\$34,516.50</b>	<b>\$11,390.45</b>	<b>\$6,459.00</b>	<b>\$4,931.45</b>
<b>WRITING ARTS</b>								
Type	CRN #	Course Title	Instructor	HC	Tuition Rev	33% of TR	Instruc Cost	Department Net
U	30804	Writing, Research & Tech-WI	Herberg	7	7,703.85	2,542.27	3,229.50	(687.23)
<b>Department's total</b>				<b>7</b>	<b>\$7,703.85</b>	<b>\$2,542.27</b>	<b>\$3,229.50</b>	<b>(687.23)</b>
<b>GRAND TOTAL</b>				<b>167</b>	<b>\$240,785.65</b>	<b>\$79,459.26</b>	<b>\$50,057.66</b>	<b>\$26,252.84</b>

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION											
CPCE COURSE REVENUE AND EXPENSES BY DEPARTMENT											
September 4 through December 21, 2007											
Fall 2007 - FY08											
<b>Civil &amp; Environmental Engineering</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
G	CEE 08503-1C	43024	Spe Top Civil	Otto	17	3	1,860.00	31,620.00	10,434.60	3,390.98	7,043.63
G	CEE 08504-1C	43025	Engineering Es	Dusseau	13	3	1,860.00	24,180.00	7,979.40	3,390.98	4,588.43
<b>Department's total</b>					<b>30</b>			<b>\$55,800.00</b>	<b>\$18,414.00</b>	<b>\$6,781.95</b>	<b>\$11,632.05</b>
<b>Educational Leadership</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
G	EDAM27752-2C	43882	Advanced Lead	Coaxum/Sernak	11	3	1,984.35	21,827.85	7,203.19	3,633.19	3,570.00
D	EDST 24722-1C	43956	Rsrch Lit Anal	Walpole	13	3	2,121.00	27,573.00	9,099.09	3,390.98	5,708.12
D	EDST 24722-2C	43957	Rsrch Lit Anal	Ingram	13	3	2,121.00	27,573.00	9,099.09	3,390.98	5,708.12
D	EDSU 28715-1C	43954	Leadership The	Sernak	12	3	2,121.00	25,452.00	8,399.16	3,390.98	5,008.19
D	EDSU 28715-2C	43955	Leadership The	Nespoli	12	3	2,121.00	25,452.00	8,399.16	3,390.98	5,008.19
G	EDST 24624-1C	44048	Educational Ch	Frassenei/Moore/	6	3	2,010.00	12,060.00	3,979.80	3,390.98	588.83
<b>Department's total</b>					<b>67</b>			<b>\$139,937.85</b>	<b>\$46,179.49</b>	<b>\$20,588.06</b>	<b>\$25,591.43</b>
<b>Reading</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
U	READ 30120-1C	43952	Literacies in T	Kenyon	17	3	1,095.00	18,615.00	6,142.95	3,390.98	2,751.98
G	READ 30566-1C	44001	Researching Cl	Frassenei	6	3	2,010.00	12,060.00	3,979.80	3,390.98	588.83
<b>Department's total</b>					<b>23</b>			<b>\$30,675.00</b>	<b>\$6,142.95</b>	<b>\$3,390.98</b>	<b>\$3,340.80</b>
<b>Teacher Education</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
G	ELEM 02511-2C	43977	Lrn Communit	McBee	13	3	1,860.00	24,180.00	7,979.40	4,951.90	3,027.50
G	ELEM 02550-2C	43978	Analy Clsrn T	Sudeck	15	3	1,860.00	27,900.00	9,207.00	4,736.60	4,470.40
<b>Department's total</b>					<b>28</b>			<b>\$52,080.00</b>	<b>\$17,186.40</b>	<b>\$9,688.50</b>	<b>\$7,497.90</b>
<b>Special Educational Services</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
U	SPED 08130-1C	43993	Human Except	Quint	16	3	1,131.00	18,096.00	5,971.68	4,736.60	1,235.08
U	SPED 08308-1C	43994	Assist TechTra	Shuff	15	3	1,131.00	16,965.00	5,598.45	3,390.98	2,207.48
U	SPED 08316-1C	44005	Differentiated	Sebastian	8	2	754.00	6,032.00	1,990.56	2,260.65	(270.09)
G	LDTC 18503-2C	43980	Foundation of	Davis Bianco	4	3	1,860.00	7,440.00	2,455.20	3,390.98	(935.78)
<b>Department's total</b>					<b>43</b>			<b>\$48,533.00</b>	<b>\$11,570.13</b>	<b>\$8,127.58</b>	<b>\$3,442.56</b>
<b>English</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
U	ENGL 05301-1C	43967	American Engl	Almanza	14	3	1,095.00	15,330.00	5,058.90	3,390.98	1,667.93
<b>Department's total</b>					<b>14</b>			<b>\$15,330.00</b>	<b>\$5,058.90</b>	<b>\$3,390.98</b>	<b>\$1,667.93</b>

12/4/2007

<b>Psychology</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
U	PSY 01316-1C	43927	Behav Assess/	Vorndran	17	3	1,131.00	19,227.00	6,344.91	3,390.98	2,953.94
U	PSY 02305-1C	43923	Applied Behav	Woods	11	3	1,131.00	12,441.00	4,105.53	3,390.98	714.56
G	PSY 02500-1C	43926	Basic Principle	Ennis	9	3	2,010.00	18,090.00	5,969.70	3,390.98	2,578.73
G	PSY 02510-1C	43924	Rsrch Meth in	Casey	6	3	2,010.00	12,060.00	3,979.80	3,390.98	588.83
G	PSY 02610-1C	43928	Applied Behav	Concors	11	3	2,010.00	22,110.00	7,296.30	3,390.98	3,905.33
<b>Department's total</b>					<b>54</b>			<b>\$83,928.00</b>	<b>\$27,696.24</b>	<b>\$16,954.88</b>	<b>\$10,741.37</b>
<b>Mathematics</b>											
Type	Course #	CRN #	Course Title	Instructor	HC	HRS	Cost/cou	Tuition Rev	33% of TR	Instruc Cost	Depart Net
G	SMED 33502-1C	43950	Process/Princ	Smith	12	3	1,950.00	23,400.00	7,722.00	3,390.98	4,331.03
<b>Department's total</b>					<b>12</b>			<b>\$23,400.00</b>	<b>\$7,722.00</b>	<b>\$3,390.98</b>	<b>\$4,331.03</b>
<b>GRAND TOTAL</b>					<b>271</b>	<b>68</b>		<b>\$449,683.85</b>	<b>\$139,970.11</b>	<b>\$72,313.89</b>	<b>\$68,245.05</b>

## Q & A from Facilities Administration (Joe Orlins)

1. General-purpose classrooms in Bozorth
  - a. Have faculty there been consulted about the furniture?  
*Meetings on this subject have been coordinated between FP&C and the Dean's office in the College of Communication, and have pertained primarily to non-general purpose classrooms*
  - b. Are tables to be placed in all the rooms in Bozorth?  
*Based upon request from faculty & Dean's office in CoC recieved last week, we will keep existing tablet arm chairs in Bozorth 22.*
2. Plans for Savitz & Westby, if any, are?  
*Savitz general purpose classrooms - the tablet arm chairs in these may become the source of what is used to back-fill the three rooms from Bunce / Robinson / Wilson. Westby - most spaces there are department-specific (i.e., non-general purpose classrooms), and will be addressed as part of the dept.-specific renewal program*
3. Tablet Arm Chairs
  - a. Which classrooms to change back to tablet arm chairs?  
*This decision requires input from the faculty via Chairs Council, Senate, etc. FP&C will strive to complete the change over winter break if we have enough usable tablet arm chairs on campus that can be redeployed. If there are not enough, FP&C will work in priority order (priority to be determined by Chairs/Faculty/etc.), and order new tablet arm chairs as needed (which may take some time to get)*
  - b. If faculty are teaching courses for which they would prefer tablet arm chairs, can we have a list of which rooms would be available, and their capacities, and then request those rooms at the time we submit a schedule?  
*A complete list of classrooms, including what furniture, equipment, etc. will be distributed via the Deans, Chairs Council, and other means, in coordination between the Provost's office, Registrar, IT, Office of Conference & Event Services, and Facilities. Faculty and departments are free to request whatever room(s) they like for scheduling, but the assignment of rooms is ultimately the responsibility of the Registrar.*
4. Creation of larger classrooms
  - a. Are there plans to look into the feasibility of converting smaller rooms to larger in other buildings as well? (Bunce, Robinson, Wilson?)  
*Facilities is working to create larger rooms where possible (e.g. opening partition between Robinson 225/226). It is not likely to be feasible to remove walls in Bunce to create larger classrooms. For other buildings (Wilson, Robinson), we will have to evaluate this at a later time.*
5. Can we prominently post the maximum capacity for each classroom—outside the classroom?  
*Signs stating maximum capacities as well as diagrams showing furniture arrangements will be posted in each room for Spring semester*
6. Dry erase markers are supposed to be supplied the same way that chalk was supplied. Can we fix the problem of walking into a classroom and finding no markers, or no working markers?  
*Our custodial staff should be stocking the General Purpose classrooms with black dry-erase markers. However, they do not test any markers to see if they are working. If there are dried out markers, it is up to faculty who discover this to dispose of them - otherwise, our cleaning will see that there are markers, and not restock the room. If rooms persistently have no markers at the start of the day, departments can contact our custodial staff at [housekeeping@rowan.edu](mailto:housekeeping@rowan.edu). I will remind our staff in Facilities Operations that this needs to be part of the regular routine of classroom cleaning.*



Scheduling Software Committee
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- To develop guidelines and principles for department scheduling
- The scheduling software will not be implemented until Fall 09.

Committee Members (13)

- 1 appointment from each college (2 appointments from LAS) by Deans in consultation with department chairpersons
- 1 AFT appointment
- 1 Senate appointment
- 1 Student Affairs appointment
- 1 Academic Affairs appointment
- 1 Facilities appointment

PUBLIC SAFETY RESOLUTION
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- Whereas the unthinkable has happened at Rowan University;
- Whereas the Rowan University family has been stunned by the attack which took the life of Rowan student Donald Farrell;
- Whereas one of the ways in which the Rowan campus has responded to the death of Donnie Farrell is the issuing of a 14-point public safety initiative on October 30 by President Farish.

May it therefore be resolved

- That the Rowan University Senate applauds President Farish for implementing the 14 point public safety initiative of October 30 and further resolves that the spirit of the public safety initiative continue into the future as an ongoing effort.

**Resolution to Alter the Function of  
“Professor's Permission To Override A Closed Course” Form**  
Draft of November 19, 2007

**WHEREAS**, unknown to many faculty, an override form not only serves to allow course caps to be waived, it also serves as a prerequisite waiver form, overriding any and all prerequisites that the student may not have met.

**BE IT RESOLVED**, the "Professor's Permission To Override A Closed Course" form shall serve only to allow students to get into a closed section, as long as doing so does not violate the fire code for that room. It shall not also serve as a “Prerequisite Waiver” form.

## Resolution Concerning Instructor Changes to Syllabi After Distribution

Context:

The *Faculty and Staff Handbook* (pp. 32-33) contains the following:

### *3.17 Course Syllabi*

*Prior to the end of the drop/add period, faculty shall disseminate to each class section the following written information:*

- 1. A statement of course objectives*
- 2. The proposed topical outline, where appropriate*
- 3. The meeting times*
- 4. The attendance policy, within the parameters of the existing University policy*
- 5. Course requirements (e.g., readings, research group work, presentations)*
- 6. The criteria and procedures for evaluating student performance including the availability of a pass/no credit option*

*The department will designate where course syllabi will be located.*

*Faculty are requested to include the following statement on their syllabi:*

*Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3<sup>rd</sup> floor of Savitz Hall. The staff 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.*

As can be seen there is no discussion concerning changes to syllabi after they are distributed.

Therefore, it is recommended that the following be added to the *Handbook* between the two paragraphs quoted above:

*While making changes to the syllabus after it is distributed is strongly discouraged, in cases where alterations are unavoidable, the instructor must inform students in writing (paper, email or web-based course management software are acceptable forms) in an expeditious manner.*

In addition, it is also recommended that changes to the *Handbook*, such as this and last year's accommodation statement shown above, be distributed via broadcast message to the University community.

## COUNSELING OFFICE RECOGNITION

- Whereas tragedy struck the Rowan University Campus and the Farrell family;
- Whereas the Rowan University Counseling Office has been recruiting and training volunteers from across campus in crisis intervention techniques since 2000;
- Whereas the Crisis Intervention Response Team (CIRT) reached out to groups directly involved with Donnie Farrell including his classmates, professors and friends as well as the campus as a whole;
- Whereas, in the wake of this tragedy, the Counseling Center staff has been working around the clock providing help to students in need.

May it therefore be resolved

- That the Rowan University Senate commends the Counseling Center staff and the Rowan University CIRT team for their outstanding effort and hard work in the aftermath of this tragedy.