

UNIVERSITY SENATE MINUTES
October 30, 2009: 1:45 pm, Rowan Hall Auditorium

ATTENDEES: Herb Appelson, Joe Basso, Tom Bendtsen, Lori Block, Kate Boland, Gregory Caputo, Bruce Caswell, Nadine Connell, Jennifer Courtney, Joel Crichlow, Ronald Czocho, Larry Depasquale, Robert D’Intino, Carol Eigenbrot, Jon Foglein, Bill Freind, Zenaida Gephardt, Dorie Gilchrist, Eddie Guerra, Roberta Harvey, Karen Haynes, Greg Hecht, Susan Hersh, Jerry Hough, Habib Jam, Valerie Lee, Lili Levinowitz, Phillip Lewis, Janet Lindman, Douglas Mapp, Lawrence Markowitz, Jacqueline McCafferty, Corinne Meredith, Phyllis Meredith, Eric Milou, Anne Phillips, Robi Polikar, Peter Rattigan, Will Riddell, Connie Rosenberger, Nick Schmelz, Richard Scott, Kathleen Sernak, Midge Shuff, Skeffington Thomas, Cindy Vitto, Jia Wang, Patrick Westcott, Dex Whittinghill, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Smitesh Bakrania represented by Hong Zhang, Greg Caputo represented by Lei Yu, Julie Haynes represented by Clara Popa, Sonia Spencer represented by Marilyn Manley.

NOT IN ATTENDANCE: Mark Berkey-Gerard, Joe Cassidy, David Clowney, Michele DiCorcia, Tom Doddy (2nd consecutive absence), Marlena Herman, Demond Miller, Diana Nicolae, Lane Savadove, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach.

1. Approval of Agenda – moved, seconded, approved.
2. Introductions of Visitors – Marilyn Manley faculty person from Foreign Language, Elizabeth Palmer and Katelyn Flanagan from Student Government.
3. Approval of Minutes from September 2009 (separate file) – moved, seconded and approved with correction of one spelling error.
4. President’s Report (page 2)
5. Open Period: Marilyn Manley (Faculty Center Student Ratings Learning Community) – separate file – group of individuals interested in our student evaluations, 21 different departments with their own specific forms and the SIR2. Inconsistency of forms – some with comments, some not; length 7-50 questions; 4 or 5 point Lickert-type Scale; lack of security and confidentiality; high risk of human error in retyping students’ comments, etc. Group had been working extensively with EIS on this – to do something on-line through Banner. \$11,000 spent last year on SIR2 – this money would be saved if we did it on Banner.
6. Standing Committees & Task Forces
 - a. Sabbatical Leave (21 semesters of sabbatical leave available - due date for proposals is November 13, 2009 by noon)
 - b. Curriculum Committee Process D Resolution (page 8) – first reading today, take back to departments for input, vote next meeting.
 - c. Open hearing on the Strategic Enrollment Management Task Force report - report can be downloaded at:
<http://www.rowan.edu/provost/taskforce/documents/StudEnrollMgtTaskForce-FinalReport-Aug102009.pdf> - date for open hearing will be coming.
 - d. University Budget & Planning Committee Update (page 9) – There will be a multi million dollar deficit next year
7. Old Business – Robi Polikar stated that Process C is not quite appropriate for Graduate School. Should give input to Janet Lindman who has talked with Graduate School Director. There may be a communication problem here, rather than need for a new process.
8. New Business – Law/Justice Department was told that CPCE funds should be used to hire interim secretary. Did this come from the Dean and/or Provost’s office? The position is being negotiated for a 6 month temporary position.
9. Adjournment – 2:55PM

PRESIDENT'S REPORT

1. Change in Freshman Registration Procedure? – Meeting in two weeks. Roberta will attend.
2. Summer School/CPCE funds procedure - page 3 – Provost will just be the banker. Form is in place, made by Eric. Provost has signed off on all requests so far – only questioned one request. Request does not have to go to Dean. Dean cannot withhold funds – in theory.
3. 2010-11 Cost Center Model (CPCE, Summer, Graduate School, Camden) – page 4 – proposed cost center model created by Eric. For fiscal year 2010-2011. Perhaps not for summer 2010 as this would include both fiscal year 2009-2010 and 2010-2011. Wouldn't work very well to have summer operating under two different models. Provost will most likely decide which model will be used this summer. Has been reviewed and approved by cabinet – next hurdle is the Board of Trustees to approve it. Previously there were different models for CPCE, Summer and Graduate School was to be the 3rd Cost Center.
4. Replacement Faculty Lines Update – page 5 – 56 faculty lines being replaced over next 5 years. There should be 17 searches this year. Deans base their decisions on information given them by departments. Greg Hecht mentioned that advertisements for some faculty positions have gone out already. Where are the new lines going? Data and trends were looked at before these allocations were made.
5. Senate scholarship committee to collect departmental scholarship process - Asking each department to collect info and give to Senate President – and then to Financial Aid.
6. Medical School Advisory Committee Minutes – pages 6 to 7 – There was a meeting earlier today. There are official minutes and then Trish Yurak can give us her candid comments on what happened. Cooper people seem positive and excited about partnership with Rowan. Like our shared governance concept, etc. Perhaps we should invite them to one of our meetings at some time. Advisory Committee members will visit Cooper on December 2nd. Skeff Thomas was also at meeting, has nothing to add to Trish's comments.
7. Academic Integrity Workshops Initiative: Develop a collaborative effort/team with representatives from academic affairs and student affairs – now that we have an academic integrity policy that requires students to attend an academic integrity workshop – the university needs to create/provide such a workshop. Volunteers should contact Eric.

Request for funds from CPCE summer profits

Date: _____ Department: _____

Requestor's Name: _____ Email: _____ Ext: _____

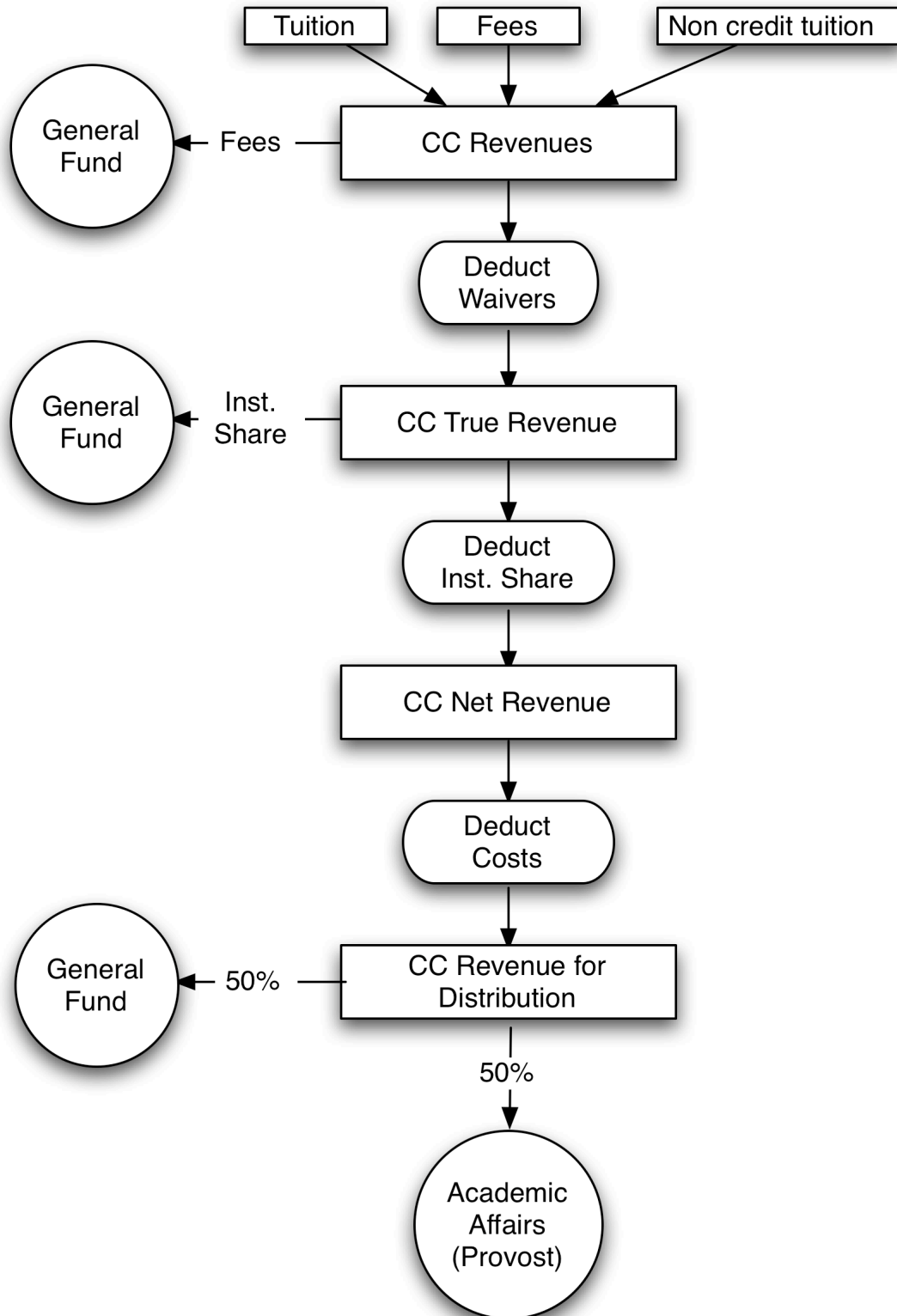
Brief description of request:

Amount of request (attach supporting documentation and travel form if necessary): _____

Signature of Dept Chair: _____ Date: _____

Signature of Provost: _____ Date: _____

Proposed Cost Center Model for 2010-11



Replacement Faculty Lines Allocation

College	Vacancies	SEARCHES					Allocation	Requests by Deans
		FY10	FY11	FY12	FY13	FY14		
BUS	0	1	0	0	0	0	1	18
COM	6	3	2	2	1	1	9	9
EDU	34	7	6	6	5	4	28	78
ENG	0	1	0	0	0	0	1	5
FPA	3	1	1	0	0	0	2	4
LAS	13	4	4	3	2	2	15	33
TOTAL	56	17	13	11	8	7	56	147

R/C Medical School Advisory Committee

Meeting Notes

September 30, 2009

Provost's Conference Room/1 p.m.

Committee Members In Attendance: S. Chin, T. Gallia, L. Holbrook, C. Jordan-Cox, T. McCombs, A. Mordosky, L. Palmer, M. Pontes, C. Teston, S. Thomas, N. Yovnello, T. Yurak, R. Zazzali

Committee Staff/Liaisons: S. Ayres/recorder, J. Cardona/Communications Facilitator, C. Faison/LCME Liaison

Guests: D. Farish, S. Slater (representing R. Hesketh)

Dr. Gallia, committee convener, welcomed everyone and thanked all for agreeing to serve on the Advisory Committee.

Dr. Farish gave highlights of how the agreement between Rowan University and Cooper came about.

- Began three years ago during a casual conversation he had with Christopher Olivia of Cooper who indicated he had been waiting over 20 years for a medical school and felt Rowan might be a good partner
- Olivia's successor, John Sheridan, met with Dr. Farish and noted things were at a crisis point with the arrival of a new president at UMDNJ and plans for the medical school had come to a halt - asked if Rowan would be interested
 - o Chairs of the two boards (Rowan and Cooper) met and conversations went quite well
 - o George Norcross, chair of Cooper's Board, talked to Governor Corzine about changing but Corzine urged Cooper to try to work things out with UMDNJ – after a year nothing had moved forward
 - o Executive Committees of Rowan/Cooper trustee boards met and decided to move forward with the medical school
 - o An Executive Order was signed by Governor Corzine at the end of June and became final on August 23 (finalized after a 60 day waiting period during which time it could have been reversed by the Legislature)
 - o Senator Sweeney will be presenting legislation during the lame duck session to request that Rowan be changed from a state college/university to a state research university and will be the deal breaker – impossible burden without increased funding
- The medical school must be financially viable on its own and Rowan is not in a position to contribute any money
 - o Consultants are researching to make sure funds are available
 - o Agreement in process being worked through regarding legal issues between Cooper and Rowan regarding how governed and funded
 - o Concern of Dr. Farish - even if there is enough money, is the foundation of the university strong enough for this additional burden that will impact us in ways we can't predict (i.e. Financial Aid, library books, etc.)
- Dean of the Medical School has to have a working relationship with Cooper and its faculty
 - o Search committee for the dean must have a membership equally shared by Cooper and Rowan
 - o Search committee will be supported by Witt/Kiefer search firm

- Decisions need to be made regarding the job description for the dean and what type of medical school should be created
- Dr. Farish noted that a legitimate concern on campus is how do we make sure everything is done correctly
 - Dr. Farish noted this committee has been formed from representatives of a broad constituency on campus to monitor and to be kept informed of all that is going on - will be the *go to* people for information
 - Challenge will be to keep all up to date
 - Dr. Farish reported that Dr. Gallia is the convener of this committee
 - Dr. Farish reported that Dr. Faison is the clerk of works and everything should move through her - she should be copied on everything
 - Dr. Annette Reboli is Dr. Faison's counterpart at Cooper and will oversee the LCME accreditation - she has been named Interim Dean of Cooper Medical School. This appointment involves no salary and was approved at Rowan's last Board of Trustees meeting in September. Dr. Reboli needed the title of Dean in order to move forward with the accreditation process
 - Will be like moving a mountain to get all in place for the first class to begin in 2012
 - Very early to hire a dean but would like the founding dean to have input in the design of the building
 - **Dr. Farish charged the committee to be the doors, windows and telephones in keeping information flowing to campus**
- Dr. Christy Faison circulated a handout *Info at a Glance* and noted that the consultants and search firm hired have all visited campus
- Dr. Faison reported that the LCME has a set of standards and a committee must be formed for each standard: Instructional Setting Committee, Curriculum Committee, Medical Students, Faculty Policies and Procedure, Educational Resource committee and AFF Hospital Institution Committee
 - Committees will be staffed and co-chaired by equal numbers from Cooper and Rowan
 - Two meetings will be held per month either face to face or electronically
 - Dr. Faison noted that Rowan has to be accredited before we can admit students in the program
- Dr. Faison reported that on Friday, October 2 a PowerPoint presentation will be held in Savitz 341 at 1:45 p.m. to explain what is ahead and what steps need to be followed
- Dr. Farish assured all on the committee that the consultants are available if need be and should be utilized
- Dr. Joe Cardona will be the point person and support mechanism for the flow of information to the University community - this flow of information is critical
 - Dr. Cardona noted he will create a blog
- Dr. Gallia reported that updates by a variety of resource people will be given at future meetings to keep all members up to date on what is occurring and that he will arrange for a visit to Cooper
- Dr. Gallia reported that a meeting will be held once a month at times most convenient for committee members

**Resolution Recommending Adoption of New Curriculum Process
For a Major's Admission to and Removal from Restricted Status**

WHEREAS, The Provost appointed a Task Force on Restricted Major Status in the spring of 2009 to develop criteria for restricted major status, to coordinate the submission and initial review of requests, and to develop long-term process with the University Curriculum Committee to consider future requests for restricted major status.

AND WHEREAS, the first two duties of the Task Force on Restricted Major Status have been completed.

THEREFORE BE IT RESOLVED, that the University Senate create a new curricular process, called process D, for departments and programs to apply for restricted major status. The Process D form will be used to request a major's admission to or removal from restricted status and will follow the traditional process of consideration: by the department, dean, College Curriculum Committee, University Curriculum Committee, and the Provost's office.

AND BE IT FURTHER RESOLVED, that the deadline for submission for restricted major status to the Senate office will be December 1 of each academic year.

University Budget and Planning Committee Report

October 12, 2009

Submitted by Bruce Caswell

The UBPC will meet soon and ask the administration how it wants to proceed with this year's budget.

FY 2008-2009: The university's budget for FY 2008-2009 resulted in a deficit of \$3.0 million which was covered by part of the university's \$29 million in reserves.

FY 2009-2010: The budget for the current year, FY 2009-2010, projects a cash-flow surplus of \$5.5 million of which \$1.3 million represents furlough days which must be paid at termination of employment. Thus, the university prudently reports its actual surplus as slightly less than \$4.2 million. This surplus will raise the university's reserves to about \$30 million.

FY 2010-2011: The projected "current services" budget for FY 2010-2011, the budget we will be working on in the coming months, would be in deficit of \$12.9 million without any revenue increases or cost reductions. Potential revenue increases contemplated by the administration are: (1) an increase in state aid; (2) an increase in tuition and fees; and (3) an increase in CPCE and summer revenue. It is not anticipated that these will be enough by themselves to balance the FY 2010-2011 budget. A 6% tuition/fee increase (if permitted by the state) and a healthy increase in CPCE and summer revenue would not even cover half the deficit.

FY 2011-2012: The projected "current services" budget for FY 2011-2012 would be more than \$11 million higher, for a total of approximately \$24 million. Note: This assumes no contract increase in the 2011-2012 academic year. A second 6% tuition/fee increase and a second round of healthy growth in CPCE and summer revenue would only cover about half this deficit.

It would be possible for the university to get by in FY 2010-2011 and FY 2011-2012 with increases in tuition and fees and drawing down the university's reserves, but this would be very imprudent. The university would be left with a large structural deficit and very small cash reserves three years out in 2012-2013.

There is no way for the university to continue operating as it has without a significant increase in state aid or major restructuring of the university's services.