

ATTENDEES: Terri Allen, Herb Appelson, Lori Block, Kate Boland, Keith Brand, Joe Cassidy, Doug Cleary, David Clowney, Jennifer Courtney, Ron Czocho, Carol Eigenbrot, Jess Everett, John Feaster, Jon Foglein, Bill Freind, Michael Grove, Steve Hartley, Erin Herberg, Jerry Hough, Sandy Jones, Monica Kerrigan, Valarie Lee, Michael Lim, Janet Lindman, Brendan Livingston, Douglas Mann, Deb Martin, Jackie McCafferty, Corinne Meredith, Tom Merrill, Eric Milou, Amos Mugweru, Jennifer Nicholson, Keeley Powell, Kathryn Quigley, Ravi Ramachandran, Robert Rawlins, Beth Rey, Lane Savadove, Mariano Savelski, Natalie Schell-Busey, Nick Schmelz, Edward Schoen, Midge Shuff, Christopher Simons, Mickey Smith, Michele Soreth, Rob Sterner, Eileen Stutzbach, Uma Thayasivam, Skeff Thomas, Sandy Tweedie, Marilena Olguta Vilceanu, Beth Wassell, Barbara Williams, Charlene Williams, Mei Zhang.

NOT IN ATTENDANCE: (Represented by Alternates) Patrick Crumrine represented by John Reiser, Denis DiBlasio represented by Rick Dammers, Lori Getler represented by Dave Naphy.

NOT IN ATTENDANCE: Robert Bullard, Tom Doddy, Charles Linderman, Tricia Yurak.

1:45 – 2:00pm

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from December 2012 (separate file) – moved, seconded, approved
4. President's Report
 - a. SOM representation on the Senate – Eric met with the director of SOM operations, no problem with granting SOM representation on our senate committees, but would need a resolution to change our constitution to give them representation in the University Senate. SOM has a senate there, but it is not very strong, only meets once a semester. SOM is agreeable to having one ex-officio member on our Senate for a year to give time for us to study how we can revise our constitution.
 - b. Career Development Postponement – Bob Zazzali reports that he was late getting the agreement out this year, so Career Development will be postponed for this year. Next year there will be twice the money and twice the number of people who can apply.
 - c. Academic Advising Conversation – Rory McElwee, Assistant Vice President for Student Retention, is leading this initiative. Rory spoke with the Senate Executive Committee about possible positive changes and will be invited to attend address the full senate in March. There will be additional conversations about academic advising on campus throughout the semester.

2:00 – 2:20pm

5. Open Period: Joe Brigandi, Glassboro Borough Administrator; Ronda Abbruzzese, Business Development Director; and Heather Simmons, Public Information. They spoke about reaching out to faculty, staff and students of rowan with a request for involvement in the revitalization of Downtown Glassboro and Rowan Boulevard. The success of the Rowan Boulevard project and Glassboro's downtown corridor relies on involvement/support of Rowan faculty, staff and students. Please support the newly established businesses and contact Ronda Abbruzzese if you know of anyone who would like to open a shop on Rowan Boulevard.

2:20 - 2:50pm

6. Executive Committee - Committee Chairpersons Elections
 - a. Vice-President (Peter Rattigan - Associate Dean of College of Education) – Bill Freind elected to fill out Peter Rattigan's term of office
 - b. Sabbatical Chairperson (Julie Haynes – Associate Dean of College of Communication & Creative Arts) – Michael Lim elected to complete Julie Haynes' term of office.

- c. RAR Chairperson (Eileen Stutzbach to step down) – Keeley Powell elected to complete Eileen Stutzbach’s term of office.
 - d. Doug Mann elected as RAR Committee Chair – in place of Bill Freind.
7. Standing Committees & Task Forces
- a. Curriculum Committee Report (pages 3-4) – Eight Process C proposals moved, seconded and approved; two from Business, 4 from Communication, and 2 from Performing Arts.
 - b. Committee on Committees: SOM representation on Senate Committees – pages 5 to 7 – first reading, vote next month.
 - c. Research Committee: Proposed Amendment to Senate Resolution 120302-2 Policy on Ensuring Compliance with Responsible Conduct of Research (second reading) - page 8 – moved by Uma Thayasivam, seconded and passed.
 - d. Academic Policy & Procedures - Final Outline of Graduate and Post-bac Polices. Executive Summary on pages 8-10. Full document in separate file. First reading. Please share with your departments and request that comments be emailed to Barbara Williams, williamsb@rowan.edu.
 - e. University Budget and Planning Committee Update – from Chris Simons. Approximately 6 million \$ to be used for SOM transition technology integration costs, plus the possibility of hiring 30 new IT people for SOM transition. President Houshmand will be given authority to spend up to \$500,000 at a time for SOM expenditures without pre-approval from the Board. Rowan will be getting Bond money. Plans to renovate 5th floor of Campbell Library. Also, development of initial architecture plans for 4 new buildings: an academic building/space for SOM, a joint Health Sciences building in Camden, a new College of Engineering building/expansion and a new Rohrer College of Business building on the Glassboro campus. Hopefully we will get all four buildings. Rowan has a budget surplus this year which could go toward our matching funds for these building projects. For example, if we received \$75 million from the bond issue Rowan would need to contribute \$25 million.
 - f. University Advancement Committee Meeting Notes – President Houshmand mentioned the proposed new Business and Engineering buildings. Also stated that there was an approximate \$10 million surplus fall semester because we spent \$9.7 less than expected. If we can do similar for spring semester, we are on our way to having funds to match the bond money we are hoping to get.
8. Old Business - none

2:50– 3pm

- 9. New Business - none
- 10. Adjournment

**Approved Curriculum Proposals
February 8, 2013**

Process C Proposals Approved by Department, College, and Senate Curriculum Committees

SCC#	College	Department	Proposal title	U/G	Change request
12-13-1000	Business	Accounting/Finance	BS in Accounting	U	Major changes of c requirements
12-13-1019	Business	Marketing/BIS	Changes in Sequence B Business to Sequence B Perspectives of Business	U	Major changes of c requirements
12/13/2017	Comm	Journalism	Journalism Major	U	Major changes of c requirements
12/13/2020	Comm	RTF	Audio Recording	U	New concentration
12/13/2023	Comm	RTF	Production Intensive	U	New specialization
12/13/2017	Comm	Journalism	Journalism Major	U	Major changes of c requirements
12/13/2020	Comm	RTF	Audio Recording	U	New concentration
12/13/5002	Performing Arts	Music	Correcting Degree Titles for the Graduate Music Degrees	G	Major changes of c requirements
12/13/5008	Performing Arts	Theatre/Dance	BA in Dance	U	New Degree Prog
12/13/6001	HH/SS	History	Africana Studies	U	Minor curricular c
12/13/6002	HH/SS	History	Historical Methods	U	Minor curricular c
12/13/7009	Humani/Social Sc	Political Science/Economics	Economics Program Sequence added to Interdisciplinary LS, H/SS Major	U	New concentration specialization, trac
12/13/8005	Science/Math	Physics/Astronomy	BS in Biophysics	U	New Degree Prog

Process A Proposals Approved by College Curriculum Committees and Chair of the Senate Curriculum Committee

SCC#	College	Department	Proposal title	U/G	Change requested
12-13-1001	Business	Accounting/Finance	Introduction to Federal Taxation	G	New non gen-ed
12-13-1002 [□]	Business	Accounting/Finance	Federal Taxation	U	New non gen-ed
12-13-1003 [□]	Business	Accounting/Finance	International Accounting	U	New non gen-ed
12-13-1007	Business	Management/Entrepreneurship	Special Topics in Human Resource Management	G	Minor curricular changes
12-13-1009 [□]	Business	Marketing/BIS	Issues in Business: Directed Research	U	New non gen-ed
12-13-1010	Business	Marketing/BIS	Electronic Commerce	G	Minor curricular changes
12-13-1011	Business	Marketing/BIS	Systems Analysis and Design	G	Minor curricular changes
12-13-1012	Business	Marketing/BIS	Project Management	G	Minor curricular changes
12-13-1013	Business	Marketing/BIS	Special Topics MIS	G	Minor curricular changes
12-13-1014	Business	Marketing/BIS	MIS Capstone	U	Minor curricular changes
12/13/2000 [□]	Comm	PR/Advertising	PR/Ad Law and Ethics	U	New non gen-ed
12/13/2001	Comm	PR/Advertising	Case Studies in Public Relations	U	Minor curricular changes
12/13/2002	Comm	PR/Advertising	Advertising Strategies	U	Minor curricular changes

[□] Pending Sponsor Revisions

12/13/2003 [□]	Comm	PR/Advertising	Advertising Major Requirements	U	Minor curricular changes
12/13/2004 [□]	Comm	PR/Advertising	Public Relations Major Requirements	U	Minor curricular changes
12/13/2009	Comm	Journalism	Problems of Contemporary Journalism	U	Minor curricular changes
12/13/2010	Comm	Journalism	Enterprise Journalism	U	Minor curricular changes
12/13/2011	Comm	Journalism	Journalistic Writing	U	Minor curricular changes
12/13/2012	Comm	Journalism	Journalism Internship I	U	Minor curricular changes
12/13/2013	Comm	Journalism	Journalism Internship II	U	Minor curricular changes
12/13/2014	Comm	Journalism	Journalism Internship III	U	Minor curricular changes
12/13/2015	Comm	Journalism	Journalism Practicum I	U	Minor curricular changes
12/13/2016	Comm	Journalism	Journalism Practicum II	U	Minor curricular changes
12/13/2018 [□]	Comm	RTF	Radio Production	U	New non gen-ed
12/13/2019	Comm	RTF	New Media Production 2	U	New non gen-ed
12/13/2021 [□]	Comm	RTF	Sound Communication	U	Minor curricular changes
12/13/2022 [□]	Comm	RTF	Television Production II	U	Minor curricular changes
12/13/2024 [□]	Comm	RTF	Television Documentary and Field Production	U	Minor curricular changes
12/13/2027 [□]	Comm	Writing Arts	Accelerated BA/MA in Writing Arts	U	Minor curricular changes
12/13/4000	Engineering	Electrical/Comp	Electrical Communications Systems	U	Minor curricular changes
12/13/4001	Engineering	Electrical/Comp	System-on-Chip Verification	G	New non gen-ed
12/13/4002	Engineering	Electrical/Comp	Introduction to System-on-Chip Verification	U	New non gen-ed
12/13/4003	Engineering	Electrical/Comp	Introduction to Discrete Event Systems	U	New non gen-ed
12/13/4004	Engineering	Electrical/Comp	Discrete Event Systems	G	New non gen-ed
12/13/4005	Engineering	Chemical	Principles of Chemical Processes I	U	Minor curricular changes
12/13/5000	Performing Arts	Theatre/Dance	Revision of Theatre Program Sequence B	U	Minor, specialization, track, certificate program
12/13/5009 [□]	Performing Arts	Theatre/Dance	Advanced Styles in Modern Dance	U	Performing Arts
12/13/5010 [□]	Performing Arts	Theatre/Dance	Modern Dance II, III & IV	U	Performing Arts

UNIVERSITY COMMITTEE ON COMMITTEES SENATE RESOLUTION

WHEREAS, the current membership on senate committees does not reflect the recent addition of the School of Osteopathic Medicine;

WHEREAS, membership on specific senate committees is specific to faculty representing each of the Rowan University colleges (these committees include: Tenure & Recontracting, Promotion, Curriculum, University Budget & Planning, Sabbatical Leave, Academic Integrity, Academic Policies & Procedures, Career Development, Intercollegiate Athletics, Learning Outcomes Assessment, Research, and Technological Resources);

WHEREAS, the School of Osteopathic Medicine (SOM) is now an official partner with Rowan University

WHEREAS, the addition of this school would allow faculty to represent the newly formed school;

THEREFORE LET IT BE RESOLVED, that the following senate committees include the new school:

Tenure and Recontracting –Inclusion of the following: School of Osteopathic Medicine

Membership includes: 9 tenured faculty members (to include at least one representative from each college), CMSRU Representative, SOM Representative, Librarian, 3 Professional Staff Representatives, AFT Representative. Membership Total: 16

Promotion – Inclusion of the following: School of Osteopathic Medicine

Membership includes: 7 tenured faculty members (to include at least one representative from each college with rank of Full Professor preferred), CMSRU Representative, SOM Representative, 1 AFT representative
Membership Total: 10

Curriculum - Inclusion of the following: School of Osteopathic Medicine

Membership includes: 2 Business Faculty, 2 Engineering Faculty, 2 Performing Arts Faculty, 2 Communication & Creative Arts Faculty, 2 Education Faculty, 2 Humanities & Social Science Faculty, 2 Science & Math faculty, 1 CMSRU Representative, 1 SOM Representative, 1 Professional Staff Representative, 1 AFT Representative, 4 SGA Representatives, 1 Librarian
Membership Total: 23 (Chair is not calculated in total membership)

University Budget & Planning - Inclusion of the following: School of Osteopathic Medicine

Membership includes: 1 – Executive Director of Budget & Planning – serves as Co-Chair, 1 – The Vice President of the Senate is required to serve on this committee (Committee co-chairs are not calculated in the committee total). 1 VP Administration/Finance, 3 Professional Staff Representatives, 8 faculty members – 1 from each college with 1 additional faculty member, 1 CMSRU Representative, 1 SOM Representative, 1 CWA Representative, 1 IFPTE#195 Representative, 1 AFT Representative, 1 SGA Representative
Membership Total: 18

Sabbatical Leave - Inclusion of the following: School of Osteopathic Medicine

Membership includes: 10 Faculty and/or Professional Staff Representatives, 1 AFT Representative
Membership Total: 11

Academic Integrity – Inclusion of the following: School of Osteopathic Medicine

Membership Includes: 8 Faculty (to include at least 1 representative from each College), 1 CGCE Representative (Faculty or Professional Staff), 1 CMSRU Representative, 1 SOM Representative, 1 Graduate Advisor, 1 Librarian, 1 AFT Representative, 2 SGA Representatives (plus alternate), 1 Instructional Technology Representative, 1 Orientation & Student Leadership Representative, 1 Residential Learning/University Housing Representative, 1 Academic Success Center Representative, 1 Professional Ethics Liaison (non-voting), 1 Student Relations (non-voting), 1 Academic Policies & Procedures Liaison (non-voting), 1 Technical Resources Liaison (non-voting)
Membership Total: 24

Academic Policies & Procedures – Inclusion of the following: School of Osteopathic Medicine

Membership includes: 8 Faculty (to include at least 1 representative from each College), 1 CMSRU Representative, 1 SOM Representative, 1 Graduate Advisor, 2 Professional Staff Representatives, 1 AFT Representative, 3 SGA Representatives,

Membership Total: 17

Campus Aesthetics & Environmental Concerns - No changes due to committee design.

Membership includes: 8 Faculty, 2 Professional Staff, 1 Administrator, 3 Additional Faculty and/or Professional Staff Representatives, 1 CWA Representative, 1 IFPTE#195 Representative, 1 AFT Representative, 3 SGA Representatives

Membership total: 20

Career Development – Inclusion of the following: School of Osteopathic Medicine

Membership includes: 7 Faculty members (one from each College), 1 CMSRU Representative, 1 SOM Representative, 1 Librarian, 1 Professional Staff Representative, 1 AFT Representative

Membership Total: 12

Diversity Committee – No changes due to committee design.

Membership includes: 10 Faculty, Librarians, and/or Professional Staff representatives, 1 Central Administrator, 1 AFT Representative, 1 CWA Representative, 1 IFPTE#195 Representative, 3 SGA Representatives

Membership Total: 17

Intercollegiate Athletics – Inclusion of the following: School of Osteopathic Medicine

Membership includes: co-chairs 1 appointed by Senate, 1 appointed by University President, 4 Administrators (one is co-chair), 7 faculty Representatives (one from each College), 1 CMSRU Representative, 1 SOM Representative, 1 Director of Athletics, 2 Professional Staff Representatives, 2 SGA Representatives

Membership Total: 20

Learning Outcomes Assessment – Inclusion of the following: School of Osteopathic Medicine

Membership includes: 7 faculty Representatives (one from each College), 1 CMSRU Representative, 1 SOM Representative, 1 Curriculum Committee Representative, 1 Instructional Research (non-voting) Representative, 1 AFT Representative, 1 Professional Staff Representative, 1 Academic Policies/Procedures Committee Representative, 2 SGA Representatives

Membership Total: 16 (NOTE – Chair is not calculated in committee total)

Professional Ethics & Welfare – No changes due to committee design.

Membership Includes: 10 Faculty and/or Professional Staff Representatives, 1 AFT Representative

Membership Total: 11

Recruitment, Admissions & Retention – No changes due to committee design.

Membership Includes: 15 Faculty and/or 15 Professional Staff Representatives, 1 AFT Representative, 3 SGA Representatives

Membership Total: 19

Research – Inclusion of the following: School of Osteopathic Medicine

Membership Includes: 7 Faculty members (one from each College), 1 CMSRU Representative, 1 SOM Representative, 5 additional faculty from any college, 3 Professional Staff Representatives, 1 Librarian, 1 AFT Representative, 1 SGA Representative

Membership Total: 20

Student Relations – No changes due to committee design.

Membership Includes: 10 Faculty and/or Professional Staff Representatives, 1 AFT Representative, 1 CWA Representative, 5 SGA Representatives

Membership Total: 17

Technical Resources – Inclusion of the following: School of Osteopathic Medicine

Membership Includes: 7 faculty (one from each College), 1 CSMRU Representative, 1 SOM Representative, 5 additional faculty from any college, 3 Professional Staff Representatives, 1 Librarian, 1 AFT Representative, 1 SGA Representative

Membership total: 20

Committee on Committees – No changes due to committee design.

Membership Includes: 5 Faculty and/or 5 Professional Staff Representatives, 1 AFT Representative

Membership Total: 6

Proposed Amendment to Senate Resolution 120302-2
Policy on Ensuring Compliance with Responsible Conduct of Research (RCR)
Requirements by Federal Funding Agencies

Following the establishment of the University Policy on the Responsible Conduct for Research (RCR), the Research Office is pleased to announce that the cooperation of the faculty and students has resulted in 100% compliance for all sponsored projects starting January 1, 2012. In response to numerous requests from faculty, the Research Office proposes the following amendment to the existing Senate Resolution 120302-2 for purposes of providing a **training exemption** for sponsored projects that are **not research, scholarly or creative activity**.

Sponsored project activities where the intent, purpose and responsibilities are **clearly and explicitly understood to be not research, scholarly or creative activity** are exempt from the RCR training policy requirements. The activities listed below fit the aforementioned criteria, and are exempt from RCR training policy requirements.

- Tutoring
- Professional Development Workshops
- Academic Advising
- Routine Administrative/Office Support (e.g. photocopying, filing, mailing etc.)

All exemptions must be requested via the **RCR Training Exemption Request Form**, which will be reviewed and approved/denied by the Associate Provost for Research.

Background

- Based upon feedback over the past 2 years (since CGCE merger with the Graduate School) and from the academic review process in fall 2011, CGCE met with Associate Provost in fall 2011 and it was determined that a full review of the Graduate Handbook and all policies that affect graduate/post-bac/CGCE students was necessary.
- The Associate Provost then set up an official GAC Representative for Academic Policies & Procedures (AP&P) Committee of the Senate so that any CGCE/graduate/post-bac policy updating took place via official University channels. Barbara Bole Williams volunteered to serve as the GAC rep to AP&P/Senate.
- The need/task to review and update all CGCE-related policy was brought to GAC in January of 2012 by Dean Sosa. It was determined that the Assistant Dean, Rebecca Gollihur, and Barbara would work as a team to lead the GAC through the necessary updates/additions to the former Graduate Handbook/CGCE policy.

Overall Goals

- To ensure that our policies are the most up-to-date, clear and understandable, and best serve the needs of our students, faculty and staff
- To make our policies easier to locate
 - The Student Handbook should be the main source for student policy information. To accomplish this, CGCE worked with the VP for Student Life Office (Student Handbook) and the Associate Provost (Academic Policies) to ensure that these documents addressed the policy needs of CGCE/graduate/post-bac students or directed those students to CGCE-specific information on the CGCE website.

Process for Organizing Needed Policy Revisions

- Between January and August 2012,, the existing 2009-2010 Graduate Handbook (from the former Graduate School) was divided into:
 - University-wide policies (that were untouched and simply confirmed were in the Student Handbook)
 - Resources (that we confirmed were in the Student Handbook)
 - Graduate/post-bac/CGCE-specific policies (which we divided into 3 phases for GAC review)
 - Between March and July, GAC representatives met and reviewed the graduate/post-bac/CGCE-specific policies and collected feedback from their faculty – upon which many revisions were based.
 - We removed any policies that GAC determined were obsolete or duplicated in the Student Handbook.
 - We removed any policies that were **not academic** in nature. These were:
 - ∞ Admissions and related policies
 - ∞ Emergency School Closing
 - ∞ Immunization Procedures
 - As of 07/09/12, all old and new policies have been reviewed and approved by the GAC and are ready for the next step.
- In preparation for the next step, the set of graduate/post-bac/CGCE-specific policies were further divided into the following three categories to determine whether or not they needed further approval from AP&P and Senate:
 1. We removed any policies that GAC determined **did not include any true policy change** even though there were some re-written/clarified language/forms.

2. **New policies** which are made up of the following:
 - i. Academic Program Policy Categories (Policy Categories by Program)
 - ii. Commencement Walking Policy (*New portions added and approved by the Provost and Registrar in spring 2012*)
 - iii. Graduation Application Grace Period for Thesis/Dissertation Students
 - iv. Honors Designation
 - v. Program Dismissal and University Dismissal
 - vi. University/CGCE-wide policies vs. Program/Departmental policies

3. **Significantly-updated policies** are:
 - i. Appeals Process for Minimum Satisfactory Academic Progress
 - ii. Attendance Policy – Faculty & Students Responsibilities
 - iii. Audit policy
 - iv. Concurrent Application and Matriculation Policy
 - v. Enrollment Definitions
 - vi. Graduate-level Credit by Examination
 - vii. Leaves of Absence or Withdrawal from the University
 - viii. Minimum Graduation Requirements Policy
 - ix. Registration after Program Completion
 - x. Minimum Satisfactory Academic Progress Overview
 - xi. Senior Privilege/Taking Graduate Courses as an Undergraduate Student
 - xii. Time Limits for CGCE Program Completion

Policies for Review

- The items listed in numbers 2 and 3 above contain the set of policies that GAC determined needed to be presented to AP&P and Senate.
- In preparation for the open forum, please click on the appropriate links above to review the policies in their proposed format.

Current Status of Policy Review

- In addition to the information shared throughout the spring 2012 term, the GAC plans to provide another opportunity for the Rowan community to review and contribute input for the policies before they were presented.
 - To this end, two open forums are planned (in cooperation with the Faculty Center) for September, 2012.
 - There are two opportunities to attend:
 - Thursday, September 20, 10:50 AM-12:05 PM in James Hall, Rm. 2095
 - Wednesday September 26, 3:15 PM-4:05 PM in James Hall, Rm. 3110
- The GAC plans to meet once more after the open forums to consider the feedback provided and to prepare the final versions of all policies to present to AP&P/Senate.
- Once approved by AP&P/Senate, GAC and CGCE will email the Rowan community and update the appropriate policy pages.

Updates for AP&P and Senate Review – January, 2013

Since this Executive Summary was written, shared and posted to the website in October 2012, updates are as follows:

We held two open forums in September 2012 that garnered valuable feedback. The most important issue seemed to be the proposed *Academic Program Policy Categories*. The feedback centered on how the various program categories would be defined, and how a program would select its category and have it enforced. This generated not only helpful discussion, but ultimately led us to go back to the GAC to update the policies to reflect these important comments.

Specifically, we removed any connection between a Category and the *types* of programs that fit that category. We simply kept labels of Category 1, Category 2, and Category 3, and connected each category to the corresponding grade requirements. (All programs agreed to maintain the current 3.00 cumulative GPA requirements.) This change means that each program would be able to choose (from 3 options) which grade minimums it wants to set for students to define *Minimum Satisfactory Academic Progress*. By keeping the options to 3, the official review of student grades and the communication/notification process that takes place each term does not have to be the burden of the individual department but can remain the responsibility of CGCE.

We believe this is the only significant update since we originally posted this Executive Summary. We have promised the Rowan University community that CGCE and GAC would notify them about the new policies once approved by the Senate, and if desired, we would once again hold a series of open forums to make sure we are available to address any questions or concerns.