

ATTENDEES: Herb Appelson, Gina Audio, Lori Block, Kate Boland, Keith Brand, Robert Bullard, Joe Cassidy, Bruce Caswell, Hanmei Chen, David Clowney, Jennifer Courtney, Patrick Crumrine, Ron Czochor, Denis DiBlasio, Carol Eigenbrot, Jess Everett, Jon Foglein, Bill Freind, Michael Grove, Eddie Guerra, Steve Hartley, Julie Haynes, Erin Herberg, Sandy Jones, Donna Jorgensen, Monica Kerrigan, Valarie Lee, Yuhui Li, Michael Lim, Douglas Mann, Douglas Mapp, Lawrence Markowitz, Deb Martin, Jacqueline McCafferty, Rory McElwee, Corinne Meredith, Thomas Merrill, Eric Milou, Amos Mugweru, Darren Nicholson, Keeley Powell, Peter Rattigan, Dan Reigel, Beth Rey, Connie Rosenberger, Mariano Savelski, Nick Schmelz, Edward Schoen, Midge Shuff, Christopher Simons, Eileen Stutzbach, Uma Thayasivam, Skeff Thomas, Jennie Thwing, Mary Beth Walpole, Barbara Williams, Tricia Yurak.

NOT IN ATTENDANCE: (Represented by Alternates) Gerald Hough represented by Greg Hecht, Janet Lindman represented by Chanelle Rose, Christine Saum represented by Michael Vigorita.

NOT IN ATTENDANCE: Tom Doddy, Susan O'Rourke, Kathryn Quigley, Ravi Ramachandran, Lane Savadove, Mickey Smith, Sandy Tweedie.

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from February 2012 (separate file) – moved, seconded, approved with one minor correction
4. President's Report
 - a. Merger Update – rumor, maybe an announcement on March 31st right before legislators go into recess for 60 days. Rutgers-Camden is investigating law suits regarding merger.
 - b. LAS-Engineering Task Force Update – LAS branching off a new math/science college as stated before, but nothing yet in writing.
 - c. Art-Communication Task Force Update – no official new information. Now in hands of Jim Newell.
 - d. General Studies Task Force (see page 3) – task force formed, composition on page two, committee charge is shown on screen. Psychology might go with science and math college. Committee has been asked to give its final report by May 31st or earlier for the end-of-year Senate meeting. Courses would be taken on-line only. Comments/ideas regarding the general degree program should be sent to Larry Butler or Roberta Harvey. Concerns raised about whether this would be a degree completion program only, as originally stated, or a degree that students could start from the beginning. Bill Friend had strong opinion for it to be degree completion only. Committee charge is on Faculty Center website at <http://tinyurl.com/liberalstudiesdegree>. Linda will e-mail it to all Senators after meeting today.
5. Presidential Search Committee Update – There is one candidate finalist, who faculty thought was the strongest candidate with most extensive experience in higher education. He was brought in for a third “second interview” last week, to meet with the four new board members.
6. Standing Committees & Task Forces
 - a. Academic Policy & Procedures
 - i. Changes to RAIV – 2nd reading (pages 4- 5) Existing policy had some discrepancies. Restoring stipulation that recordings be made at the level 3 and 4 proceedings of Academic Integrity Review Board. Motion moved, seconded, questions, carries unanimously.
 - ii. Revisions to change of major form (page 6) – both 6.a.ii and 6.a.iii are going back to AP&P, so this was not a first reading of either. Problem has arisen that there's no way the forms can be changed without restructuring the entire process, which will require some substantial

changes. Revisions will be reintroduce to the Senate Exec, and then brought back to full Senate at a future date. Contact Bill Friend with questions/suggestions.

- iii. Revisions to declaration of major form (page 7) – see 6aii above.
 - b. Research: Provost has directed The Office of Research to update the policy on responsible conduct of research in order to bring us into compliance with NSF and NIH statutes – 2nd reading (pages 8-9)
 - c. Diversity & Recruitment, Admissions, Retention: Gap panel report - Mar 6 at 1:45-3pm, Ballroom – second largest gap, 8th largest gap . . . , Jeff Hand, Assoc. Provost for Enrollment Management. Travel expenses, Jennifer Engle, someone from Towson and one from Mont Clair. Encourage faculty 1:45 to 3:00 in ballroom and students.
7. Old Business -none
8. New Business
- a. Chris Simons - Provost is enforcing 6 credits for department administrative duties. Larger departments need more time. Smaller departments may need less. This is a union issue.
 - b. Duplicating Center is being outsourced – this is a union issue, talk to union about contract issues.
 - c. Rumor that sexual assault being changed to sexual misconduct on campus – contact Roberta for info or comments on this.
 - d. Will medical school people be joining us in our end of year meeting?
 - e. CAAde, not taking over amount of advising work that was originally stated by provost.
 - f. Checking prerequisites, a problem.
 - g. Senators, if your term has been extended your chair must let Linda know.
9. Adjournment –motion moved.

General Studies Task Force

Roberta Harvey (co-chair) – Interim Associate Provost for Academic Affairs

Larry Butler (co-chair) – College of Liberal Arts and Sciences

Cindy Vitto – Special Assistant to the President

Jill Perry – Provost Fellow

Kristen diNovi – Center for Academic Advising and Exploration

Beth Rey – Center for Academic Advising and Exploration

Jackie Ring – Institutional Effectiveness, Research, and Planning

Aimee Burgin – Liberal Studies

Erin Herberg – College of Communication and Curriculum Committee

Trish Yurak – College of Liberal Arts and Sciences

Tim Viator – College of Liberal Arts and Sciences

Janet Moore Lindman – College of Liberal Arts and Sciences

Doug Mann – College of Education

Linda Head – College of Engineering

Steve Phelan – College of Business

Liz Hostetter – College of Fine and Performing Arts

See link below for charge.

<http://tinyurl.com/liberalstudiesdegree>

Proposed Changes to Academic Integrity Policy, 1/9/11

Orange font indicates new language; blue font indicates language that had been present in the Academic Integrity Policy prior to May, 2011.

Page 3

Current language, May 2011:

Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at Level 1 is considered a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.

Proposed changes:

Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. ~~Any violation that involves repeat offenses at Level 1 is considered a Level 2 violation.~~ A second Level 1 violation will automatically become a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.

Rationale: Current language is unclear about the penalties for repeat offenses.

Page 4

Current language, May 2011:

Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below Level 3 is considered a Level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

Proposed changes:

Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated ~~or involves repeat offenses below Level 3~~ is considered a Level 3 violation. If the student had previously been found guilty either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation will automatically become at least a Level 3 violation.

Rationale: Current language is unclear about the penalties for repeat offenses.

Page 4

Current language, May 2011:

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Proposed changes:

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and the hearings will be recorded. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction in accordance with policy.

Rationale: Counsel suggests this is necessary. Earlier versions of the RAIV had stipulated that hearings would be recorded and that the student had the right to appeal.

Page 4

Current language, May 2011:

Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Proposed changes:

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and the hearings will be recorded. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction in accordance with policy.

Rationale: Counsel suggests this is necessary. Earlier versions of the RAIV had stipulated that hearings would be recorded and that the student had the right to appeal.

Page 6

Current language, May 2011:

Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. Final decisions are made by the Provost.

Proposed changes:

Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. The Board will issue a ruling to the Office of the Provost, which will make the final decisions on both rulings and appeals.

Rationale:

The revised language presents a more accurate description of the Board's role.

ROWAN UNIVERSITY

STUDENT REQUEST TO CHANGE AND/OR DROP A MAJOR/SPECIALIZATION/MINOR OR CONCENTRATION

First name	Rowan ID
Last name	Phone number and email
MAJOR(S) OR SPECIALIZATION(S) TO BE ADDED	
Major/Specialization name	Major/Specialization code
Major/Specialization name	Major/Specialization code
MAJOR(S) OR SPECIALIZATION(S) TO BE DROPPED	
Major/Specialization name	Major/Specialization code
Major/Specialization name	Major/Specialization code
SEQUENCE, MINOR(S), OR CONCENTRATION(S) TO BE ADDED	
Seq./Minor/Conc. name	Seq./Minor/Conc. code
Seq./Minor/Conc. name	Seq./Minor/Conc. code
SEQUENCE, MINOR(S), OR CONCENTRATION(S) TO BE DROPPED	
Seq./Minor/Conc. name	Seq./Minor/Conc. code
Seq./Minor/Conc. name	Seq./Minor/Conc. code

REQUIRED SIGNATURES

Student signature and date:	
Signature of advisor or chair in major/concentration/minor/specialization/sequence to be added , and date:	
Signature of advisor or chair in second major/concentration/minor/specialization/sequence to be added , and date:	
Signature of advisor or chair in major/concentration/minor/specialization/sequence to be dropped , and date:	
Signature of advisor or chair in secondary major/concentration/ minor/specialization/sequence to be dropped and date:	
Registrar signature and date:	

For registrar's use only:

Term the change(s) will be effective: Spring _____ Summer _____ Fall _____

Has the student applied to graduate this term or year? Yes _____ No _____

ROWAN UNIVERSITY

STUDENT REQUEST TO DECLARE A MAJOR/SPECIALIZATION/MINOR OR CONCENTRATION

NOTE: THIS FORM IS FOR STUDENTS WHO HAVE NOT YET DECLARED A MAJOR. IF YOU HAVE PREVIOUSLY DECLARED A MAJOR, PLEASE USE THE FORM TO REQUEST TO ADD/DROP A MAJOR.

First name	Rowan ID
Last name	Phone number and email
REQUESTED MAJOR	
Major name	Major code
REQUESTED SECOND MAJOR(S) OR SPECIALIZATION(S)	
Major/Specialization name	Major/Specialization code
Major/Specialization name	Major/Specialization code
REQUESTED SEQUENCE, MINOR(S), OR CONCENTRATION(S)	
Seq./Minor/Conc. name	Seq./Minor/Conc. code
Seq./Minor/Conc. name	Seq./Minor/Conc. code

SIGNATURES

Student signature and date:	
Signature of advisor or chair in major (if required) and date:	
Signature of advisor or chair in second major, specialization, or sequence (if required), and date:	
Signature of advisor or chair in additional major or specialization, or sequence (if required), and date:	
Registrar signature and date:	

Term the change(s) will be effective: Spring _____ Summer _____ Fall _____

Policy on Ensuring Compliance with Responsible Conduct of Research (RCR) Requirements by Federal Funding Agencies

Background

As part of the implementation of Section 7009 of the *America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science* (COMPETES) Act, the National Science Foundation (NSF) and National Institutes of Health (NIH) have enacted policies requiring faculty, staff and students (both undergraduate and graduate) who are engaged in sponsored research undergo training in the Responsible Conduct of Research (RCR). Furthermore, these funding agencies require the University to monitor and track that all such researchers have received RCR training.

In April 2007, the Rowan University Senate has passed a resolution entitled “Resolution on Establishment of a Training Program for Ethical & Responsible Conduct of Research.” The resolution requires faculty and graduate students (only) to undergo RCR training, as established by the Office of Research and Sponsored Programs, and that necessary checkpoints shall be implemented so that the training requirements can be enforced.

In accordance with the University senate resolution the Research Office webpage provided a link to a web-based training in RCR, hosted by the Collaborative Institutional Training Initiative (CITI) for faculty and students. As of February 1, 2008, faculty receiving research awards were required to complete the training as a condition of their award.

However, a review of current practice in the University indicates that the Office of Research and Sponsored Programs cannot track whether faculty and students have completed the required RCR training, nor does it address the issue of undergraduate students supported on research projects.

In summary, we are currently not in full compliance with NSF and NIH statutes for the Responsible Conduct of Research, which can jeopardize sponsored research at the University.

Proposed Amendments to Senate Resolution

The following policy is proposed for ensuring compliance, effective January 1, 2012:

1. The Research Office website www.rowan.edu/research will host the CITI training module for the Responsible Conduct of Research, which will allow an electronic certificate to be generated on completion and e-mailed to the Office of Sponsored Programs (OSP).
2. All faculty, prior to submitting grant proposals will be required to complete RCR training. OSP will not submit a proposal if they do not have RCR training completion certificates from the PI, Co-PI and any other named investigators.
3. All students (graduate or undergraduate) will be required to complete RCR training prior to appointment as research assistants supported by grant funds. If RCR training completion certificates are not available from the student research assistant before the end of their first pay-period, their appointment will be placed on hold, until RCR training is completed.
4. All new faculty hired at the University will be required to complete RCR training during Summer Orientation conducted by the Faculty Center.
5. Faculty and students (undergraduate and graduate) currently supported on research grants will be required to complete RCR training by April 30, 2012. Following that date, expenditures from grants funds will not be allowed until RCR certificates from the respective faculty and students are available in OSP.

Additional Information

The NSF statutory requirement is "The Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research.