

UNIVERSITY SENATE MINUTES
May 10, 2010, 8:30 am, Rowan Hall Auditorium

ATTENDEES: Herb Appelson, David Applebaum, Smitesh Bakrania, Joe Basso, Tom Bendtsen, Mark Berkey-Gerard, Lori Block, Kate Boland, Gregory Caputo, Joe Cassidy, Bruce Caswell, Jay Chaskes, Hanmei Chen, Doug Cleary, David Clowney, Jennifer Courtney, Joel Crichlow, Ronald Czochor, Larry Depasquale, Robert D’Intino, Tom Doddy, Carol Eigenbrot, Jess Everett, Jon Foglein, Zenaida Gephardt, Dorie Gilchrist, Eddie Guerra, Roberta Harvey, Julie Haynes, Karen Haynes, Greg Hecht, Erin Herberg, Marlena Herman, Susan Hersh, Jerry Hough, Donna Jorgensen, Valerie Lee, Lili Levinowitz, Phillip Lewis, Janet Lindman, Douglas Mann, Douglas Mapp, Lawrence Markowitz, Deb Martin, Rory McElwee, Corinne Meredith, Phyllis Meredith, Demond Miller, Eric Milou, Darren Nicholson, Anne Phillips, Peter Rattigan, Will Riddell, Connie Rosenberger, Christine Saum, Nick Schmelz, Kathleen Sernak, Sonia Spencer, Don Stoll, Pat Alexy Stoll, Eileen Stutzbach, Skeffington Thomas, Mary Beth Walpole, Jia Wang, Patrick Westcott, Dex Whittinghill, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Bill Freind represented by Cathy Parrish, Diana Nicolae represented by Keith Brand, Richard Scott represented by Zach Moore.

NOT IN ATTENDANCE: Nadine Connell, Habib Jam (2nd consecutive absence), Jacqueline McCafferty, Dan Reigel, Lane Savadove.

Breakfast and New Senator Orientation

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors – two alternates for John Hasse
3. Approval of Minutes from April 2010 – moved, seconded, approved
4. President’s Report – Plan C – (page 3 with data from Provost - page 4)
5. Elections
 - a. President – Eric Milou
 - b. Vice President – Tricia Yurak
 - c. Secretary – Carol Eigenbrot
 - d. Standing Committees
 - i. Academic Policies & Procedures – Eddie Guerra
 - ii. Campus Aesthetics & Environmental Concerns – Skeffington Thomas
 - iii. Career Development – Sonya Spencer
 - iv. Committee on Committees – Bill Freind
 - v. Curriculum – Janet Lindman
 - vi. Diversity – MaryBeth Walpole
 - vii. Intercollegiate Athletics – Darren Nicholson
 - viii. Learning Outcomes Assessment – Donna Jorgensen
 - ix. Professional Ethics & Welfare - ZenaidaGephardt
 - x. Promotion – Barbara Williams
 - xi. Recruitment/ Admissions/Retention – Erin Herberg
 - xii. Research – Cori Meredith
 - xiii. Sabbatical Leave – Julie Haynes
 - xiv. Student Relations – Pat Alexy Stoll
 - xv. Technological Resources – Jerry Hough
 - xvi. Tenure & Recontracting – Deb Martin
 - xvii. University Budget & Planning – Bruce Caswell

*NOTE: 2010-11 Committee Selection Meeting on May 19th at 10am – Committee Chairs should attend or send a list of proposed/requested committee members to Eric and Linda Daley.
 - e. Senator Executive Committee At-Large Members – Jay Chaskes and David Clowney
 - f. Senate Representatives to Board of Trustees Committees (page 2)
6. Open Period: Richard Hale, Vice President for Administration and Finance – Gave overview of areas under his administration including Construction, Operations and Facilities, Human Resources, Fiscal Affairs, and Procurement (Purchasing). Their \$1.5 million of savings is projected to come in under utilities. Last year they lost 4 positions, this year they will lose one more. They picked up one new administrative position, Benedict Suplick, who starts today. He was Director of Facilities at University of Pennsylvania and he will attack utility costs for Rowan University. A plan will be developed this summer to substantially reduce Rowan’s energy expenses. There will be other savings from Procurement resulting from more bidding, but these savings will go to academics and various departments that use copiers, etc. (There are 61 copiers on campus – some used much more than others.) The memorandum specifically outlining projected expenditures and cuts is still in draft form, awaiting specific information from the state. Another

\$80,000 will be saved by a 60 day wait to fill positions that become vacant. Also plan to limit overtime to \$350,000 this year which may mean that some services are delayed. Monetizing assets is also planned including increasing the effectiveness of the Co-Gen plant which now runs at only 75% efficiency. Proposing to cut budget for Supplies and Tools by 5%. There is a possibility to monetize the West Campus by using that property for a solar and/or wind farm.

LUNCH at 11:30am to 12

President Farish - President Farish - Meeting with Governor this AM – more autonomy for state colleges. Tuition cap perhaps being raised. The Democrats had a press conference saying they are proposing their own budget with the millionaires tax included. Education could get some of this.

We are interviewing medical school dean’s candidate today – three candidates being interviewed in all, all highly qualified candidates. To open doors in fall 2012 is still the goal. Candidates believe this is possible. We need to be on the list by fall 2011 for students to apply to. Cooper has 200 resident slots paid for by the federal government. Cooper has funded more resident positions from their own funds. Governor may fund more of these slots. There is concern that revenue for medical school should not to be a drain on our current/regular Rowan programming. Don’t want a negative cash flow. Candidates have ideas – physicians’ assistant, continuing medical education. After Board of Trustees sees the agreement then Rowan Senate can see it.

7. Standing Committees & Task Forces

- a. Academic Policies & Procedures: Resolution to Revise the Course Withdrawal System Policy, Course Withdrawal Forms, Late Registration Policy, and Late Registration Forum – 2nd reading. (pages 5-10) Resolution moved, seconded and passed with friendly amendment from math department to add wording encouraging student to seek academic advising before withdrawing from a course.
- b. Curriculum Committee Report (pages 11-14) – Fourteen Process C curriculum changes were each moved, seconded and approved, including a new Baccalaureate Certification Program in School Nursing, a BS in Planning from the Geography Department, a new Geography Sequence A: LS/HSS, and Women’s and Gender Studies: LS/HSS changing from an A sequence to a B sequence.
- c. Budget and Planning Committee Update – Committee has met with Vice Presidents Carmen Jordan Cox and Rick Hale to discuss budgets for Student Affairs and Administration & Finance. Resolution to Form a Standing Faculty/Administration/Professional Staff Committee to Review All New Hiring Activities. Motion made, seconded and passed. (pages 15-17)

8. End of Year Committee Reports

- a. Standing Committees
- b. All University Committees
- c. Ad-Hoc Committees

9. New Business – Health Services available to students apparently is not available to faculty and staff. If you go to the Health Center with an injury you are referred to a site in downtown Glassboro. From Eric – how do we accept medical school into University Senate? They are worried about losing their curriculum. Basic science faculty want to be represented in Senate – Eric has said yes, 15-1 ratio, but not for the clinical faculty. How will we change our constitution next year to include the medical school?

10. Adjournment – 1:55PM

BoT Committee	Senate Representative
2. Academic Affairs	Senate Curriculum Chair
3. Student Affairs	Senate APP Chair
4. Budget and Finance	Senate Student Relations Chair
5. Facilities	University Budget & Planning Chair
6. Audit	Skeffington Thomas
7. University Advancement/Relations	Hanmei Chen
8.	Lori Block

BUDGET CUTTING PLAN C - DETAILS

- Academic Affairs Plans
- Plan A: Super Chairs & Adjusted Load cuts
- Plan B: 35% reassigned time cut as decided by departments
- Plan C: 20% reassigned time cut as decided by departments
- Plan C details
 1. Reduce Release Time = 1.3 million savings
 - Departments reduce release time by 20% = 15.3 FTE = \$440,640. No monies will be returned to the department.
 - CGCE profits may be used as stipends or release time. CGCE funds may be used for administrative release time (limit of 3sh administrative release time per semester per department) or adjusted load release time (no limit on adjusted load release time for CGCE funds).
 - Additional savings is elimination of 15 unfilled lines = \$865,000
 - Additional details
 2. Summer Release time = \$125,000 savings
 - In summer, chairpersons will be compensated for 3 sh per chairperson from the general fund. The other 3 sh compensation may be covered by CGCE funds. Savings: 35 x 3sh x \$1,200 hour = \$125,000
 3. Delay hiring of Associate Provost for Enrollment Management = \$160,000 savings
 4. Dedicate Administration CGCE profits (1.75 million) for departments with limited CGCE funds and to deficit reduction
- Notes
 - Item 4 is a one year solution only and buys us time to dedicate AY10-11 to putting together a task force to find a long term solution. Task force will convene ASAP to develop a five-year plan to become self-supporting through the revenue-sharing model.
 - The administration and the AFT will continue in negotiations on the agreements pertaining to these matters.
 - Feedback regarding this proposal and willingness to serve on the task force can be submitted to the AFT leadership, Senate leadership, directly to the Provost and/or posted on the Rowan Community Forum blog site <http://confluence.rowan.edu/display/TC>
 - Open Forum
 - CGCE Revenue Distribution (summer school, graduate school, and continuing education) is set for AY10-11, but task force could recommend changes for AY11-12 (such as a pool set aside for adjusted load).
 - Deans & Provost will submit annual reports on their use of their CGCE revenues (1.75 million).

Provost is not really looking for a “cut.” He wants faculty to be compensated for extra duties by stipend and have more time in the classroom. Provost is definitely open for a change after this coming year about how this money is split up.

Reminder was given to attend the one day Retreat on Professional Expectations sponsored by the Faculty Center for Excellence in Teaching and Learning, the University Senate, and the AFT, on Tuesday, May 18th in the Eynon Ballroom, 8:30AM to 3:30 PM. This should be helpful in preparation for departments’ annual review of tenure/recontracting and promotion documents. Retreat will focus on cross-department and cross college discussions to affirm and clearly articulate our values in the areas of teaching, research, and service. Lunchtime speaker is Dr. KerryAnn O’Meara, an associate professor in the Department of Higher Education at the University of Maryland. RSVP is requested by May 12th.

		FT/Fac Budget	Avail Faculty	Chairs	Reassign (N/T)	Reassign Tch	Adjusted Load	Grants	New Faculty Prof Dev	Total Reassign Time	Sab Lv/ LOA	Sick Lv LOA	FT Fac Avail;
Bus	2007	34.0	36.8	1.5	2.5	0.3	7.5	0.0	0.3	12.0	0.0	0.0	25.0
	2008	34.0	37.5	1.5	1.5	0.3	7.3	0.0	0.3	10.8	0.0	0.0	23.5
	2009	37.0	39.5	1.5	0.3	0.0	6.3	0.0	1.0	9.0	1.0	2.0	27.5
Comm	2007	45.0	60.8	2.5	2.0	0.0	6.8	0.0	0.5	11.8	0.0	0.0	49.0
	2008	48.0	65.0	2.3	2.3	0.0	7.3	0.0	0.8	12.5	1.0	0.3	51.3
	2009	44.0	63.5	2.5	0.8	0.3	5.8	0.0	1.5	10.8	1.0	1.5	50.3
LAS	2007	146.0	176.8	7.5	5.2	4.0	23.0	2.5	1.8	44.0	7.0	1.0	128.8
	2008	148.0	175.5	7.7	5.4	3.3	24.1	1.2	1.5	43.2	10.0	0.0	122.3
	2009	146.0	173.2	7.0	9.0	0.0	21.5	1.4	2.0	40.9	11.0	2.8	118.5
Ed	2007	72.3	84.6	3.5	2.2	1.0	7.1	0.0	3.3	17.0	1.0	2.5	65.1
	2008	66.3	81.3	3.4	4.0	1.0	8.1	0.3	0.8	17.5	0.0	0.0	63.7
	2009	53.3	78.8	2.5	3.2	1.8	4.0	0.0	0.0	11.4	0.0	1.0	66.3
FPA	2007	39.0	45.0	1.5	1.9	0.5	2.2	0.0	1.8	7.8	1.0	0.0	36.7
	2008	39.0	43.3	2.0	0.9	0.8	2.0	0.0	1.0	6.7	0.0	0.0	36.6
	2009	37.0	40.0	1.5	2.8	0.0	0.2	0.0	0.5	5.0	1.0	2.0	32.0
Eng	2007	32.0	32.8	2.0	1.5	0.0	7.0	0.0	0.0	10.5	4.0	1.0	18.7
	2008	32.0	33.0	1.0	1.8	0.0	7.8	1.0	0.5	12.1	1.0	0.0	27.8
	2009	31.0	32.0	1.0	1.0	0.0	6.8	1.0	0.3	10.1	3.0	1.0	25.8
Total	2007	368.3	436.6	18.5	15.2	5.7	53.5	2.5	7.6	103.0	13.0	4.5	323.3
	2008	367.3	435.5	17.8	15.8	5.4	56.5	2.4	4.8	102.7	14.0	1.5	325.1
	2009	348.3	426.9	16.0	17.0	2.0	44.5	1.4	5.3	87.1	17.0	10.3	320.3

Accred-1.5/Honors .5/MBA Dir .25/Assur of Lrng .25

reduced Accred by 1 FTE/Hamilton on LOA

Accred paid on special assignment
contracts

Only .25 for Honors

Adj Ld deduction due to Sab/Med Lv/LOA

Johnson Dir Faculty Ctr 1 FTE/Gruppenhoff AFT-reduced in 2009

CS reduced .5 /WA reduced .5/RTVF reduced .5 -

adj load reduction due to full time terminations - 13 less from 08

reduced adjusted load in 2009

adj ld was built into teaching loads/3 crs per faculty

corrected adjusted load fte deducting sabbaticals

Grant NASA buyout for Schmazel

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

**Resolution to Revise the Course Withdrawal System Policy,
Course Withdrawal Forms, Late Registration Policy, and Late Registration Form**

WHEREAS, multiple forms are currently used for dropping and withdrawing from courses at different points in the semester;

WHEREAS, the current versions of these forms are not consistent with and not clearly distinguished from each other;

WHEREAS, incorrect versions of these forms are frequently used by students and staff members, sometimes resulting in drops that should have been withdrawals;

AND WHEREAS, inconsistent and overlapping policy terminology sometimes makes it difficult to understand which process is which;

THEREFORE BE IT RESOLVED,

That the form used to drop or add courses after the Drop/Add period (Late Registration Form, also known as the Hardship Form) and the forms used for withdrawal from courses during the semester (Course Withdrawal Forms A and B) be revised as shown in the attached versions;

AND BE IT FURTHER RESOLVED,

That the Course Withdrawal System and Late Registration policies be combined, updated, and clarified as shown in the attached version.

Context

The Academic Policies and Procedures Committee recently learned that the form called “To Add a Course after the Drop/Add Period” (nicknamed the “hardship form”) was sometimes being used for withdrawals during the last four weeks of the semester. Because the form identifies the action as a drop, this resulted in the course being removed from the student’s transcript, which is not what should happen at that point in the semester. The Associate Provost made an immediate policy change so that 1) the “hardship form” no longer includes the drop function and 2) the Registrar’s Office will only process withdrawals requested through the appropriate withdrawal forms after the drop/add period.

Further investigation of this situation revealed a great deal of confusion because of variations and inconsistencies in the forms, suggesting that a revision of the entire process would be helpful.

Overview of Changes

Key changes are described below. There are no substantive changes to the process or the policy; the revisions are mainly clarifications and updates.

Add/Drop Request Form:

Both late adds and late drops are subject to the same approvals. Separate forms must be submitted for each add or drop. (This might be a nuisance if the student is just switching sections, but too many problems are introduced if we assume this is the normal situation.)

The period during which this form is accepted by the Registrar is limited to two weeks.

Withdrawal Request Form:

All withdrawals are processed with the same form. The form is designed to clarify the specific time periods, outcomes, and forms of approval required for each one. The changes make clear that the hurdle is higher each time and that hardship withdrawals are not guaranteed.

Policy:

In both the form and the policy, we have given descriptive names to the types of withdrawal (Withdrawal, Late Withdrawal, and Hardship Withdrawal). The Late Registration Policy, which applies to adding courses after Drop/Add, has been incorporated into the Course Withdrawal System Policy, and the entire policy has been renamed Change of Registration Policy.

Implementation Notes

The following recommendations should be considered in implementing this policy:

- Deadlines should be clearly and prominently announced on the Registrar's website and every effort should be made by academic departments to disseminate this information to faculty and students.
- The deadlines for withdrawal from courses are based on a typical 15-week semester. Currently the deadlines for withdrawals from summer or CPCE courses, which run on shorter timeframes, are derived by estimating a pro-rated time period based on the 15-week standard. Specific deadlines and corresponding versions of the change of registration forms should be developed for summer and CPCE courses.
- The two-week limit on processing of late drop/add requests means that advisors, faculty, and staff need to ensure that students are assisted in a timely fashion. For example, students dropped from classes because of financial aid problems sometimes must spend days resolving their financial aid issues and reinstating their courses.
- The two-week limit should extend through the Tuesday of the second week after Drop/Add in order to accommodate changes of registration involving classes meeting only on Mondays.
- The Registrar should develop a process for storing drop/add and withdrawal requests and associated documentation for a reasonable period of time. Approvals should be audited periodically by the Provost's Office to ensure that the policy is being consistently and fairly applied across the University.

ROWAN UNIVERSITY
STUDENT REQUEST TO WITHDRAW FROM A COURSE

Conditions governing each type of withdrawal are specified in the Course Withdrawal Policy, available in the Student Information Guide and on the Provost's Policies and Procedures website. You remain financially responsible for a course even if you withdraw. Deadlines are posted on the Registrar's website. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. **Please note that the Chairperson and Dean are those of the Department and College where the course you are withdrawing from is housed.**

Last name	First name	
Rowan ID	Major	
CRN	Course number	Section
Course title	Semester/Part of Term	

WITHDRAWAL (withdrawal from course after Drop/Add and before mid-Semester/Term): A W will be assigned to this course on your transcript if this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (optional)			
Student signature and date			
Date of last attendance			
Professor signature and date			

LATE WITHDRAWAL (withdrawal from course after mid-Semester/Term and before the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (required)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			

HARDSHIP WITHDRAWAL (withdrawal during the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline. Please note that Hardship Withdrawals are approved only for rare and compelling circumstances and that documentation is required. **Documentation must remain attached through the approval process.**

Reason for withdrawal (required and must be accompanied by documentation)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			
Dean/Dean Designee signature and date			

ROWAN UNIVERSITY
STUDENT REQUEST TO DROP OR ADD A COURSE AFTER THE DROP/ADD PERIOD

This form will be processed by the Registrar's Office for up to two weeks after the end of the Drop/Add Period. Deadlines are posted on the Registrar's website. After this date, changes of registration can only be processed through a request to withdraw. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline.

Last name	First name	
Rowan ID	Major	
Semester/Part of Term		
COURSE TO BE ADDED OR DROPPED (A separate form must be used for each Add or Drop.)		
CRN	Course number	Section
Course title	<input type="checkbox"/> DROP <input type="checkbox"/> ADD	

REASON FOR LATE DROP/ADD: In order for this request to be considered, you **must specify circumstances** that prevented you from enrolling for the course during one of the normal registration periods and **must provide documentation** (faculty/staff note, physician's note, etc.) which substantiate the circumstances of the request.

The following circumstances are recognized as acceptable reasons for requesting to add or drop a Rowan University course after all registration periods have expired. Exceptions for situations not noted below are made only in the case of rare and compelling circumstances. If your situation does not involve such circumstances, you must submit a *Student Request to Withdraw from a Course*. **Please check all that apply and attach appropriate documentation. Documentation must remain attached through the approval process.**

<input type="checkbox"/> Cancellation of courses due to delay in approval of financial aid	<input type="checkbox"/> Personal issue (death of family member or loved one, serious illness or accident, etc.)
<input type="checkbox"/> Documented error by advisor, faculty member, or staff member	<input type="checkbox"/> Military service
<input type="checkbox"/> Other (please describe):	

REQUIRED SIGNATURES: Please note that the Chairperson and Dean are those of the Department and College where the course is housed. You have **5 working days** from the date the Registrar signs this form to obtain the Bursar's signature and Final Approval to Drop/Add from the Registrar. Forms not completed within 5 working days will become void.

Student signature and date	
Professor signature and date	
<input type="checkbox"/> Student has not attended any classes in this course. <input type="checkbox"/> Student has attended regularly since:	
Department Chairperson signature and date	
Dean/Dean Designee signature and date	
Registrar signature and date	
Bursar signature and date	
Registrar signature and date (Final Approval to Drop/Add)	

Change of Registration Policy

The following policy explains guidelines and procedures governing the following changes of registration:

- Adding a course after the Drop/Add Period
- Dropping a course
- Withdrawing from a course

This policy combines the previous Late Registration Policy (formerly the Hardship Registration Policy) and Course Withdrawal System Policy.

Adding a course after the Drop/Add Period

In recognition of the fact that there are circumstances that students may face from time to time that prevent them from registering for courses during appropriate registration periods, including the Drop/Add period, Rowan University has adopted the following policy which specifies such circumstances.

Only the following circumstances are recognized as reasonable and acceptable reasons for requesting registration in a Rowan University course after all registration periods have expired. One or more of these circumstances or reasons must have prevented the student from registering during one of the normal registration periods:

- Cancellation of student's courses due to delay in approval of financial aid
- Documented error by advisor, faculty member, or staff member
- Personal issue (death of family member or loved one, serious illness or accident, etc.)
- Military service

Exceptions to this policy may be made only in rare and compelling circumstances that are clearly beyond the control of the student.

In all cases, the student must provide documentation of the circumstances and obtain the signatures of the Professor, Department Chairperson, Dean, Bursar, and Registrar. Such requests should be submitted using the form entitled *Student Request to Drop or Add a Course After the Drop/Add Period*. Approved requests will be accepted by the Registrar's Office for up to two weeks after the end of the Drop/Add period.

Dropping a course

Dropping a course results in the course being removed from the student's transcript entirely. The transcript will not record that the student was ever enrolled in the course.

Dropping a course during the Drop/Add period: Students may drop courses during the Drop/Add period through Banner. No forms or approvals are required. When students drop a course during the Drop/Add period, neither the course nor the drop will be recorded on the transcript. Students are not financially responsible for a course that is dropped.

Dropping a course after the Drop/Add period: In rare and compelling circumstances, students may need to drop a course after the Drop/Add period. These circumstances include situations where a student was unable to make changes to his/her registration in a timely fashion for one or more of the reasons cited above under "Adding a Course After the Drop/Add Period." In such cases, students may submit a *Student Request to Drop/Add a Course After the Drop/Add Period* (the same form that is used to add a course after Drop/Add). The student must provide documentation of the circumstances and obtain the signatures of the Professor, Department Chairperson, Dean, Bursar, and Registrar. When students drop a course through this process, neither the course nor the drop will be recorded on the transcript. Approved requests to drop a course after the Drop/Add period will be accepted by the Registrar for up to two weeks following the end of Drop/Add. This date is posted on the Registrar's website. After this date, changes of registration must be submitted as requests to withdraw.

Withdrawing from a course

Registration in a given Rowan University course implies the student's obligation to complete its requirements. Provisions for withdrawal are made for special circumstances. Withdrawing from a course results in the student being assigned a W, WP, or WF. This is not a grade and does not affect GPA. However, the course and the notation of the withdrawal remain on the student's transcript and students remain financially responsible for courses from which they withdraw. Except in extreme circumstances when the Department Chairperson and the Dean of a particular college allow, students are not permitted to withdraw from the same course more than two (2) times. In all situations outlined in this policy, it is the student's responsibility to meet the appropriate deadlines and obtain the required signatures.

Withdrawal: To withdraw from a course between the Drop/Add period and mid-semester, students must submit a *Student Request to Withdraw from a Course*. The specific deadline for this form of withdrawal is posted on the Registrar's website. The reason for the request may be stated on the form and must be signed by both the student and the course professor, who must note the student's last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a W on the official transcript.

Late withdrawal: To withdraw after mid-semester but before the last four weeks of the semester, the same process as stated above under Withdrawal will prevail, except that the reason(s) for the request **must** be stated and approval must be obtained from the Professor and respective Department Chairperson. The specific deadline for this form of withdrawal is posted on the Registrar's website. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). The professor will also note the student's last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a WP or WF on the official transcript.

Hardship withdrawal: Withdrawals during the last four weeks of the semester are considered exceptional and may occur only with the approval of the Professor, Department Chairperson, and Dean. Documentation of the circumstances is required. Poor academic performance and excessive unexcused absences are **not** acceptable reasons for requesting a hardship withdrawal. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a WP or WF on the official transcript.

Report of the University Curriculum Committee

May 7, 2010

Submitted by Janet Moore Lindman

Process C

SCC#	College	Title	Department
09-10-300	Education	School Nursing – Baccalaureate Certification Program	Special Education
09-10-311	Education	Counseling in Educational Settings	Special Education
09-10-326	Education	COGS in Early Childhood Education, P-3	Teacher Education
09-10-331	Education	ESL Certification Program	Teacher Education
09-10-401	Engineering	Mechanical Engineering Program	Mechanical Engineering
09-10-421	Engineering	COGS in Sustainable Engineering	Chemical Engineering
09-10-427	Engineering	Concentration in Systems Engineering	Electrical/Computer Engineering
09-10-508	Fine & Performing Arts	BM Jazz Studies: Educational Specialization	Music
09-10-616	Liberal Arts & Sciences	COGS in History	History
09-10-713	Liberal Arts & Sciences	BS in Planning	Geography/Anthropology
09-10-722	Liberal Arts & Sciences	Geography, Sequence A: LS/HSS	Geography/Anthropology
09-10-726	Liberal Arts & Sciences	Applied Behavioral Analysis: Post Baccalaureate Certification Program	Psychology
09-10-807	Liberal Arts & Sciences	Statistics Design of Experiments I	Mathematics
09-10-901	Liberal Arts & Sciences	Women's & Gender Studies: Liberal Studies Sequence Change	Interdisciplinary

Process B

SCC#	College	Title	Department
09-10-219	College of Communication	TV History and Appreciation, 1960s-1970s	Radio/TV/Film
09-10-513	Fine & Performing Arts	History of Photography	Art
09-10-839	Liberal Arts & Sciences	Observatory Astronomy	Physics/Astronomy
09-10-840	Liberal Arts & Sciences	Astronomy & Astrophysics	Physics/Astronomy
09-10-859	Liberal Arts & Sciences	Introductory Physics courses	Physics/Astronomy

Process A

SCC#	College	Title	Department
09-10-102	Business	Research Methods in Marketing	Marketing/MIS

09-10-104	Business	Advanced Operations Management & Strategy	Management/Entrepreneurship
08-09-105	Business	Management Information Systems	Marketing/MIS
08-09-106	Business	Marketing Minor	Marketing/MIS
09-10-107	Business	Business Minor	Marketing/MIS
09-10-108	Business	HR Management Electives	Management/Entrepreneurship
09-10-202	Communication	Sports Journalism I	Journalism
09-10-203	Communication	Sports Journalism II	Journalism
09-10-211	Communication	Visual Rhetoric & Multimodal Communication	Writing Arts
09-10-212	Communication	The Internet and Writing Skills	Writing Arts
09-10-217	Communication	Constructing Health	Communication Studies
09-10-218	Communication	Film Noir	Radio, TV, Film
09-10-221	Communication	New Media Practicum	Journalism
09-10-222	Communication	Evaluating Writing	Writing Arts
09-10-223	Communication	Internship I	Writing Arts
09-10-224	Communication	Writing Arts Minor	Writing Arts
09-10-225	Communication	Internship II	Writing Arts
09-10-226	Communication	Research Practicum in Writing Arts I	Writing Arts
09-10-227	Communication	Research Practicum in Writing Arts II	Writing Arts
09-10-228	Communication	Research Practicum in Writing Arts III	Writing Arts
09-10-3100	Education	Promoting Effective Learning	Educational Leadership
09-10-3101	Education	Collaborative Instruction in Inclusive Classrooms	Special Education
09-10-3102	Education	Educational Assessment in Special Education	Special Education
09-10-3103	Education	Curriculum, Instruction, Transition in Special Education	Special Education
09-10-3104	Education	Clinical Internship In Teaching ESL	Special Education
09-10-3105	Education	Assessing Students with Exceptional Learning Needs	Special Education
09-10-3106	Education	Assistive Technology & Transition Planning	Special Education
09-10-3107	Education	Clinical Seminar in Special Education	Special Education
09-10-3108	Education	Specialized Instruction for Students with ELNS	Special Education
09-10-3109	Education	Positive Behavior Support Systems for Students with ELNS	Special Education
09-10-327	Education	Understanding Childhood Development & Behavior	Special Education
09-10-351	Education	Kinesiology	Health/Exercise Science
09-10-416	Engineering	Civil Engineering Design Project I	Civil Engineering
09-10-417	Engineering	Selected Topics : Civil/Environmental Engineering	Civil Engineering
09-10-418	Engineering	Electronics I	Electrical/Computer Engineering
09-10-419	Engineering	Engineering Electromagnetics	Electrical/Civil Engineering

09-10-420	Engineering	Health Transfer Processes	Chemical Engineering
09-10-422	Engineering	Sustainable Energy	Chemical Engineering
09-10-423	Engineering	Life Cycle Assessment	Chemical Engineering
09-10-424	Engineering	Environmental Policy	Civil Engineering
09-10-425	Engineering	Environmental Management	Civil Engineering
09-10-426	Engineering	Sustainable Engineering Foundations	Civil Engineering
09-10-428	Engineering	Engineering Electromagnetics – minor change	Electrical/Computer Engineering
09-10-515	Fine & Performing Arts	History of Graphic Design	Art
09-10-516	Fine & Performing Arts	B.A. in Art	Art
09-10-517	Fine & Performing Arts	Web Design 2	Art
09-10-518	Fine & Performing Arts	Web Design 1	Art
09-10-519	Fine & Performing Arts	Time-Based Media: Video	Art
09-10-520	Fine & Performing Arts	Time-Based Media: Animation	Art
09-10-624	Liberal Arts & Sciences	Introduction to American Studies	Philosophy/Religion
09-10-625	Liberal Arts & Sciences	Senior Seminar in American Studies	Philosophy/Religion
09-10-626	Liberal Arts & Sciences	Internship	History
09-10-627	Liberal Arts & Sciences	Teaching Shakespeare	English
09-10-628	Liberal Arts & Sciences	Teaching World Literature	English
09-10-629	Liberal Arts & Sciences	Young Adult Literature	English
09-10-630	Liberal Arts & Sciences	US Literature: Realism	English
09-10-631	Liberal Arts & Sciences	British Literature: Romanticism	English
09-10-632	Liberal Arts & Sciences	Applied Spanish Program Sequence A	Foreign Language & Literatures
09-10-633	Liberal Arts & Sciences	Afro-American History Since 1865	History
09-10-634	Liberal Arts & Sciences	Afro-American History to 1865	History
09-10-724	Liberal Arts & Sciences	Environmental Policy	Law/Justice
09-10-725	Liberal Arts & Sciences	Politics of the Middle East	Political Science
09-10-727	Liberal Arts & Sciences	Sociology of Death, Dying & Bereavement	Sociology
09-10-803	Liberal Arts & Sciences	Structures of Math I	Mathematics

09-10-841	Liberal Arts & Sciences	Astronomy Minor	Physics/Astronomy
09-10-842	Liberal Arts & Sciences	Planetary Astronomy	Physics/Astronomy
09-10-843	Liberal Arts & Sciences	Stellar Astrophysics	Physics/Astronomy
09-10-844	Liberal Arts & Sciences	Galactic Astronomy & Cosmology	Physics/Astronomy
09-10-846	Liberal Arts & Sciences	Introduction of Health Care Professions I	Biological Sciences
09-10-847	Liberal Arts & Sciences	Introduction of Health Care Professions II	Biological Sciences
09-10-848	Liberal Arts & Sciences	Introduction of Health Care Professions III	Biological Sciences
09-10-849	Liberal Arts & Sciences	Introduction of Health Care Professions IV	Biological Sciences
09-10-850	Liberal Arts & Sciences	Foundations of Nursing	Biological Sciences
09-10-851	Liberal Arts & Sciences	Gerontological Nursing	Biological Sciences
09-10-852	Liberal Arts & Sciences	Adult Health Nursing	Biological Sciences
09-10-853	Liberal Arts & Sciences	Childrearing Family	Biological Sciences
09-10-854	Liberal Arts & Sciences	Childbearing Family	Biological Sciences
09-10-855	Liberal Arts & Sciences	Mental Health Nursing	Biological Sciences
09-10-856	Liberal Arts & Sciences	Transition to Professional Nursing Practice	Biological Sciences
09-10-857	Liberal Arts & Sciences	Introduction to Science as a Process	Mathematics
09-10-858	Liberal Arts & Sciences	Upper Level Physics courses	Physics/Astronomy
09-10-860	Liberal Arts & Sciences	Biochemistry Curriculum Change	Chemistry
09-10-861	Liberal Arts & Sciences	Advanced Biochemistry Laboratory - undergraduate	Chemistry
09-10-862	Liberal Arts & Sciences	Advanced Biochemistry Lecture - undergraduate	Chemistry
09-10-863	Liberal Arts & Sciences	Advanced Biochemistry Laboratory – graduate	Chemistry
09-10-864	Liberal Arts & Sciences	Advanced Biochemistry Lecture – graduate	Chemistry
09-10-865	Liberal Arts & Sciences	Modern Physics	Physics/Astronomy

**Resolution to Form a Standing Faculty/Administration/Professional Staff
Committee to Review All New Hiring Activities**

WHEREAS, the University is in a fiscally uncertain time;

WHEREAS, the University has not instituted a hiring freeze;

AND WHEREAS, the University has a tradition of shared governance;

THEREFORE BE IT RESOLVED,

That a standing Hiring Review Committee be formed beginning in September 2010 consisting of representatives from the University's faculty, staff, and administration to review all open new and pre-existing full-time University positions prior to the start of the hiring process for those positions;

AND BE IT FURTHER RESOLVED,

That the Hiring Review Committee will report to the Senate President and a designated member of the University administration;

AND BE IT FURTHER RESOLVED,

That the University Senate President and the University administration be charged with establishing the membership and formal charge of the Hiring Review Committee

OTHER RECOMMENDATIONS:

The Provost's proposal of 4/20/2010 to reduce adjusted load and advising/administrative reassigned time should not be pursued until there can be a thorough documentation and analysis of the impact of such a reduction on the core academic mission. The adjusted load has contributed to the quality and quantity of scholarly activity as evidenced in recent T&R and promotion folders. Before any reduction in adjusted load is considered, the costs to the scholarly mission should be understood as well as the changes that will be required in expectations for scholarship in T&R, promotion, and A-328 review. Advising and administrative reassigned time contribute to the quality of faculty-student interaction and the quality of curricula, hallmarks of Rowan University. Before any reduction in advising and release time is considered, the costs to the student-centeredness of the institution that should be understood as well as the adjustments should be made in the criteria for T&R, promotion, and A-328 review. The differences in the degree to which the various colleges and departments rely upon reassigned time for advising and program administration mean that arbitrary reduction targets will create inequities in services to students and workloads for faculty and staff. The various college and department models for advising and program administration should be documented and compared before any reduction in reassigned time is considered. The proposal to use cost-center revenues to buy-back reassigned time will only create new inequalities as the opportunities for such revenues varies enormously between department. Those programs that do not have ready opportunities to generate new revenues will require lead-time to do so, at least a year. Finally, the savings from the 4/20/2010 proposal in FY 2011 would be small, so the UBPC concludes it is possible to postpone this important decision about the structure and culture of the academic departments and the core academic mission without significantly hampering the ability to balance the FY 2011 budget. Moreover, the UBPC has identified substantial areas for savings that should allow the University to meet its fiscal obligations for FY11 while this decision is under consideration. Such a delay will also enable the academic departments across the campus an opportunity to review their revenue center participation.

NOTES:

In its work thus far, the UBPC has identified approximately \$2.7 million towards closing the \$5.2 million budget gap primarily from salary savings and postponement of implementation of the revenue-center model for the Graduate School. The UBPC also anticipates an additional contribution to operations from Student Affairs in the range of \$ 0.2 to \$1 million. The combined impact of these adjustments to the budget would lower the FY 2010 deficit to \$1 or \$2 million. These saving could be re-occurring, depending upon final details. There remain many ideas among those compiled by the Senate for the UBPC to evaluate which could close the budget gap. For example, if the university can succeed in monetizing half the West Campus to cover approximately half of the West Campus debt service, the budget would be balanced. Likewise, any contribution from the Tech Park would reduce the deficit. As part of its research, the UBPC has requested and is awaiting additional information on many of the Senate’s ideas.

In recent years, the adjusted load and department reassigned time have been steadily reduced. Over the period FY 2007 to FY 2009, reassigned time has been reduced by almost 22%. (See chart below. FY 2010 statistics are not available in a compatible format.)

	FT/Fac Budget	Adjusted Load	Chairs	Reassign (N/T) Advis/Admin	New Faculty Prof Dev	Total Reassign Time
FY 2007	368.34	51.99	18.50	15.22	7.58	101.51
FY 2008	367.25	48.71	17.84	15.79	4.75	94.88
FY 2009	348.25	37.67	16.00	17.00	5.25	79.34
Change FY 2007-FY2009	-5.45%	-27.55%	-13.51%	11.73%	-30.74%	-21.84%

The UBPC is researching the trends in adjusted load and additional academic service time since the advent of those agreements. Preliminary analysis suggests faculty reassigned time stood at approximately 24% of available faculty time before the agreements. It currently stands at about 26.5%. A 10% reduction in reassigned time will put faculty reassigned time below the level before the adjusted load agreement.