

University Senate Meeting
September 17, 2007

ATTENDEES: Bonnie Angelone, Michael Banutu-Gomez, Jacqueline Benevento, Lori Block, 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, Erick Guerrra, Roberta Harvey, John Hasse, Karen Haynes, Susan Hersh, Olcay Ilicasu, Phillip Lewis, Janet Lindman, Midge Madden, Julie Mallory-Church, Douglas Mapp, Afrodesia McCannon, Phyllis Meredith, Eric Milou, Bob Newland, Anne Phillips, Clara Popa, Anthony Robb, Adrian Rusu, Nick Schmelz, Tony Smith, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach, Sanford Tweedie, Patrick Westcott, Barbara Williams

NOT IN ATTENDANCE: (Represented by Alternates) Leslie Elkins represented by Phillip Graneto, Candace Kelley represented by Katherine Quigley, Alison Krufka represented by Michael Grove, Matthew Lund represented by David Clowney, Karen Magee-Sauer represented by Ernst Knoesel, Mark Matalucci represented by Bonnie Wilson, Natalie Reaves represented by Sanae Tashiro, Tricia Yurak (illness) represented by Rory McElwee

NOT IN ATTENDANCE: Keith Adams, Linda Bragg, Herb Appelson, Joe Basso, Dorie Gilshrist, Krishan Bhatia, Ihsan Isik, Lili Levinowitz, Robi Polikar, Maria Rosado, Tanya Santanagelo, Kathleen Sernak, Rob Sterner, Ieva Zake

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from May 2007 (separate file) – Motion to approve, second, carried.
4. President's Report
5. Open Period: President Farish on Rowan Blvd.

Barnes and Noble contract coming up for approval process. Over summer the other Barnes and Noble, Harrison Township spoke up – so now we need to move more quickly. There will be a special meeting of Board of Trustees this October probably. Currently Rowan is desperately short of residence hall space. We could open 400 more bed by fall 2009. More than 80 rooms now tripled for this fall. Off campus is a problem with wild parties. University housing is better solution. There will be 960 new beds with the bookstore and hotel project. Come to board meeting if you have issues or talk to Dr. Farish ahead of time. Current Rowan University Bookstore people are being repositioned on campus. No one will be without a job. 4-story building with Starbucks attached. 300 campuses nationwide have Barnes and Noble franchise. New shops and services will be close to campus. Current bookstore will cease to exist as is. Barnes and Noble will start to run Rowan's current facility by this June. After they move to new location, current bookstore area may become the health center. It is expected to be a financial advantage to have Barnes and Noble. This could be a \$300,000 asset because Rowan would share in all the profits of the bookstore. Rowan will not own but will hold a master lease to buildings, so it is university housing – we may own them sometime in future. There would be 960 beds in 3 or 4 buildings for fall 2009 and then the rest by 2010. We may take down Mansion Park – it is substandard. Farish toured a model at Muhlenberg for prefabricated student housing. This seems to be a quick way of getting high quality housing. Housing on Rowan Blvd will be built to our Rowan Univ. standards. Students will follow same rules as University housing students. Not party central.

Enrollment targets not set yet for next year, may have met them already this year. President is still waiting for final figures, 1400 freshmen – over our target. No final figures yet on how many graduated last year or didn't come back for other reasons.

New furniture has decreased classroom capacity. We have adequate classrooms, but new furniture has effectively reduced class size, to be less what is allowed by fire code numbers. Not a continual problem – in the opinion of President Farish. Adjustments to room utilization need to be made for future semesters. John Haase needs new lines in department. Will we hire additional faculty for the additional student need/numbers? Enrollment Management Committee will be working on several related issues. How do we estimate what the undeclared are going to major in? We have significant turnover of longtime faculty. Total number of students hasn't changed that much over the years but major distribution changes faster than retiring faculty. FTE s and ____ are both very important. In-house advisors are important. One third of our freshmen arrive as undeclared and almost as many will change their mind/major at least once during their college career. We need a better estimate of what majors our undeclared students are heading toward.

6. Standing Committees & Task Force

- a. AP&P committee - Sanford Tweedie has two matters coming to Senate soon.
 - i. Graduate School Combined Undergraduate/Graduate Programs –
 - ii. Draft Interim Policy on Manual Entry of Grading Information
 - iii. NOTE: How Graduate School will be reorganized is still under debate. Open forum will be coming. Graduate School Executive Council will be involved. How do we decide whether a graduate program is under CPCE or under the department – will be self determined by each graduate program.
- b. Academic Integrity Task Force

7. Old Business

- a. Senate Constitution Revision (Bruce) – due to negotiations during the summer, etc. draft will be brought forth at our October rather than September meeting for one more round of input before going forth to the whole campus.

8. New Business

- a. Approval of Committee on Committees (separate file)
- b. Ad-hoc Committee: Resolution #070508-3: Create ad-hoc cmte to examine the possibility of bringing the 1:1 laptop program. Move composition of cmte - Motion to add two additional student representatives – so moved, passed.
- c. Women's Studies Program: Approval of new Council members: Corinne Blake (History), Tanya Clark (English), and Andrew Hottle (Art History) Motion carries.

Note: Tony Aviles and Muriel Frierson were added to the Undeclared Task Force and the Enrollment Management Task Force.

Note: This is 40th Anniversary year for the AFT – will use model of what Cindy did 5 years ago for the celebration/publicity of 35th Anniversary.

Senate Commendation to Esther DeEugenio for many years of service as Senate Secretary

9. Adjournment 10:18AM

Respectfully Submitted,
Carol Eignebrat

PRESIDENT'S REPORT

1. CPCE Memorandum of Understanding among deans, Provost and President has been crafted to clarify the role of each of the different constituencies will play in the Rowan Extension Operation
2. 360 Review of Deans will proceed
 - a. Harper (fall 07), Dorland (spr08), Sharp (fall 08)
 - b. Committee to be formed to develop a policy document for review of deans and for Vice Presidents (Cmte: Ron Czocho, Diane Hamilton, Kathy Small, Jim Newell, Craig Monroe, Cindi Hasit)
3. Task Force on Undeclared Students report from May 07 (see pages 3-4)
 - a. Creation of 07-08 Provost's Undeclared Majors Task Force (see page 5)
 - b. Creation of 07-08 Provost's Strategic Enrollment Management Task Force (see page 6)
4. Graduate School Reorganization (see pages 7-8)
5. Low enrollment course cancellations
6. Because of the new furniture in many buildings, please take note of fire code violations
7. 40th anniversary of the Senate Ad-Hoc committee formed
8. Dates of all meetings including AFT, Senate Exec, and full Senate are on page 9

Task Force on Undeclared Students
Report to the Provost
May 24, 2007

The task force you created to make recommendations on improving the status of undeclared students have considered the issue and make the following recommendations: <http://www.nacada.ksu.edu/index.htm>

1. The task force recommends very strongly that the advising function for undeclared students remain in the CAP center, at least until options are thoroughly explored. This recommendation has two bases:
 - a. There is no evidence that these students' interests would be better served by moving these students elsewhere. Actually, there is a paucity of evidence on this campus with respect to the nature and causes of specific outcomes undeclared students experience. It is clear that they persist at levels below their counterparts who have been accepted in majors (see Attachment 1). Given the fact that almost one-third of the undeclared students at Rowan entered in high risk categories (EOF-MAP, special admits), this is not surprising. We see no evidence that lower retention is associated with the current mode of advisement; nor do we have any reason to believe that shifting the advising function elsewhere would improve these figures.
 - b. The current centralization of the advising function in a structure like the CAP Center is consistent with the model recommended by the National Academic Advising Association (NACADA). The model (often referred to as the "merged model") is grounded in the principle that students who are genuinely undecided (as opposed to those who are waiting to get into their preferred major) need much more than information about the major, course selection, or career opportunities. NACADA recognizes that self-reflective and decision-making perspectives and skills are central to the undecided students' success and recommends that they be advised by counselors specifically trained to help develop these competencies. The CAP Center is staffed by such professionals; typically, advisement based in academic program is not.
 - c. If there is concern that undeclared students need an "academic home," the task force suggests that learning communities (see #4 below) may offer a richer, more diverse alternative to assigning them all to a single academic unit that may or may not resonate with their perceived interests or ambitions.
2. The task force recommends that the campus address, in a systematic manner, enrollment management issues that currently serve as barriers to undeclared students in their search for a major. These include:
 - a. *Restricted Majors.* The practice of requiring successful completion of certain courses of maintenance of a GPA higher than that required by the university is a significant barrier to entrance into certain majors at Rowan University. The task force recognizes that accreditation or certification standards may require such restrictions. It is also clear that no such rationale exists for some restricted majors. Some are restricted to control major size; others are restricted to "improve quality." In both of these cases there are

alternative methods to achieve the goal (e.g., introductory courses with rigorous standards) in a manner that are both fairer and more clearly based on merit.

- b. *Internal Transfers.* Three years ago the Enrollment Management Committee recommended that internal transfers be given priority over external transfers. To date, that has not been implemented. It is clear to us that we are obliged to meet the needs of existing, native students before those of others.
 - c. *Major-specific GE courses.* Many programs dictate the courses their majors must take within categories of GE. Clearly, in some cases this is essential. In other cases the necessity is less clear. The effect on internal transfers is that many are required to take additional GE courses in categories in which they have already satisfied the university requirement.
3. The task force recommends that the university investigate, in an expeditious manner, the creation of learning communities for undeclared freshmen. These communities could serve as sites for CAP Center activities and recruitment efforts by academic programs. Perhaps most critically, these communities could serve as academic and support networks for the students involved. The evidence of the success of learning communities in increasing retention and graduation rates among undeclared students is overwhelmingly positive. Studies of such programs at Ball State University, Portland State University, Bowling Green State University, Northern Michigan University, and California State University at Long Beach all support this claim. So do the data from pilot learning communities for undeclared students at Rowan. Since the program began in 2001, our undeclared students situated in learning communities have persisted at rates in excess of other undeclared students and the campus as a whole.

Jay Chaskas
Eric Clark
Ed Eigenbrot
Craig Monroe, Chair
Patricia Mosto
Karen Sieftring
Lizziel Sullivan
Joanne Damminger, *ex officio*
Carol Eigenbrot, *ex officio*
Julie Peterson, *ex officio*

Undeclared Majors Task Force

The goal of this task force would be to lay the framework for a plan (or possibly series of plans) to address undeclared student issues. This group will be building upon the work of the previous group, whose report led to both the formation of this body and the formation of a separate but related task force on enrollment management. Because these two task forces will deal with related issues, some members have been asked to serve on both groups. This task force represents a significant effort in shared governance and will be co-chaired by a member of the administration (Jim Newell) and the chair of the Senate committee on Recruitment, Admissions, and Retention (Matt Lund). The proposal(s) developed by this task force will be sent through the Senate RAR committee and through the administration concurrently for comment and review.

1. Jim Newell, Associate Provost
2. Matt Lund, Chair of the Senate RAR committee, Philosophy & Religion
3. Liziell Sullivan, CAP Ctr, primary undeclared advisor
4. Carol Eigenbrot, CAP Ctr, advisor, and Senate officer
5. Trish Yurak, Senate Officer, Psychology dept (restricted major) rep
6. Patrick Spearman, Foundations of Education
7. Kathleen Pereles, Management Dept.
8. Robert Cart, Dean, Fine and Performing Arts

Provost's Strategic Enrollment Management Task Force (07-08)

Last year, I convened an Undeclared Majors task force to begin to look at issues with the large population of undeclared students at Rowan University. This task force recommended forming another group to deal with the broader issue of enrollment management. Thus, in consultation with the University Senate leadership, I am convening a Strategic Enrollment Management Task Force. The charge of this task force is as follows:

1. Examine trends in applicant numbers, acceptances, and enrollments in all departments with the goal of identifying:
 - areas of potential growth;
 - the need for expansion into new majors/minors, and
 - undersubscribed areas in need of retooling.
2. Review the restricted majors to determine the basis for the restriction and determine whether that restriction is necessary and/or valuable.
3. Determine the optimal size and mix (diversity, in-state vs out-of-state, international, full time vs part-time, etc.) of enrolled students at the University now, five years from now, and ten years from now with consideration of the resources necessary to achieve that size and mix.
4. Examine the history and potential impact on enrollments of students such as CPCE students, internal transfers, and transfers from community colleges in light of the Comprehensive State-Wide Transfer Agreement.

I would like to see this task force generate specific recommendations that can be implemented immediately to enhance our management of enrollments while also considering longer-term changes. I also expect this task force to work closely with the continuing Undeclared Majors task force examining the issues faced by undeclared students as some issues clearly cross boundaries between the task forces. The Senate leadership and I are hopeful that this exercise in shared governance can lead to meaningful improvements for the University.

1. Nick Schmelz, COE student services, Senate VP
2. Carol Eigenbrot, CAP Center
3. Tricia Yurak, Psychology
4. Bryan Appleby-Wineberg, Music
5. Lorin Arnold, Communications Studies, co-chair
6. Lucy Nurkowski, Admissions
7. Jim Newell, Associate Provost
8. Craig Monroe, Dean, College of Communications, co-chair
9. Carmen Jordan-Cox, VP of student affairs
10. Ihsan Isik, Accounting & Finance

GRADUATE SCHOOL REORGANIZATION

Dr. Jay Kuder has submitted his resignation as the Dean of the Graduate School, effective September 1, 2007. He will remain as the Associate Provost for Research until September 1, 2008 and then plans to return to the Rowan University faculty. I am grateful to have been able to work with Dr. Kuder this past year. Under Dr. Kuder's leadership, the Graduate School has expanded certificate program offerings, instituted systematic program review, and developed on-line applications. I know you join me in thanking him for his dedicated service in his role as Associate Provost and Dean and in wishing him much success in his return to the faculty.

During this transition period it is critical to move expeditiously with the Graduate School and take the appropriate steps to accomplish the following: 1) prevent any erosion of the graduate program enrollments and, in fact, INCREASE enrollment in this important component of the University; 2) develop new interdisciplinary programs aligned with new trends and demands; 3) introduce various modes of content delivery. The following two step approach will be implanted.

Step 1

- 1) Effective September 1, 2007, the Graduate School operation and personnel will report to the Dean of the College of Professional and Continuing Education (CPCE), Dr. Horacio Sosa.
- 2) Dean Sosa and CPCE will provide the leadership in marketing and advertising the graduate programs.
- 3) For the upcoming year, the Graduate School will continue to operate under the current set of rules, regulations, and procedures and will stay in its current location in Memorial Hall. A search will be conducted to replace one vacant staff position.
- 4) The Graduate Executive Committee, consisting of one representative from each College, will remain intact and will work with Dean Sosa to oversee the academic aspects of the graduate programs.

Step 2

By the end of the spring semester, 2008, Dean Sosa, in collaboration with the academic deans and the Graduate Executive Committee, will provide a long term restructuring plan regarding the Graduate School. This plan will be vetted throughout the University community for review and input as is the tradition at Rowan University.

One model that has been discussed by the deans, though not fully developed, proposes that graduate programs be divided into two categories: research-type programs and professional-type programs. Research-type programs would be controlled in full by the academic colleges, including recruiting, admissions, program development and delivery, etc. Professional-type programs would operate under the umbrella of the CPCE, meaning the programs would operate under a cost/revenue center model, with distribution of revenues among different constituencies. While the CPCE would manage the professional-type programs (including recruitment, marketing, processing applications, etc.), the individual colleges would retain full control over the admission decisions, program development and delivery, etc.

I look forward to working with the deans, the faculty, and the campus leadership as we move forward on this important front during the coming year.

GRADUATE EXECUTIVE COUNCIL

- Bryan Appleby-Wineberg: Fine & Performing Arts
- Wanda Foglia: Liberal Arts & Sciences
- Dorie Gilchrist: Graduate School
- Daniel McFarland: Business
- Diane Penrod: Communication
- Robi Polikar: Engineering
- Barbara Bole Williams: Education

The individual colleges determined how they were selected.

2007-08 DATES				
	AFT	Senate Exec	Full Senate	Other
September	13-Sep (Th)	12-Sep (W)	17-Sep 9:30am	10-Sep: Convocation
	24-Sep			
October	15-Oct	8-Oct	29-Oct	22-Oct: Univ Assembled
November	19-Nov	14-Nov (W)	26-Nov	
December	Dec 14 (end-of-year party)	10-Dec	17-Dec	
		28-Jan		
January		28-Jan		
February	11-Feb	25-Feb	4-Feb	
March	10-Mar	31-Mar	3-Mar	
	7-Apr		14-Apr	
April				28-Apr: Univ Assembled
May	1-May (Th)	5-May	12-May 9 AM (Senate End-of-year meeting)	16-May: Graduation
	19-May		20-May 9 AM Senate committee selections for 08-09	
ALL meetings start at 10:50 am unless noted				

Draft Interim Policy on Manual Entry of Grading Information

In the rare case where exigent circumstances prevent a faculty member from entering final grades, class rosters, or last date of attendance (LDA) information into banner directly, the faculty member may provide the information in writing to the chair of the department on a form signed by the faculty member. This form also must be signed by the department chair and the dean or his/her designee then forwarded to the Registrar's office for manual entry.

RATIONALE:

- Some amount of the delinquent information on the outstanding grade rosters come from adjunct faculty members who are no longer associated with the university. In some cases, the adjuncts have “phoned in” the information but claim to be unable to enter the information in banner (They have no e-mail access at home, they are having technical problems with banner but never notify us, their Rowan account has expired and they no longer have banner access, etc.). In some cases, I suspect, they are just unwilling to do it.
- Either way, we are left non-compliant with LDA, class lists, or even grades. There are still 8 grades from Fall '06 that have not been provided.
- What the draft policy proposes is allowing this handful of professors the opportunity to submit a signed document listing the relevant information that the register will then enter for them. This is directly analogous to the process that we all used until banner came on line. We signed a form with our grades, LDAs, etc. written on it, and the Registrar's office entered it.
- There are two additional levels of signatures required to make sure that the information really comes from the professor of record and that departments do not try to use this as an end run to entering info in banner.
- This is in no way an effort to remove any of the responsibility for grading from the Faculty. Grading is and must always be solely the responsibility of the faculty. Instead, it is designed to provide a mechanism to enter information provided by the faculty member into our system when, for whatever unusual reason, the conventional method is not working.

Laptop committee membership as per Senate resolution

Committee should be staffed as follows:

10 faculty/staff/librarians. It is preferable that the committee includes at least one faculty/staff from each College, one staff member from the NSS, one staff member from IT, one representative from office of Student Affairs, and/or one Librarian.

1 AFT Representative

1 SGA Representative

CHAIRPERSON: Vasil Hnatyshin, Computer Science

COMMITTEE MEMBERS:

Mark Sedlock, NSS

Steve Cone, Education

Tricia Yurak, LAS

Eileen Stutzbach, IT

Keith Brand, Communications

Shifei Chung, Business

Thomas Fusco, FPA

Beena Sukumaran, Engineering

Penny Barnes, EOF Director

Phyllis Meredith, Librarian

AFT rep

SGA rep