ATTENDEES: Herb Appelson, Lori Block, Kate Boland, Robert Bullard, Joe Cassidy, Doug Cleary, David Clowney, Jennifer Courtney, Patrick Crumrine, Ron Czochor, Denis DiBlasio, Carol Eigenbrot, Jon Foglein, Bill Freind, Lori Getler, Michael Grove, Steve Hartley, Julie Haynes, Erin Herberg, Jerry Hough, Sandy Jones, Monica Kerrigan, Valarie Lee, Michael Lim, Janet Lindman, Brendan Livingston, Douglas Mann, Deb Martin, Jacqueline McCafferty, Corinne Meredith, Tom Merrill, Eric Milou, Amos Mugweru, Jennifer Nicholson, Keeley Powell, Ravi Ramachandran, Peter Rattigan, Robert Rawlins, Dan Reigel, Beth Rey, Mariano Savelski, Natalie Schell-Busey, Nick Schmelz, Edward Schoen, Midge Shuff, Christopher Simons, Mickey Smith, Uma Thayasivam, Skeff Thomas, Jennie Thwing, Sandy Tweedie, Marilena Olguta Vilceanu, Beth Wassell, Barbara Williams, Charlene Williams, Tricia Yurak, Mei Zhang.

NOT IN ATTENDANCE: (Represented by Alternates) Terri Allen represented by Christy Thompson, Tom Doddy represented by Erin Barney, Connie Rosenberger represented by Cynthia Mullens, Eileen Stutzbach represented by Mike Dorris.

NOT IN ATTENDANCE: Keith Brand, Jess Everett, Kathryn Quigley.

GUESTS: Yamesha Woodley, Omar Azia, Mary Spanarkel, Alma Diaz, Sarah Tam, Andrew Montanez (graduate students from Higher Education Administration program)

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors – several graduate students listed above
3. Approval of Minutes from May 2012 & June 2012 (separate file) Motion to approved minutes of the May 2012 meeting was seconded and approved. Ted Schoen will provide notes from the special meeting held in June directly to Eric for approval at next Senate meeting
4. 2012-13 Senate Schedule (page 3)
5. Parliamentarian – David Clowney appointed by President Eric Milou.
6. Elections – needed due to previous senators moving to administrative positions.
   a. Vice President – Peter Rattigan
   b. T&R – Ted Schoen
   c. Career Development – Tom Merrill
   d. Professional Ethics – Ron Czochor
   e. Executive Committee Senator-At-Large – open, send nominee suggestions to Eric
7. President's Report
   a. Administration is forming task forces of Rowan and UMDNJ to begin the task of the SOM merger. Each committee will be co-chaired by administrators from UMDNJ and Rowan. Eric has appointed one member to each task force, usually the chair of the corresponding senate committee.
   b. Revised Space Data (separate file) and centralized scheduling: University-wide open forum devoted to the issue of course scheduling on Monday October 8, 3:15 to 4:30pm in the Student Center 144. Plan is to move toward centralized scheduling over a two year period. Two schedules will be developed for 2013-2014 academic year with the schedule done by the traditional method by departments being the schedule that is actually used. A second schedule will be developed simultaneously by Jeff Hand in preparation for using a centralized schedule in 2014-2015, which will have administration scheduling rooms and times courses will be offered and departments filling in names of professors/instructors teaching each course. Encourage all in your department to attend the Oct. 8th meeting to learn more and raise any concerns.
   c. Provost's plan: 3/3 and Instructors – currently being proposed that all full-time faculty will have a 3-3 load and will apply for a 4th assignment of research or service. Also planning to hire instructors to have a 4/4 load of teaching only. These instructors will be full time and able to be tenured. Current negotiating with union over whether or not instructors can be promoted. To cover the cost of these instructor lines, Provost is suggesting enrolling 200 additional students.
   d. Sabbaticals (October 15 sign up and November 9 application due) and Career Development – right now the agreement is the same as in previous years. There must be 6 full years since last sabbatical. Eligible faculty members should indicate their intent to apply for a sabbatical leave by

signing up in the University Senate Office in Room 432, Campbell Library. Sabbaticals may be requested for the following time periods: Fall Semester 2013; Spring Semester 2014; Academic Year 2013-2014; Chronological Year 2014.The current Memorandum of Agreement and an application form may be downloaded from the University Senate Web-page at:http://www.rowan.edu/president/senate/committees/index.cfm?id=30 The deadline to sign-up is **Noon, October 15, 2012**.The deadline to submit applications is **Noon, November 9, 2012**.All deadlines are firm.

8. Open Period**:** President Houshmand:

Rowan is now research classified and we will have two medical schools including biomedical science programs from masters to doctorate from SOM. Rowan's administration have started meeting with UNDNJ to do this transfer, working with lawyers. Senator Sweeney first reported SOM carried $12 million debt, but now it appears to be $60 million of debt. First part of transfer will take place in two stages. All records to be transferred by July 1st, then faculty can start getting together.

These events have shown what a great community spirit we have at Rowan. This was noticed by the governor and others throughout the state. Rowan will be a much better institution because of this. Our core mission will be the same: undergraduate education. We will be looking for a business model for any new program. We won't be taking away from current programs. Right now Rowan's budget is looking pretty good. This past year Rowan ended with $6 million surplus and generated 6 million more than expected in revenue, totaling $12 million which will go to deferred maintenance and financial aid. Our average SAT scores are up by almost 25 points, from 1173 to 1197. We had the largest number of applications last year. We will fill all vacant lines but they will be redirected to where the need is.

Linda Rohrer was recently elected as new Chair of Rowan Board of Trustees. Five board members' terms will end soon. Please send possible replacement names and resumes to Ali. He wants to submit names of possible candidates to Senator Sweeney.

9. Standing Committees & Task Forces
    a. Committee on Committees
        i. Approval of committee memberships (separate file) motion made, seconded and approved
        ii. Medical School – Charlene Williams introduced as Senate Representation from CMSRU. CMSRU has declined the opportunity to have membership on any of our senate sub-committees this year due to time commitments related to their first year with enrolled students.
    b. Research Committee: The Associate Provost for Research has informed me that we need to immediately enact an interim policy regarding Financial Conflict of Interest to maintain compliance with new regulations. The interim policy is a revision of our existing Financial Conflict of Interest Policy (adopted by the Dean's Council in 2000). Specifically, we are under a mandate from the Public Health Service (PHS) to "demonstrate greater transparency and accountability regarding financial conflict of interest management and reporting." As with the revision of the Responsible Conduct of Research Policy, the policy will undergo Senate review and approval during the upcoming academic year. In the meantime, the interim policy will allow faculty to continue receiving funding from the National Institutes of Health, which issues PHS funds. (separate file) Proposed Conflict of Interest Policy will be sent to senators after meeting and all are encouraged
        to email Uma Thayasivam at thayasivam@rowan.edu with feedback.
    c. Curriculum Committee Report (page 4) Three Process C Proposals to change existing curriculum were voted on and approved.
        i. Provost's response to BME proposal (pages 5-6) - the overall plan to address the space needs for the faculty in the new programs contains three distinctive approaches that will be used in tandem. Specifically, use existing spaces in existing departments (via joint appointments); use existing spaces in partnership with collaborators; build new spaces.

d. Executive Summary of Graduate and Post-bac Policy Review (pages 7-9) – Barbara Williams reports that better communication with CGCE is happening, as seen by this summary.
10. Old Business – Question was asked if we have received any feedback from Higher Ed survey.
11. New Business
12. Adjournment

SENATE 2012-13 SCHEDULE

<u>**FALL 2012**</u>
Friday, September 7: 3:15-4:30pm: Senate Executive Committee Meeting
Friday, September 28: 1:45-3pm: SENATE meeting
Wednesday, October 10: 11am-12:15pm: Senate Executive Committee Meeting
Friday, November 2: 1:45-3pm: SENATE meeting
Monday, November 12: 3:15pm-4:30pm: Senate Executive Committee Meeting
Friday, December 7: 1:45-3pm: SENATE meeting

<u>**SPRING 2013**</u>
Friday, January 25: 1:45-3pm: Senate Executive Committee Meeting
Friday, February 8: 1:45-3pm: SENATE meeting
Friday, February 22: 1:45-3pm: Senate Executive Committee Meeting
Friday, March 8: 1:45-3pm: SENATE meeting
Wednesday, April 3: 3:15-4:30pm: Senate Executive Committee Meeting
Friday, April 12: 1:45-3pm: SENATE meeting
Friday, May 3: 1:45-3pm: Senate Executive Committee Meeting
Monday, May 13: 9am-2pm: SENATE end-of-year meeting

University Assembled dates are:
- ✦ Friday, October 26, 1:45 – 3:00 pm
- ✦ Friday, April 19, 1:45 – 3:00 pm

Approved Curriculum Proposals
September 28, 2012

Process C Proposals Approved by Senate Curriculum Committee

SCC#	College	Department	Proposal title	U/G	Change requested
11-12-514	FPA	Theater/Dance	Revision of the Technical/Design Track	U	Major changes of degree requirements
11-12-520	Comm	Art	Studio Art Glass-working Courses Structure	U	Major changes of degree requirements
*12-13-800	Science/Math	Psychology	Changes to PsyD in Clinical Psychology	G	Major changes of degree requirements

*Note: Curriculum 12-13-800 in the approval process and Senate Curriculum Committee is expected by September 28, 2012.

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

SCC#	College	Department	Proposal title	U/G	Change requested
11-12-532	Comm	Art	Community Art Education for Elementary through Middle Grades	U	New non gen-ed
11-12-533	Comm	Art	Special Topics in Graphic Design	U	New non gen-ed
11-12-534	Comm	Art	Special Topics in Printmaking	U	New non gen-ed
11-12-536	Comm	Art	Community Art Education for Secondary Grades	U	New non gen-ed
11-12-537	Comm	Art	Special Topics in Metals/Jewelry	U	New non gen-ed

Response to the Senate Regarding Space for Faculty in New Programs

<u>Background</u>
In passing the curriculum proposal that created the department of Biomedical Engineering and Sciences (BMES) along with degree programs in Translation Biomedical Sciences (TBS) and Biomedical Engineering (BME), the Senate requested that the Provost provide information on how the space needs (lab and office) would be met for the new faculty hired in these programs.   The remainder of this document describes how we intend to proceed in those areas.

<u>Framework</u>
The overall plan to address the space needs for the faculty in the new programs contains three distinctive approaches that will be used in tandem. Specifically,

1. Use existing spaces in existing departments (via joint appointments);
2. Use existing spaces in partnership with collaborators;
3. Build new spaces.

It makes sense to examine each of these contributors separately.

1. *Use Existing Spaces in Existing Departments (via joint appointments)*

   ➢ During the conversations last Fall and Spring with the Senate with the chairs of the College of Liberal Arts and Sciences and the College of Engineering, I discussed the formation of the School of Biomedical Sciences, including the BMES department. I described the intent to hire the majority of new faculty in these programs with joint appointments between existing departments in the new College of Science and Mathematics and the BMES department, as well as between the College of Engineering and the BMES department. I was also clear (in fact, it was one of the three conditions for converting the merger of the colleges of LAS and Engineering into a collaboration between them) that everyone recognize that the sizable majority of hires in the sciences and engineering would be linked to growth of new biomedical programs. This means that most new faculty hired by the programs in the colleges will be via joint appointments with BMES.
   ➢ In the request for new faculty lines for this Fall, each department was required, as part of their request, to provide detailed information as to where they would find space for the new faculty (office and lab space). The same will be true next Fall. If there is sufficient room for new faculty in existing science and engineering programs, it is difficult to argue that there is insufficient space for new faculty with joint appointments between these programs and BMES.
   ➢ That said, while it is clear that no immediate crisis exists in providing space for these new faculty, there is also no question that as the program grows and becomes more successful, we will eventually exceed our ability to handle the space needs of these faculty in our current Glassboro and west campus facilities. That brings us to parts 2 and 3 of this plan.

2. *Use Existing Spaces in Partnership with Collaborators*

   ➢ The opportunities for research collaboration for the new BMES faculty are unparalleled in the history of the university. One entire floor of the new medical school building is dedicated to research labs (double-benches with separate rooms at the end with laminar fume hoods and closable space). These facilities, which are comparable to the entire research space available in Rowan Hall and the science building combined, were built with collaboration between the basic science faculty of the medical school and faculty from our engineering and science programs in mind.
   ➢ We have developed a relationship with the Coriell Institute in Camden. We will own their building on July 1st of next year and we have an MOU for their researchers to teach in the medical school. This is a world class research facility and their researchers are anticipating collaborating with ours.

➢ We are about to form a College of Health Sciences in partnership with Rutgers-Camden to facilitate growth in the health sciences. A byproduct of this relationship will be the opportunities for increased collaboration between our faculty and their computational biology faculty.

➢ Finally, we acquire the School of Osteopathic Medicine on July 1, 2013. This will provide an entirely new set of facilities and collaborators for our new faculty.

3. *Build New Spaces*

➢ As most readers of this document already know, the university is not in a position to take on the debt service of building new laboratory spaces. Therefore, this section is slightly different than the previous two. The things discussed until now either have already happened or have been ordered by legislation to happen by July of next year. This section involves things that *may* happen.

➢ The legislators and governor have both indicated that they intend to have a referendum on the ballot in the fall for an infrastructure bond for higher education. Their polling indicates that a bond of $750,000,000 would likely pass. Our share of such a bond stands to be enough to build one building. There is little doubt that the building would be connected to biomedical programs.

➢ Additionally, with the help of our Associate Provost for Research, we have been negotiating with the Secretary of Education and private industry to enter into a relationship that would build not one but two new buildings to support technical education for the campus.

➢ While we cannot be positive that either of these specific initiatives will result in bricks and mortar appearing, it is clear that seeking funding sources for such space is, and will remain, a priority for the long-term future of all of our biomedical initiatives.

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 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 Jan. 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 representative 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.   These were:
    i.   Academic Advising
    ii.   Course Registration
    iii. Course Substitution
    iv.   Transfer of Graduate or Post-Bac Credits *(some disagreement remains about whether or not the Registrar will continue to process post-bac transfer requests as they have done in the past but we are working on this)
    v.   Degrees for Concurrent Work (Renamed Degrees for Concurrent Graduate Level Work)
    vi.   Inactive Students (Renamed Inactive Student Policy)
    vii. Student Responsibilities
    viii. Successive Graduate Degrees
    ix.   Graduate Educational Experience (Renamed Graduate & Post-Bac Educational Experience)
    x.   4+1 (Dual Degree Programs) *(This was not included in the Graduate Handbook, but we wrote it up based on the Senate resolution and past practice outlined by the Registrar. For these reasons, it was not considered new policy.)
    xi.   Granting of Rowan Degrees & Certificates ***(This was not included in the Graduate Handbook, but we wrote it up based upon past practice outlined by the Registrar. It was not considered new policy.)
2. **New policies** which are made up of the following:
    i.   Class Attendance (for online & hybrid students)
    ii.   Commencement Walking Policy (New portions added and approved by the Provost and Registrar in spring 2012).
    iii. University/CGCE-wide policies vs. Program/Departmental policies
    iv.   Policy Category Guidelines for Academic Programs (Once approved as a policy, CGCE and GAC will ask each CGCE program to identify which policy category their program should be assigned.)
    v.   Program Dismissal and University Dismissal
    vi.   Graduation Application Grace Period for Thesis/Dissertation Students
    vii. Honors Designation
3. **Significantly-updated policies** are:
    i.   Auditing a Course
    ii.   Satisfactory Academic Progress Overview
    iii. Appeals Process for Satisfactory Academic Progress
    iv.   Minimum Graduation Requirements Policy
    v.   Enrollment Definitions
    vi.   Senior Privilege/Taking Graduate Courses as an Undergraduate Student
    vii. Graduate-level Credit by Examination
    viii. Concurrent Application and Matriculation Policy
    ix.   Leaves of Absence Or Withdrawal from the University
    x.   Registration after Program Completion
    xi.   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 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.
  - Open Forum days and times: INSERT WHEN FNAL FOR WEB POSTING OF THIS DOC
- 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.