

UNIVERSITY SENATE MINUTES
February 9, 2009, 10:50 am, Rowan Hall Auditorium

ATTENDEES: Herb Appelson, Joe Basso, Jacqueline Benevento, Mark Berkey-Gerard, Krishan Bhatia, Lori Block, Joe Cassidy, Bruce Caswell, Doug Cleary, Jennifer Courtney, Nadine Connell, Kevin Dahm, Robert D’Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Bill Freind, Dorie Gilchrist, Roberta Harvey, John Hasse, Susan Hersh, Jerry Hough, Olcay Ilicasu, Phillip Lewis, Janet Lindman, Matthew Lund, Douglas Mapp, Mark Matalucci, Phyllis Meredith, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Clara Popa, Peter Rattigan, Natalie Reaves, Nick Schmelz, Kathleen Sernak, Sonia Spencer, Pat Alexy-Stoll, Eileen Stutzbach, Cindy Vitto, Jia Wang, Dex Whittinghill, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Sheri Chinen-Biesen (on sabbatical) represented by Chandrasekhar Vallath, Tanya Santangelo represented by Midge Shuff, Patrick Westcott represented by Issam Abi-El-Mona.

NOT IN ATTENDANCE: Keith Adams, Michael Banutu-Gomez, Tom Doddy (2nd consecutive absence), Erin Herberg, Lili Levinowitz (2nd consecutive absence), Midge Madden, Donovan McCargo, Demond Miller, Mohammed Rashiduzzaman (4th consecutive absence).

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from December 2008 (separate file) – moved, seconded, approved with two corrections (name change, Witten to Whitman and resolution for undeclared should show the revisions.)
4. President’s Report (page 3)
5. Open Period: Marie Tiemann, Rowan Respect – not present
6. Standing Committees
 - a. Academic Policies & Procedures
 - i. Resolution to Institute a 17/34 Academic Year Tuition Plan (page 9) - Roberta Harvey explains. First reading, take info back to departments for additional input. Vote will be next month.
 - ii. Resolution to Distinguish Between Undergraduate and Graduate Educational Experiences in Student Records (page 10) – Roberta Harvey explains. First reading, take back to departments for input – vote will be next month.
 - b. Academic Integrity Protocol (pages 11-12) – Take this “cheat sheet” back to departments for hopeful distribution to all faculty, including adjuncts. Should get posted electronically. Suggest it be used during adjunct orientation.
 - c. Ad Hoc committee on Sustainability (pages 13) John Hasse reported that Ad Hoc Committee is being formed regarding adding sustainability topics across the curriculum. Contact John or Eric with names of any who might like to serve on committee or with ideas regarding the topic.
7. Old Business – none
8. New Business Comments made regarding maintenance and facilities vehicles traveling on campus. Lot M-1 Parking enforcement - why are so many non Rowan vehicles parked in this lot every morning? What is the status of Rt. 322 signage for new walkways? ALL Rowan vehicles including maintenance, facilities, and police should ALWAYS stop at the new 322 crosswalks to set an example for other vehicles. Can bicycles that have been chained in the same place since last semester be removed? The pre-requisite waiver form that requires the

instructor's signature is a problem when the instructor cannot be found. Can allowance be made for department chair to sign if instructor doesn't mind? What is the current policy/procedure for alerting people on campus of students who have serious mental/emotional issues? In light of the Virginia Tech incident, do we need to be more vigilant in pursuing information about current practices? Perhaps the Student Relations Committee, Pat Alexy Stoll, could deal with this issue. Even with the replacements promised, the number of full-time faculty is actually decreasing while the student enrollment is increasing. We need to be aware and be more verbal about this trend.

9. Adjournment – 11:48AM

PRESIDENT'S REPORT

1. Undeclared Resolution
 - a. Implementation Group: Jay Harper, Jay Chaskes, Jim Newell, Matt Lund – Matt Lund is investigating the appropriate procedure for adding members to this committee. Dorie Gilcrest and Carol Eigenbrot are the prospective new members.
 - b. Restricted Majors Group: Janet Lindman, Jill Perry, Steve Chin, Lizziel Sullivan, Karen Siefring, Carl Hausman, and Bonnie Angelone – this committee has not met yet.
2. CLAS Dean Search: Carol Sharp (Chair), Tyrone McCombs (Camden Campus), Cathy Parrish, Anthony Robb, Karen Magee-Sauer, Maria Rosado, Maria Tahamont, Marlena Herman, Demond Miller, DJ Angelone, Jon Foglein (Prof Staff/AFT rep), Denise Williams (CWA rep), Elizabeth Palmer (student) – the advertisement for the position is out.
3. Graduate School Issues
 - a. Financial Model (page 4) – if course is taught as an out of load assignment then the course runs with 6 or 7 students enrolled. If taught in load, the same numbers apply but the money for the adjunct replacement comes from the graduate school funds, not from the dean's budget. This is for departments that have both graduate and undergraduate programs. Departments that are fully graduate level will have a different model which the Provost should have out within two weeks. Question was raised about what will happen for a course that is both a graduate and an undergraduate course – which happens in engineering college and perhaps others. Eric will inquire about this.
4. Timeline for Replacement/New Faculty Hiring Process
 - a. Rubric (page 5) – Deans are modifying rubric slightly, revising it to use IRP data
 - b. March 18, 2009 – College Deans complete template
 - c. Mid April, 2009 – Retreat for discussion on template and FY10 budget
 - d. 5-year data will be used: 2003-04 thru 2007-08
5. CPCE Fall 08 Revenue Distribution (pages 6-8) – be sure your department is getting the money that is indicated in this CPCE tuition revenues report.
Comments from the floor - Some departments are getting a lot of money while other departments are getting very little. We should get report on costs of CPCE with their 18 employees. Is CPCE revenue neutral yet?

Graduate School Model

1. All Graduate Courses will be self supporting with revenue split as follows from tuition:
 - a. 33% to departments to pay instructional costs
 - b. 7% to Deans (program development)
 - c. 10% to graduate school (marketing, graduate assistantships)
 - d. 50% to General Fund (fees also)

2. If faculty members teach graduate credits in-load then departments will use their share of the revenue split above to pay adjunct/overload costs for corresponding number of undergraduate credits. Also, note that the corresponding amount of adjunct/overload dollars will be removed from their department's adjunct/overload budget.

3. Example for 3 credit courses:

Enrollment	Revenue (\$590/credit)	33% to departments	Instructional Costs (\$1,250/credit) + FICA	Profit
3	\$5,310.00	\$1,752.30	\$4,036.88	CANCEL
4	\$7,080.00	\$2,336.40	\$4,036.88	CANCEL
5	\$8,850.00	\$2,920.50	\$4,036.88	CANCEL
6	\$10,620.00	\$3,504.60	\$4,036.88	-\$532.28*
7	\$12,390.00	\$4,088.70	\$4,036.88	\$51.83
8	\$14,160.00	\$4,672.80	\$4,036.88	\$635.93
9	\$15,930.00	\$5,256.90	\$4,036.88	\$1,220.03
10	\$17,700.00	\$5,841.00	\$4,036.88	\$1,804.13

*If Deans contribute their 7% share of the revenue (\$743), courses with enrollment of 6 could "run" and return a slight profit (\$200).

Data for Use in Prioritizing Replacement Lines

College: _____

Quantitative Data

Dept	#TT Lines	# TT Faculty	% of TT Filled	SCH TT Faculty	SCH Adjunct	SCH $\frac{3}{4}$ Faculty	SCH FTT	# Majors	Student SCH	# Sections Taught	# Sections Taught By Others	Ratio of Sections Taught by TT Vs. Others	Enroll Trent	Audience Data

Qualitative Data

1. Centrality
2. Accreditation
3. New Initiatives
4. New Interdisciplinary
5. Plans for dealing with majors and programs that have declined in the last 5 years
6. Faculty needs for administrative support of new initiatives

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Internal Memorandum

TO: Ali Houshmand, Provost
FROM: Horacio Sosa, Dean
DATE: 5 January 2009
RE: Report on CPCE tuition revenues for FY 09-fall 2008

The tables in this memorandum provide the list of courses offered by CPCE through collaborations with twelve academic departments housed in five different colleges. Below is a fiscal summary of fall 2008 term (round-off numbers).

Total number of courses offered = 39
Total enrollment (seats) = 704
Total student credit hours (SCH) = 2237

Total tuition revenues	\$1,118,099
CPCE revenues*	\$862,214
Instructional costs	\$127,026
Departments' net**	\$124,328
Deans' net**	\$76,974
General Fund***	\$172,443
Office of the President	\$86,221
Office of the Provost****	\$51,107

*CPCE revenues are tuition revenues minus the following (whichever applies): funds transferred to partner institutions (20% of tuition revenues), rental fees (vary with location and program), and online operation (during fall 08 CPCE retained 30% of revenues for online and hybrid courses to cover expenses for course development, 24/7 technical support, and Blackboard course management system). The distributions allocated to the departments, deans, etc. are based on CPCE revenues.

**During fall 08 we have operated, where applicable, according to section IV.2.3 of the MOU— sharing of revenues for courses that do not meet minimum enrollment. Such courses are those with \$0.00 in the column “Dep. Share”. In these cases the College share is 15% of the net revenues (CPCE revenues minus instructional costs).

***This allocation is what in past terms was referred to as “Rowan Foundation”.

****Per agreement with the Department of Educational Leadership and the College of Education.

COLLEGE OF COMMUNICATION - 23000									
Department	Type	CRN #	Course Title	Location	HC	SCH	CPCE Rev	College Share	Dept Share
Writing Arts	G	43194	Sp Tp: Academic Read/Writing	Main	10	30	10,758.00	1,080.83	0.00
Writing Arts	G	43195	Sp Tp: Language of Business	Main	11	33	11,833.80	1,183.38	352.70
Writing Arts	U	43148	Writing with Style	Camden CC	20	60	18,240.00	1,824.00	5,891.20
Writing Arts	U	43196	Basics Acad Engl Non-Nat Splrs	Main	8	72	38,543.76	3,854.38	2,950.20
Writing Arts	U	43197	Adv Acad Engl Non-Nat Splrs	Main	8	72	38,543.76	3,854.38	2,950.20
Department's total					57	267	\$117,919.32	\$ 11,796.96	\$ 12,144.30
College Grand Total					57	267	\$ 117,919.32	\$ 11,796.96	\$12,144.30

COLLEGE OF EDUCATION - 25000									
Department	Type	CRN #	Course Title	Location	HC	SCH	CPCE Rev	College Share	Dept Share
Educational Leadership	D	43159	Leadership Theory	Brookdale/Hybrid	27	81	40,837.00	2,041.85	2,041.85
Educational Leadership	D	43139	Leadership Rrch Proj Proposal	Brookdale	21	63	46,305.00	2,315.25	2,315.25
Educational Leadership	D	43160	Org Cultures Theory/Apps	Brookdale/Hybrid	29	87	43,924.00	2,196.20	2,196.20
Educational Leadership	D	43138	Changing Organizations	Brookdale	21	63	46,305.00	2,315.25	2,315.25
Department's total					98	294	\$ 177,371.00	\$ 8,868.55	\$ 8,868.55
Foundations of Education	G	43155	Desktop Pub Educational Env	Online	16	48	21,504.00	2,150.40	3,543.87
Foundations of Education	G	43153	Intro to Educational Tech	Online	12	36	16,128.00	1,612.80	4,084.27
Foundations of Education	U	43152	Educational Technology	Cumberland CC	8	8	2,432.00	187.17	0.00
Foundations of Education	U	43211	Teaching: Intro to Profession	Main	20	60	23,700.00	2,370.00	3,945.60
Department's total					56	152	\$63,764.00	\$ 6,320.37	\$ 11,573.74
Reading	U	43158	Literacies in Today's World	Cumberland CC	26	78	23,712.00	2,371.20	4,272.51
Reading	U	43157	Teaching Literacy	Cumberland CC	10	30	9,120.00	835.13	0.00
Reading	U	43176	Teaching Literacy	Online	17	51	14,280.00	1,399.21	0.00
Department's total					53	159	\$ 47,112.00	\$ 4,605.54	\$ 4,272.51
Special Educational Serv	G	43167	Ed Psych Except Lrns	Online	17	51	22,848.00	2,284.80	6,248.04
Special Educational Serv	U	43174	Asst Tech/Trans Planning	Online	28	84	23,520.00	2,352.00	4,209.15
Special Educational Serv	U	43172	Human Exceptionality	Online	19	57	15,960.00	1,596.00	1,552.88
Special Educational Serv	U	43252	School Health Services	Main	24	72	28,440.00	2,844.00	9,385.20
Special Educational Serv	G	43169	Impl Positive Behav Support Sy	Online	19	57	25,536.00	2,553.60	4,874.43
Department's total					107	321	\$ 116,304.00	\$ 11,630.40	\$ 26,269.70
Teacher Education	U	43149	Tchg in Lern Commun I	Cumberland CC	28	84	25,536.00	2,553.60	4,874.43
Teacher Education	U	43161	Tchg in Lern Commun I	Camden CC	20	60	18,240.00	1,824.00	2,167.48
Teacher Education	U	43150	Tchg in Lern Commun II	Cumberland CC	9	27	8,208.00	820.80	2,708.64
Teacher Education	G	43162	Learning Commun Classroom	Online	8	24	10,752.00	1,031.49	0.00
Teacher Education	G	43164	Anal Clrm Tch Behav	Online	6	18	8,064.00	628.29	0.00
Department's total					71	213	\$ 70,800.00	\$ 6,858.18	\$ 9,750.55
College Grand Total					385	1139	\$ 475,351.00	\$38,283.04	\$60,735.05

COLLEGE OF FINE & PERFORMING ARTS - 26000									
Department	Type	CRN #	Course Title	Location	HC	SCH	CPCE Rev	College Share	Dept Share
Art	U	43151	History of American Art	Cumberland CC	34	102	31,008.00	3,100.80	9,880.64
Department's total					34	102	\$ 31,008.00	\$ 3,100.80	\$ 9,880.64
College Grand Total					34	102	\$ 31,008.00	\$ 3,100.80	\$ 9,880.64

COLLEGE OF LIBERAL ARTS & SCIENCES - 24000									
Department	Type	CRN #	Course Title	Location	HC	SCH	CPCE Rev	College Share	Dept Share
Biological Science	U	40818	Comprehens v Hlth Assessment	Main/Hybrid	18	54	3,448.89	344.89	0.00
Biological Science	U	40820	Community Health	Main/Hybrid	15	90	11,638.89	1,163.89	0.00
Biological Science	U	40821	Health Care Policy/Finance	Main/Hybrid	28	84	9,958.89	995.89	3,286.43
			Department's total		61	228	\$25,046.67	\$ 2,504.67	\$3,286.43
Law & Justice	U	43188	Intro Juvenile Justice	Main	26	78	30,810.00	3,081.00	6,614.85
Law & Justice	U	43190	Law & Human Rights	Main	28	84	26,544.00	2,654.40	5,207.07
			Department's total		54	162	\$57,354.00	\$ 5,735.40	\$ 11,821.92
Psychology	G	43200	Psychopharmacology Biol BS of Beh	Main	7	21	14,070.00	1,407.00	1,090.65
Psychology	G	43182	Resrch Meth in Behav Analysis	Bancroft	10	30	20,100.00	2,010.00	3,080.55
Psychology	G	43202	Cognitive-Behav Treatmt Str	Main	8	24	16,080.00	1,608.00	1,753.95
			Department's total		25	75	\$50,250.00	\$ 5,025.00	\$ 5,925.15
Sociology	U	43251	Sociology of Women	Cumberland CC	34	102	31,008.00	3,100.80	6,680.19
			Department's total		34	102	\$31,008.00	\$ 3,100.80	\$ 6,680.19
College Grand Total					174	567	\$ 163,658.67	\$ 16,365.87	\$ 27,713.69

COLLEGE OF ENGINEERING - 28000									
Department	Type	CRN #	Course Title	Location	HC	SCH	CPCE Rev	College Share	Dept Share
Civil & Env	G	43123	Construction Mgmt	Online	24	72	33,012.00	3,301.20	7,341.51
Civil & Env	G	43121	Engineering Economics	Online	18	54	24,759.00	2,475.90	4,618.02
Civil & Env	G	43254	Engineering Economics	Online	12	36	16,506.00	1,650.60	1,894.53
			Department's total		54	162	\$ 74,277.00	\$ 7,427.70	\$ 13,854.06
College Grand Total					54	162	\$ 74,277.00	\$ 7,427.70	\$ 13,854.06

Resolution to Institute a 17/34 Academic Year Tuition Plan

WHEREAS, Almost 80% of generated Rowan University credit hours are based on three credits per course¹, thus forcing students to take courses in these increments and often leading to their having to take 18 credits during at least one semester;

WHEREAS, Several “Suggested Course Sequences” for majors (Art, Studio Art, Biochemistry, and most Education majors, for example) recommend at least one semester where the student must take 18 credits and/or summer courses beyond this;

WHEREAS, Limited course availability often means that needed courses are filled while students are early in their careers, forcing them to take extra courses to “play catch up” once their number of credits allows them access to these needed courses during registration;

WHEREAS, Many students are required by outside agencies to be dual majors, therefore increasing their load requirement beyond the current 17-credit/semester limit (for example, early childhood and elementary education majors);

WHEREAS, The data show that those students discussed above are those hit hardest by the current tuition structure;

WHEREAS, In this current economic situation, adding additional costs to students beyond the “advertised price tag” puts an undue, unfair, and unappreciated burden on them;

AND WHEREAS, It is understood that some students take additional loads by choice or because of extraordinary circumstances and are therefore subject to additional tuition costs for doing so;

THEREFORE BE IT RESOLVED that Rowan University institute a 17/34 academic year tuition plan, in which students who take more than 17 credits one semester but no more than 18 overall during that semester AND who take fewer than 35 for the whole academic year be allowed to pay at the academic year tuition rate for full-time students.

Interpretive Statement: In 2007, Rowan shifted from requiring students who take more than 18 credits to pay additional per credit tuition to those taking more than 17 credits. This has put an unfair and undue burden on students who are in certain majors or in certain circumstances beyond their control, including the systematic nature of our three-credit system. This resolution provides that students who take more than 17 credits in one semester but not more than 34 credits in a complete academic year be allowed to pay the advertised full tuition for that academic year without any additional per credit charges.

**Resolution to Distinguish Between
Undergraduate and Graduate Educational Experiences in Student Records**

WHEREAS, undergraduate and graduate educational experiences are distinct and need to be clearly delineated in student records:

THEREFORE BE IT RESOLVED,

Students admitted to an undergraduate program will:

- ∞ Have all academic records stored in an undergraduate account;
- ∞ Apply all courses taken (whether graduate level or undergraduate level) to their undergraduate degree and undergraduate GPA;
- ∞ Be charged at the undergraduate rate for tuition and fees;
- ∞ Be subject to all undergraduate academic policies and procedures.

Students admitted to a graduate program will:

- ∞ Have all academic records stored in a graduate account;
- ∞ Be charged for all courses (graduate or undergraduate) at the graduate rate for tuition and fees;
- ∞ Apply all courses to the graduate GPA;
- ∞ Be subject to all graduate academic policies and procedures;

Undergraduate courses taken by graduate students cannot be used to fulfill degree requirements.*

Credits from graduate level courses taken while an undergraduate student (whether taken at Rowan or other accredited university) may transfer and be used toward the graduate degree if approved by the program, but the grade associated with the courses will not transfer and will not impact the Rowan Graduate GPA.

*Except in rare and compelling circumstances beyond the control of the student, where the student may apply a maximum of three semester hours of upper level undergraduate coursework toward the graduate program semester hour requirement with the prior approval of the program advisor, department chairperson, dean, and Director of The Graduate School.

Rowan University Academic Integrity Flow Chart for Instructors

1. When you suspect a violation of the Academic Integrity policy, complete as much as possible of the Report of an Academic Integrity Violation (RAIV).
2. Attempt to meet with the student to inform him/her of the alleged violation and obtain the student's signature acknowledging he/she has been informed of the allegation. (See RAIV for alternatives when face-to-face meetings are not possible.) By signing, the student is not admitting to the violation, only that he/she understands the process. If the student does not understand the process, he/she does not have to sign the RAIV. Provide the student with a copy of the RAIV, whether he/she signs it or not.
3. Taking into consideration circumstances, context, and intent—and employing the chart below—use your best judgment to determine where a violation fits. There is overlap among the categories.

	Level 1	Level 2	Level 3	Level 4
Characteristics	Usually involves a minor portion of the coursework. May occur because of ignorance or inexperience on the part of the student.	Affects a more significant portion of the course.	Even more serious in nature and involves dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination.	Most serious breaches of academic integrity. They also include violations committed while already on or after returning from Academic Integrity Probation.
Examples	Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.	Quoting directly or paraphrasing without proper acknowledgement or failing to acknowledge all sources of information and contributors who helped with an assignment.	Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.	Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.
Recommended Sanctions	<ul style="list-style-type: none"> ∞ Failing grade for assignment* ∞ Make-up assignment at a more difficult level ∞ Required attendance at academic honesty workshop ∞ Assignment on awareness of academic honesty 	<ul style="list-style-type: none"> ∞ Failing grade for the course* ∞ Academic Integrity Probation ∞ Required attendance at academic honesty workshop ∞ Lesser sanctions as appropriate 	<ul style="list-style-type: none"> ∞ <i>Suspension from the University for one or more semesters with a disciplinary suspension notation on student's transcript*</i> ∞ <i>Academic Integrity Probation</i> ∞ <i>Required attendance at academic honesty workshop</i> ∞ <i>Lesser sanctions as appropriate</i> 	<ul style="list-style-type: none"> ∞ <i>Expulsion from the University with a permanent dismissal notation on student's transcript*</i> ∞ <i>Lesser sanctions as appropriate</i>

Sanctions shown in italics are determined by the Academic Integrity Review Board, but are provided here for your information. You do not need to recommend sanctions for Level 3 and 4 violations. An asterisk denotes the maximum penalty that may be applied. At all levels, additional and/or lesser sanctions may be applied at the discretion of the instructor or the Academic Integrity Review Board.

4. Complete and submit the RAIV to the Office of the Provost. The table below identifies jurisdictions for each violation level.

Levels 1 and 2	Levels 3 and 4
Instructor evaluates the violation and determines sanction. Academic Integrity Review Board reviews sanction.	Academic Integrity Review Board evaluates the violation and determines sanction.

Additional notes:

- ∞ All violations of academic integrity must be reported to the Provost's Office and follow the RAIV procedures.
 - ∞ While it is normally the instructor who reports and acts on an academic integrity violation, other instructors, staff members, or students may, and should, report such violations.
 - ∞ Instructors who do not wish to adjudicate violations at Level 1 and Level 2 may refer the matter to the Provost's Office for adjudication.
 - ∞ Repeat offenses are considered to be more serious and will be categorized by the Academic Integrity Review Board as higher level violations.
 - ∞ The complete Academic Integrity Policy, including definitions of cheating, plagiarism, fabrication, and academic misconduct, and the RAIV, are available on the Provost's Policies and Procedures web site at <http://www.rowan.edu/provost/policies/>.
 - ∞ .
-

<p style="text-align: center;">Senate Ad Hoc Committee on Integrating Sustainability into the Rowan Curriculum</p>
--

Members: Issam Abi-el-mona, Trish Yurak, John Hasse, Peter Jansson, Jess Everett, DeMond Miller, Kathleen Sernak

Charge: To develop an action plan for integrating sustainability into the curriculum at all appropriate levels and scales. The committee will make recommendations on:

- ✦ The appropriate venues for sustainability in the curriculum.
- ✦ Models for sustainability to be incorporated into the Rowan experience.
- ✦ Models for sustainability to be incorporated into individual courses across the curriculum.
- ✦ A mechanism for guiding sustainability in the curriculum after the task force is disbanded.