

UNIVERSITY SENATE MINUTES  
December 3, 2010: 1:45 pm, Rowan Hall Auditorium

**ATTENDEES:** Herb Appelson, David Applebaum, Tom Bendtsen, Mark Berkey-Gerard, Kate Boland, Gregory Caputo, Joe Cassidy, Bruce Caswell, Jay Chaskes, Hanmei Chen, David Clowney, Jennifer Courtney, Joel Crichlow, Larry Depasquale, Robert D’Intino, Tom Doddy, Carol Eigenbrot, Jon Foglein, Richard Fopeano, Bill Freind, Zenaida Gephardt, Eddie Guerra, Julie Haynes, Greg Hecht, Erin Herberg, Marlena Herman, Jerry Hough, Donna Jorgensen, Lili Levinowitz, Janet Lindman, Douglas Mann, Douglas Mapp, Rory McElwee, Corinne Meredith, Eric Milou, Darren Nicholson, Diana Nicolae, Anne Phillips, Robi Polikar, Peter Rattigan, Dan Reigel, Will Riddell, Connie Rosenberger, Christine Saum, Lane Savadove, Richard Scott, Sonia Spencer, Pat Alexy Stoll, Eileen Stutzbach, Uma Thayasivam, Skeffington Thomas, Mary Beth Walpole, Tricia Yurak.

**NOT IN ATTENDANCE: (Represented by Alternates)** Smitesh Bakrania represented by Hong Ling, Lori Block represented by April Ellerbee, Jess Everett represented by Doug Cleary, Karen Haynes represented by Alicia Groatman, Valarie Lee represented by Xiufang Chen, Lawrence Markowitz represented by Larry Butler, Deb Martin represented by Andrew Kopp, Ieva Zake represented by Tony Sommo.

**NOT IN ATTENDANCE:** Joe Basso, Susan Hersh, Habib Jam (3<sup>rd</sup> consecutive absence), Jackie McCafferty, Nick Schmelz, Midge Shuff.

1. Approval of Agenda – moved, seconded, approved.
2. Introductions of Visitors – Joseph Capodicosa, SGA Senate Chair; Joseph Perrella – AVP of SGA Academic Affairs
3. Approval of Minutes from October 2010 (separate file) – moved, seconded, approved with minor edit.
4. President’s Report (page 3)
5. Open Period: Provost Houshmand – Dr. Houshmand was unable to attend due to an emergency. He had been asked to talk about appropriate vs. non-appropriate spending of CGCE funds by departments and his concept for the West Campus. Senators are urged to report to directly to Eric any concerns regarding the way departments are allocating these funds. The Provost has presented a conceptual plan for the West Campus to the BoT.
6. Medical School
  - a. Constitution revision (page 4) – Note change in wording – Final reading – motion made, seconded, approved with friendly amendment to 1f regarding the medical school, omitting “appointed to the basic science faculty.”
  - b. Committee Charges & Memberships Resolution (pages 5-12) – 1st reading
7. Committee Reports
  - a. Academic Policies & Procedures
    - i. Academic Good Standing Policy and the Basic Skills Requirement (2<sup>nd</sup> reading - pages 13 to 15) – Motion made, seconded, approved with two passages omitted from first reading.
    - ii. The State Attorney General determined that Rowan needed to strike one statement in the Classroom Disruption Policy. The statement to be removed is: "Verbally abusive speech directed at faculty or other students." It is to be REPLACED with the following that the attorney general’s office wrote: “Verbally confronting a faculty member or another student using obscenities or fighting words likely to incite an immediate physical altercation.” These changes were implemented by the State Attorney General. This is a point of information only, not subject to senate approval. Discussion followed. Any questions or concerns should be directed to the Policies and Procedures Committee.

- b. University Budget and Planning report (page 16) – The Board of Trustees Budget & Finance Committee is getting better information from the administration than they have in the past. President Farish has asked to attend the first spring term meeting of the University Budget & Planning Committee. There has been no explanation regarding why Rowan has not yet received the \$18.4 million state appropriation for the medical school or the \$2.8 million from Cooper Hospital to compensate for the 15% reduction in state revenues.
- 8. Old Business
- 9. New Business – David Applebaum presented a charge to create an ad-hoc committee with respect to the Presidential search. The motion was made, seconded and approved to create such committee. David Applebaum, David Clowney, Donna Jorgensen, and Peter Rattigan will serve on the committee and will bring back a recommendation by next Senate meeting.
- 10. Adjournment

## PRESIDENT'S REPORT

1. MLK Breakfast Senate Table. I have reserved a Senate table with eight seats. Ambassador Andrew Young will be the keynote speaker for Rowan University's 25th Martin Luther King, Jr. Breakfast on Monday, Jan. 17, 2011, at 9:30 a.m. in the Eynon Ballroom, located in the Chamberlain Student Center.
2. Memorial Service for Dr. Herman James is slated for December 6 starting at 3 p.m. in the Student Center
3. Tactical team to bring our general education practices into compliance with Middle States assessment requirements. The Provost has named 4 members to this team: Cindy Vitto, Roberta Harvey, Mira Hand, and me (as co-chair). I have named Jay Chaskes, [Rory O'Brien McElwee](#), Bryan Appleby-Wineberg, and David Klassen. The chair of the Senate Curriculum Committee will serve as co-chair.
4. Accounts Payable: Far too many faculty are submitting travel forms for reimbursement after the trip has already taken place. Accounts Payable may have to start denying payment for these requests if they continue.
5. Summer 2011:
  - a. Dean Sosa made a unilateral change in the calendar for the 8 week session. Essentially, the 3-weeks, first 5-weeks and second 5-weeks sessions start one week later than reported in the official calendar, while the 8-weeks session starts 3 weeks later.
    - i. Three-week Summer Session: May 23, 2011 to June 10, 2011
    - ii. First five-week Summer Session: May 23, 2011 to June 23, 2011
    - iii. Second five-week Summer Session: June 27, 2011 to July 28, 2011
    - iv. Eight-week Summer Session: June 27, 2011 to August 18, 2011
  - b. Sosa will work with the colleges to address concerns, and to deal with any other issues caused by the change. He is aware of this and prepared to do so.
  - c. There should be no direct impact to the revenue model.
  - d. The 2012-17 calendar committee has proposed specific guidelines that allow CGCE to respond to market needs but set limitations and require specific consultation with the academic units. (See pages 16-19)
6. Rowan Board of Trustees meets on Dec. 15<sup>th</sup> at 4:30pm in the Student Center Ballroom. Please attend and encourage coworkers to attend also.

### Article III: Membership

1. **Constituency.** The University Senate constituencies are defined as follows:

- a. Each academic department is one constituency. The number of members of that constituency shall be the number of full-time equivalent faculty (excluding adjuncts and overload) full-time equivalent librarians, and full-time equivalent coaches who are appointed to that department, plus the number of full-time equivalent professional staff appointed to that department. An individual with appointments in more than one department must select one of the departments as his/her constituency for the purposes of Senate membership.
- b. The library is one constituency. The number of members of the library constituency shall be the number of full-time equivalent librarians, plus the number of multi-year full-time professional staff appointed to the library staff.
- c. The athletics department is one constituency. The number of members of the athletics department constituency shall be the number full-time equivalent faculty, professional staff, and coaches appointed to the athletics department.
- d. The professional staff is one constituency. The professional staff constituency shall consist of all the number of full-time equivalent members of the professional staff who are not members of an academic department, the athletics department, or the library constituency.
- e. The Camden Campus is a constituency. The numbers of members of the Camden Campus constituency shall be the number of full-time equivalent faculty, multi-year professional staff, and librarians who spend more than 50% of their time working on the Camden Campus, who choose to be considered part of the Camden Campus for Senate representation, and who choose not to be counted towards the membership of any other constituency.

**f. The Medical School is a constituency. The number of members of that constituency shall be the number of full-time equivalent basic science medical school faculty and full-time professional staff.**

2. **Apportionment to constituencies.** The number of Senators from each constituency is determined as follows:

a. The academic department, library, the athletics department, the professional staff, Camden Campus, **and Medical School** constituencies shall be apportioned senators as follows:

Fewer than 16 constituency members: One (1) senator.

At least 16 but fewer than 31 constituency members: Two (2) senators.

At least 31 but fewer than 46 constituency members: Three (3) senators.

And so forth, in increments of fifteen (15).

Resolution  
To Change the Composition of Rowan University Senate Standing Committees  
to Include the Medical School

Whereas the University Senate is recommending amendments to the Constitution to recognize the Medical School as a constituency in accordance with the provisions in Article VII, Amendments, of the Constitution;

Whereas, the Senate's recommended changes in the Constitution must be approved by the Board of Trustees before they are in effect;

Whereas, the composition of Senate standing committees is determined by the provisions of Article VIII, By-Laws, of the Senate and for the personnel committees by local agreements of the bargaining agent;

Whereas, By-Law changes incorporating the Medical school constituency into the standing committees cannot be official until the BOT approves the Constitutional amendments;

Whereas By-Law changes require only the approval of the Senate and do not require the approval of the BOT;

Be it resolved, contingent upon the approval of the Constitution amendments by the BOT and for the personnel committees by local agreements of the bargaining agent and agreement by the bargaining agent to the changes in the personnel committees, the Senate approves the following changes to the By-Laws .

## Rowan University Senate Committees

### STANDING COMMITTEES

**Note:** CHAIRS OF STANDING COMMITTEES SERVE ON THE SENATE EXECUTIVE COMMITTEE

**ACADEMIC POLICIES AND PROCEDURES:** Reviews and recommends academic policies and procedures of the University, including grading policies, academic dismissal and academic warning procedures, honors and dean's list policies.

**Eligibility:** *9 Faculty (to include at least 1 representative from each College)*

*1 Graduate Advisor*

*2 Professional Staff*

*1 AFT Rep*

*3 SGA Reps*

**Total 16**

**CAMPUS AESTHETICS AND ENVIRONMENTAL CONCERNS:** Reviews and recommends proposed changes that affect the aesthetic quality of the campus environment; recommends acceptance or rejection of proposals to the University President; reviews existing aesthetic qualities and recommends needed changes; and addresses campus environmental concerns that affect the health and well-being of the University community and/or the natural environment.

**Eligibility:** *8 Faculty*

*2 Professional Staff*

**1 Administrator**

*3 Additional Faculty and/or 3 Professional Staff*

*1 CWA Rep*

*1 IFPTE#195 Rep*

*1 AFT Rep*

*3 SGA Reps*

**Total 20**

**CAREER DEVELOPMENT:** Develops procedures for the receipt and processing of career development materials from candidates and academic department assessment committees; receives and considers the reports of the department assessment committees, the supporting documentation, and the statements of the President/designee concerning all employees being assessed; prepares a report to the President containing its recommendations concerning the allocation of Career Development funds.

**Eligibility:** *7 Faculty (one from each College)*

*1 Librarian*

*1 AFT Rep*

*1 Professional Staff*

**Total 10**

**CHAIRS COUNCIL:** To provide a channel through which department chairs may readily communicate with other chairs in order to share information and solve problems; enable junior chairs to take advantage of the expertise of more experienced chairs; act as a clearinghouse to share information that individual Chairs obtain from their respective professional societies; participate in the formation of hiring committees for Deans and the scheduling of interviews.

**Eligibility:** *All Academic Department Chairs*

*College of Engineering Program Chairs*

**COMMITTEE ON COMMITTEES:** Polls eligible faculty/professional staff on committee membership choices; prepares a balanced list of suggested members for each committee and submits the lists for Senate approval; reviews the existing committee structure and recommends changes; oversees the following special committees to which the Senate appoints members: Awards Committee, University Scholarship Committee, Library Committee, Bookstore Committee, World Education Committee, Interdepartmental Promotion/Tenure and Recontracting.

**Eligibility:** *5 Faculty and/or 5 Professional Staff*

**CURRICULUM:** Reviews proposals for title and credit changes, minors, concentrations, specializations, major programs, courses, certifications, reorganization of academic department/college offerings, and new or revised University-wide curricular patterns; reviews proposals to create, dissolve or significantly reconstitute academic departments or colleges; forwards recommendations to the Senate and then to the executive vice president/provost.

**Eligibility:** Note: *Committee Chair is not calculated in committee total.*

2 Business Faculty

2 Engineering Faculty

## 2 Fine & Performing Arts Faculty

2 Communication Faculty

2 Education Faculty

3 Liberal Arts & Science Faculty

1 Medical School Faculty

1 Professional Staff

1 AFT Rep

4 SGA Reps

1 Librarian

**Total 21**

**DIVERSITY:** Monitors diversity throughout all areas and for all members of the Rowan University community, with special attention to issues of social justice; recommends practices and policies that will enhance diversity at Rowan; assists in the development and establishment of such practices and policies.

**Eligibility:** -10 Faculty, Librarians and/or Professional Staff

-1 Central Administrator

-1 AFT Representative

-1 CWA Representative

-1 IFPTE #195 Representative

-3 SGA Representatives

**Total 17**

**INTERCOLLEGIATE ATHLETICS:** Monitors the entire operation of intercollegiate sports on the campus. The NCAA faculty athletics representative may serve as the chair of the committee. The athletic director shall serve as an ex-officio (non-voting) member of the committee.

**Eligibility:** Co-Chairs -1 appointed by Senate

-1 appointed by University President

4 Administrators (one is Co-Chair)

7 Faculty (one from each College)

1 Director of Athletics

2 Professional Staff

2 SGA Reps

**Total 18**

**LEARNING OUTCOMES ASSESSMENT:** Engages in the ongoing review of the University's assessment principles and observes the application of the principles in practice; reviews and recommends assessment plans from academic programs, general education, and student development; assists in the establishment of a process for the systematic review of assessment information collected each year.

**Eligibility:** Note: *Committee Chair is not calculated in committee total.*

7 Faculty (one from each College)

1 Curriculum Committee Rep

1 Institutional Research (non-voting) Rep

1 AFT Rep

1 Professional Staff

1 Academic Policies/Procedures Committee Rep  
2 SGA Reps

**Total 14**

**PROFESSIONAL ETHICS AND WELFARE:** Evaluates conditions under which faculty/professional staff function; recommends rules to ensure fair treatment for all faculty/professional staff members.

**Eligibility:** 10 Faculty and/or 10 Professional Staff  
1 AFT Rep

**Total 11**

**PROMOTION:** Supervises the election of college promotion committees, develops procedures for receipt and processing of promotion materials from candidates and college promotion committees, reviews applicant portfolios in light of the procedures established by the institution and the department and approved by the dean, certifies to provost that the procedures have or have not been correctly carried out by both the department and college committees.

**Eligibility:** Note: Only tenured faculty are eligible – Rank of Full Professor preferred. Cannot serve concurrently on College Promotion Committee and University Promotion Committee.  
Note: Librarians are not eligible.

7 Teaching Faculty (one from each College)  
1 AFT Rep

**Total 8**

**RECRUITMENT, ADMISSIONS AND RETENTION:** Reviews and evaluates recruitment and admissions policies and procedures, specifically those which relate to curriculum, programs and instruction, and academic standards affecting progress toward a degree; recommends needed changes.

**Eligibility:** 15 Faculty and/or 15 Professional Staff  
1 AFT Rep  
3 SGA Reps

**Total 19**

**RESEARCH:** The research committee monitors research and research services on campus to identify and address issued of research interest. The committee makes recommendations for (I) promoting research and research awareness on campus; (2) meting resource needs for research; and (III) establishing policies to ensure that research related issues on campus are addressed appropriately. The committee solicits, compiles and disseminates input from the campus community to insure that the faculty, staff, students, and administration are aware of current research efforts, resources, and challenges.

**Eligibility:** 7 Faculty (1 from each college)  
5 additional Faculty from any college  
3 Professional Staff  
1 Librarian  
1 AFT Rep  
1 SGA Rep

**Total 18**

**SABBATICAL LEAVE:** The Sabbatical Leave Committee shall conduct its review of applications for sabbatical leave, and make its recommendations to the President in accordance with the current contractual agreement.

**Eligibility:** 1 Business faculty  
1 Communications faculty  
1 Education faculty  
1 Engineering faculty  
1 Fine and Performing Arts faculty  
1 Liberal Arts and Sciences faculty (History and Humanities)  
1 Liberal Arts and Sciences faculty (Mathematics and Sciences)  
1 Liberal Arts and Sciences faculty (Social and Behavior Sciences)  
1 Medical School faculty

1 Librarian  
1 AFT Rep

**Total 11**

**STUDENT RELATIONS:** Evaluates existing and proposed relations and procedures and initiates recommendations for changes.

**Eligibility:** 10 Faculty and/or 10 Professional Staff  
1 AFT Rep  
1 CWA Rep  
5 SGA Reps

**Total 17**

**TECHNOLOGICAL RESOURCES:** Monitors technological resources to insure that the services and resources meet the needs of the campus community in research and academic pursuits. By soliciting and compiling input from the campus community, the committee attempts to insure that the faculty, staff and students are aware of the current services on campus that can and do support these efforts. Responses to a periodic faculty and staff survey will insure that a collaborative effort exists in developing recommendations to enhance the University vision in the areas defined by the committee charge.

**Eligibility:** 7 Faculty (1 from each college)  
5 additional Faculty from any college  
3 Professional Staff  
1 Librarian  
1 AFT Rep  
1 SGA Rep

**Total 18**

**TENURE AND RECONTRACTING:** Develops procedures ensuring equitable treatment for all faculty/professional staff, screens candidates not under tenure or multi-year contracts, and recommends to the University President those qualified for retention. Cannot serve concurrently on Departmental Tenure & Recontracting Committee.

**Eligibility:** 9 Tenured Faculty (at least one from each College)  
1 Librarian  
3 Professional Staff  
1 AFT Rep

**Total 14**

**UNIVERSITY BUDGET & PLANNING:** Maintains a meaningful dialogue on budget and planning decisions between the University Administration and the University Senate.

**Eligibility:** Notes: 1 -Executive Director of Budget & Planning serves as Co-Chair  
1 -The Vice President of the Senate is required to serve on this committee  
(Membership Resolution #871204-3 & #890517-23)

-Committee co-chairs are not calculated in committee total

**1 VP Administration/Finance**

**1 Vice President of the Senate**

3 Professional Staff  
8 Faculty –1 from each College, 1 additional faculty  
1 CWA Rep  
1 IFPTE#195 Rep  
1 AFT Rep  
1 SGA Rep

**Total 17**



## ALL UNIVERSITY COMMITTEES

**AWARDS:** selects the students whose names are submitted as nominees by their sponsors to receive honors for outstanding achievement in various areas, most of which are related to the curriculum.

**Eligibility:** 5 Faculty

3 Professional Staff

1 AFT Rep

**Total 9**

**BOOKSTORE:** Mediates faculty, student and bookstore relations and concerns. This committee provides an ongoing evaluation of staffing levels of the bookstore, works on improving the perceptions about the bookstore's work, both within the bookstore and externally among the rest of the campus, and facilitates cooperation of the faculty with bookstore needs and the bookstore with faculty and student needs.

**Eligibility:** 7 College Reps (one from each College)

### **1 Professional Staff**

1 Bookstore Director

1 VP Administration / Finance

1 Student Rep (possibly involved in PRSSA)

**Total 11**

**INTERNATIONAL EDUCATION COUNCIL:** Plans and presents programs related to education in all countries.

**Eligibility:** An open invitation to all faculty and professional staff.

**MAXIMUM  
TOTAL 22**

**LIBRARY:** Reviews available learning resources of the University including those in the Campbell Library, the Camden Campus library, the music library and educational media. The committee also reviews the policies regarding the management and use of these centers and materials and makes appropriate recommendations.

**Eligibility:** 5 Faculty

1 AFT Rep

3 Professional Staff

1 Library Dean

3 SGA Reps

**Total 13**

**UNIVERSITY SCHOLARSHIP:** Reviews and revises application procedures for University-awarded scholarships and awards scholarships on the basis of academic achievement, financial need and contribution to the University and the community.

**Eligibility:** 6 Faculty

4 Professional Staff

1 AFT Rep

**Total 11**

## ADHOC COMMITTEES

**CALENDAR:** Sets the academic calendar several years in advance. One representative is appointed by the Senate President.

**CAMPUS HEARING BOARD:** Is part of the student judiciary system. It hears alleged student misconduct in violation of University rules, then decides the guilt or innocence of students and makes cases of recommendations. Three representatives are appointed by the Senate President.

**COMMENCEMENT:** Meets to recommend commencement activity and appropriate speakers. One representative is appointed by the Senate President.

**HONORARY DEGREE:** Considers and recommends people for an honorary degree. One representative is appointed by the Senate President.

**STUDENT GRIEVANCE:** Listens to student appeals regarding grades and makes recommendations as to a final disposition of the complaints. Two representatives are appointed by the Senate President.

*revised: 10/10/bf*

**Resolution to Rename the Academic Status Regarding Basic Skills Requirements  
and Insert Minor Revisions to the Academic Standing Policy**

WHEREAS, the term “suspension” refers to a sanction for disciplinary matters barring a student from taking courses at Rowan University AND the academic status resulting from failure to meet the basic skills requirement within the first academic year is a “restriction” that students take only basic skills courses.

~~WHEREAS, the minimum credits attempted by a full-time student in two semesters is 24 AND the intent of the basic skills policy is to compel students to take only basic skills courses if they have not fulfilled the basic skills requirement within their first academic year.~~

WHEREAS, the Academic Standing Policy for undergraduate students differs from the one applied to graduate students.

WHEREAS, the Academic Standing Policy would benefit from a separation of the basic skills policy from other academic standing policies AND minor changes are needed to clarify these policies.

THEREFORE BE IT RESOLVED,

That the term used for the academic status of a student who fails to meet basic skills requirements by the end of their first academic year be changed from “suspension” to “restriction”.

~~AND BE IT FURTHER RESOLVED,~~

~~That the academic policy regarding basic skills be changed so that it is invoked after a student attempts 24 credits instead of 30 credits.~~

AND BE IT FURTHER RESOLVED,

That the Academic Standing Policy be revised as shown in the attached version to enact the changes mentioned above and clarify the application of these policies.

**UNDERGRADUATE ACADEMIC STANDING POLICY**  
**(Academic Good Standing, Probation, Dismissal, and Restriction)**

**Academic Good Standing**

Rowan University has established standards for academic standing which apply to all matriculated undergraduate students as follows: Students who have attempted 15 or more semester hour credits and have a cumulative grade point average (GPA) of at least 2.0 are considered to be in good academic standing.

**Academic Probation**  
*(For GPA Falling Below 2.0)*

At the end of each Spring semester, matriculated **undergraduate** students who have attempted 15 credits or more and have a cumulative GPA below 2.0 are placed on academic probation. This probationary period begins with the Fall semester. Students have one academic year in which to achieve a cumulative GPA of at least 2.0. Those who have not attained a cumulative GPA of at least 2.0 by this time will be dismissed from the university.

In addition,

1. Full-time students must attempt 12 or more credits each semester of probation. An attempted credit is defined as credit for any courses in which a student receives a grade of A, B, C, D, F, P, S, W, WP, or WF, or IN.
2. Students will be considered on probation until they attain a cumulative GPA of at least 2.0
3. Summer courses **may be** taken to help students reach the 2.0 cumulative GPA.

**Procedures:**

- Students will receive a warning letter following any semester in which their cumulative GPA falls below 2.0.
- College Deans will notify students when they are placed on academic probation. Such notices will include a requirement that students consult an academic advisor in their college early in the first probationary semester and in no event later than the end of that semester. The Registrar's Office will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the student's academic record.
- Students will meet with their academic advisors to develop appropriate plans for achieving satisfactory academic performance.
- Students on academic probation may not participate in extra-curricular or co-curricular activities sponsored by the university

**Academic Dismissal**

Academic dismissal takes place under the following circumstances:

**Undergraduate** students who have attempted at least 15 credits and have been on probation for the academic year (Fall/Spring) will be dismissed from the University. Their dismissal is in effect as of the upcoming Fall semester.

**Procedures**

- The Registrar's Office will notify the appropriate University officers when students are academically dismissed and will note the dismissal on the student's academic record.

- The College Deans will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester will be canceled.
- Students so dismissed cannot register in either academic year or summer terms, as full or part-time students, **nor** as non-matriculated students.
- Students who have been academically dismissed from the University may apply for readmission through the Admissions Office after one academic year **following dismissal**.
- Students who have been academically dismissed may not participate in extra-curricular or co-curricular activities sponsored by the university.

### **Academic Standing Appeal Process**

The Office of the Provost serves as the focal point for the academic probation and dismissal. The Office of the Associate Provost for Academic Affairs is responsible for the implementation of this process.

1. Written notification of the appeal process and dates will be sent to the student.
2. Student contacts the Dean's Office in the College of their major to make an appointment with the appeal committee.
3. Student completes and returns the Request an Appeal Hearing form with any supported material.
4. Students who do not appeal and students whose appeal is denied will be dismissed from the University.

Decisions concerning academic dismissal are made independently of decisions governing financial aid awards. Appeals regarding the discontinuance of financial aid must be made to the Director of Financial Aid.

### **Academic Restriction for Failure to Meet Basic Skills Requirements**

Matriculated **undergraduate** students must fulfill the basic skills requirements by the time they have attempted 30 credits at the university. Transfer students who enter with 30 or less credits must pass basic skills requirements by the end of their second semester at the university. Failure to meet this deadline will result in **restriction**.

#### **Procedures**

- Students who are academically **restricted** may not register for regular university level courses in ~~either the summer or~~ the academic year terms, but may register for basic skills courses.
- Students on academic **restriction** may not participate in extra-curricular or co-curricular activities sponsored by the university.
- Students may be removed from academic **restrictions** at any time by presenting to the appropriate dean or, for exploratory studies students, the director of Career and Academic Planning, evidence of successful completion of all the basic skills requirements.
- Students may not remain on academic **restriction** status for more than one academic year (Fall/Spring semesters). Students who are not removed from academic **restriction** after one academic year are subject to dismissal from the university. Exceptions may be made for special programs (e.g., EOF, Specialized Services).

## University Budget and Planning Committee Report

November 19, 2010

Submitted by Bruce Caswell

The UBPC has met October 18<sup>th</sup> and rescheduled a meeting for November 16<sup>th</sup> to December 6<sup>th</sup> to gather more information.

Kate Boland attended the Board of Trustees Budget and Finance Committee meeting on August 18th, and Bruce Caswell attended part of the BoT Budget and Finance meeting on November 17<sup>th</sup>.

The August meeting ran three and a half hours, a reflection of the large number of items on the agenda, the intensity of scrutiny by the BoT committee, and strong differences on some items. The preliminary FY 2010 final budget figures indicated a surplus of \$9.2 million on total general university revenues of \$182.7 millions. Most of the surplus was generated by the furlough program. The CGCE budget showed a surplus of \$0.5 million on a budget of \$10.6 million. Auxiliary Services (mostly housing) showed a surplus of \$0.5 million on revenues of \$33.3 million.

The November meeting saw the introduction of a new format for the presentation of budget and financial information. The new format is much more detailed. For example, the new format shows breakouts by six major funds and fund categories, including separate data for auxiliary operations (mostly housing), CGCE, and the Medical School. There are also breakouts by university division and departments and programs.

Some highlights:

- 1) Revenues for the first four months of the fiscal year are running slightly above projected levels and expenses are slightly under budget for the general university budget most of the other funds.
- 2) An exception is CGCE, which has four month revenues of \$15.9 million compared to a budgeted \$16.6 million. This is a result of lower revenues than budgeted for the summer session and the fall graduate session. As a consequence, revenue center distributions are \$0.5 million below budgeted. The Continuing Education programs of CGCE have seen revenue increase from \$3.6 million in fall 2009 to \$5.9 million this fall.
- 3) The university has yet to receive any of the \$18.4 million state appropriation for the Medical School, not has the university received \$2.8 million due from Cooper Hospital to compensate for a 15% reduction in state revenues.