

UNIVERSITY SENATE MINUTES
September 30, 2011: 1:45 pm, Rowan Hall Auditorium

ATTENDEES: Gina Audio, Lori Block, Kate Boland, Keith Brand, Gregory Caputo, Joe Cassidy, Bruce Caswell, Hanmei Chen, David Clowney, Jennifer Courtney, Patrick Crumrine, Ron Czochor, Denis DiBlasio, Carol Eigenbrot, Jess Everett, Jon Foglein, Bill Freind, Michael Grove, Eddie Guerra, Steve Hartley, Julie Haynes, Karen Haynes, Erin Herberg, Sandy Jones, Donna Jorgensen, Monica Kerrigan, Valarie Lee, Yuhui Li, Michael Lim, Janet Lindman, Douglas Mann, Douglas Mapp, Lawrence Markowitz, Jacqueline McCafferty, Rory McElwee, Thomas Merrill, Eric Milou, Amos Mugweru, Darren Nicholson, Susan O'Rourke, Keeley Powell, Peter Rattigan, Ravi Ramachandran, Dan Reigel, Beth Rey, Lane Savadove, Mariano Savelski, Nick Schmelz, Edward Schoen, Midge Shuff, Mickey Smith, Eileen Stutzbach, Uma Thayasivam, Skeff Thomas, Jennie Thwing, Sandy Tweedie, Mary Beth Walpole, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Robert Bullard represented by Lori Getler, Gerald Hough represented by Greg Hecht, Corinne Meredith represented by Beth Wassell, Kathryn Quigley represented by Carl Hausman, Connie Rosenberger represented by Cynthia Mullens.

NOT IN ATTENDANCE: Herb Appelson, Tom Doddy, Deb Martin, Christine Saum

VISITORS: Karen Siefring, Sonia Spencer, Manuel Pontes, Chuck Linderman, and Harold Lucius from AFT Executive Committee, Joseph Chen from SGA, and Robert Hesketh from College of Engineering.

1:45 – 2:00pm

1. Approval of Agenda - moved, seconded, approved
2. Introductions of Visitors – listed above
3. Approval of Minutes from May 2011 moved, seconded, approved
4. 2011-12 Senate Schedule (page 4)
5. Parliamentarian - David Clowney - moved, seconded approved
6. President's Report
 - a. Associate Dean of College of Business Search has begun for a spring 2012 hire.
 - b. University of South Jersey – many rumors, President Houshmand to speak about this later in today's meeting.
 - c. Day Care Center - rumor that it was closed, will stay open for full year, but must not continue at a deficit.
 - d. Provost to form task force on Lab credit issue
 - i. Any LAB course that was 300+ OR part of a "sequence" should be left untouched
 - ii. Lab courses not part of a sequence should have contact hours reduced so that they were 4 student credit hours for 4 faculty load hours.
 - e. Reorganization
 - i. Physics, Biology, Chemistry, Mathematics and Computer Science (?) departments to College of Engineering (see white paper from College of Engineering)
 - ii. Art department to College of Communication - Task forces for each of these reorganizations to be formed with Senate representatives appointed by Eric
 - f. Deans' CGCE fund reports requested several times, finally in, wide variation among the six reports in amount of detail and clarity. Eric is asking for more detailed information from the Dean of College of Liberal Arts & Science. See Eric to view these reports.

2:00 – 2:20pm

7. Open Period: Interim President Houshmand – The concept of forming a University of South Jersey goes back to former governor Tom Kane and has been talked about since by former governors Jim McGreevey and Jon Corzine. Now Governor Christie, is considering this move again along with the potential dismantling of UMDNJ. The NJ Higher Education Commission has met with key players and will meet with Rowan officials again on October 6 to discuss creating a University of South Jersey consolidating Rutgers-Camden, Rowan University, the School of Osteopathic Medicine affiliated with Kennedy Hospital in Stratford, and Cooper Medical School of Rowan University. We are offering input and promoting concept that this become Rowan, the University of South Jersey (USJ), headquartered in Glassboro. There are others promoting another name and that USJ be headquartered in Camden. This could have consequences for the Rowan Boulevard project and thus we are aggressively proposing it be centered in Glassboro. Under this plan Rowan would be a research university so we could create other majors and benefit from a different formula for state appropriation.

Dr. Houshmand wants us to work together to protect our assets/university here. We showed during the Hurricane that when we work together we are a powerful force and can accomplish great things. Let's not argue over smaller matters. As President he can manage the university and reorganization will happen. Board has given him the directive to do so.

Houshmand suggests Rowan create a new connection between all South Jersey colleges and county colleges. South Jersey has way too few undergraduate seats. Has 1/3 of population and 1/15 of seats. Large brain drain of high school students going to other states is a huge waste of money/funds. Rowan University and Gloucester County College have entered into a dual enrollment agreement that will allow students to be accepted at both schools at the same time. Students can start a Gloucester county college, be dually enrolled students, take a one- credit course their first and second semester about majors/career paths, then taking one course from Rowan their second year. If they have a 2.0 or higher GPA we will offer them an opportunity to finish their 4 years and graduate with a degree from Rowan in Liberal Studies: HHS. This would run through CGCE for students who continue years three and four at the site of Gloucester County College.

We have no financial problems this year.

2:20 - 2:50pm

8. Presidential Search Committee Update - from Sandy Tweedie - good search firm. Search Committee has been busy, with more business next week.
9. Standing Committees & Task Forces
 - a. Research Committee: Policy for Conducting Fee-for-Service Projects at Rowan University (page 5) Bring it back to departments and send comments back to Cori Meredith.
 - b. Ethics Committee: Workplace Violence Policy (page 7) Bring back to departments and send comments to Yuhui Li, Sociology.
 - c. Curriculum Committee: Curriculum Proposals Minor Change - new information field to proposals for new courses that identifies Schedule Type. Erin Herberg – this is on HOLD until we get a definition of the codes in banner.
 - d. General Education Tactical Team Update (see details below) Rory talks about Gen Ed, 2 open forums so far. Also the survey on banner we hope people will fill out – will take very seriously. Open Forum at 3:15 will use the literacies to see if we can use them in small group to come up with learning experiences for our students. Will seek Senate conceptual approval this fall with a plan to pilot in fall 2012. Middle States want us to be making progress on this. Med school increases our chances of middle states coming back again soon.

- e. Approval of Committee on Committees – Beth Rey, committee chair – motion to approve list of University Senate Committee Membership - moved, seconded, approved.

10. Old Business

2:50– 3pm

11. New Business –

Solar ray project near 322 is off the table due to initial cost of getting it going reports Skeff Thomas.

Joe Cassidy – making us aware that 100 students were arrested at a frat party last week for under-age drinking. University watched students go in and then later they were arrested. Questions whether this is in best interest of the students and Rowan University.

David Clowney proposed a resolution asking Provost to charge the task forces in such a way that we actually work together in an efficient and effective manner. Motion to suspend the rules moved, seconded, passed. Resolution with friendly amendment to strike the parentheses was moved, seconded and passed with one abstention.

Whereas a proposed reorganization of the Colleges of Engineering, LAS, Communication and FPA was circulated to the university community at the end of the academic year, and

Whereas the proposed reorganization will impact a broad number of programs and departments, and

Whereas the Provost has created task forces to address this reorganization, and

Whereas the faculty in the College of Engineering have circulated a white paper including data and comparative analysis of how the proposed reorganizations will affect their division, and

Whereas the faculty in the College of Engineering are effectively unanimous in their opposition to the reorganization, and

Whereas faculty in the other colleges and departments impacted by the proposed reorganization should also be consulted about the proposed reorganization in order to assure the best results for the future of the university and its mission,

Be it therefore resolved that in order for the task forces efficiently, effectively and in the spirit of shared governance,

The University Senate requests the Provost to include the following elements in his charge to the Task Forces:

- 1) A full and clear statement of the opportunities and problems that these proposed reorganizations are designed to address.
- 2) A charge to the task forces to compare the reorganizations the administration has proposed with any other reorganization scenarios that seem reasonable to the task forces and to give their recommendation as to how well each possible scenario would address the stated opportunities and problems.
- 3) To consider the implications of each proposed scenario for all the affected parties.
- 4) To propose best ways of implementing each proposed reorganization with the most positive results and the least negative impact on all concerned, should that option be adopted by the administration and the BOT.

The Senate furthermore requests the Provost to meet with both task forces together and come to an agreement about a mutually acceptable process and timeline for carrying out the resulting charge.

12. Adjournment

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| SENATE 2011-12 SCHEDULE |
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FALL 2011

Friday, September 16: 1:45-3pm: Senate Executive Committee Meeting

Friday, September 30: 1:45-3pm: SENATE meeting

Friday, October 14: 1:45-3pm: Senate Executive Committee Meeting

Friday, November 4: 1:45-3pm: SENATE meeting

Friday, December 2: **11am-12:15pm**: Senate Executive Committee Meeting

Friday, December 9: 1:45-3pm: SENATE meeting

SPRING 2012

Friday, January 20: **11am-12:15pm**: Senate Executive Committee Meeting

Friday, February 3: 1:45-3pm: SENATE meeting

Friday, February 17: 1:45-3pm: Senate Executive Committee Meeting

Friday, March 2: 1:45-3pm: SENATE meeting

Friday, March 30: 1:45-3pm: Senate Executive Committee Meeting

Friday, April 13: 1:45-3pm: SENATE meeting

Friday, April 27: **11am-12:15pm**: Senate Executive Committee Meeting

Monday, May 7: 9am-2pm: SENATE end-of-year meeting

AFT Meetings dates are:

- ✦ Sept 9, 2011
- ✦ October 7, 2011
- ✦ November 18, 2011
- ✦ January 27, 2012
- ✦ February 24, 2012
- ✦ March 23, 2012
- ✦ April 20, 2012
- ✦ May 4, 2012

University Assembled dates are:

- ✦ Friday, October 28 1:45 – 3:00 p.m. – location TBD
- ✦ Friday, April 27 1:45 – 3:00 p.m. – Pfleeger Concert Hall

Policy for Conducting Fee-for-Service Projects at Rowan University

Objective

Rowan University has established procedures for an academic unit to conduct research and provide instructional or community services to an external sponsor. In addition, academic units on campus may be approached to provide routine services to a sponsor on a fee-for-service basis. The proposed policy describes the process that needs to be followed by the academic unit so that the campus is able to demonstrate (e.g., to Federal, State, or University auditors) that appropriate procedures are in place to assure consistency and compliance with Federal and State rules and laws.

Definition of Fee-for-Service Projects

Fee-for-service work typically consists of the execution of a predefined or repetitive process, or the production of a product that meets predefined specifications. The activity is not expected to add to the body of fundamental knowledge in a given field. The following attributes determine whether a (proposed) project conducted by an academic unit will be classified as a fee-for-service activity:

1. No Federal funding may be involved (direct or under subcontract).
2. Award must be fixed price (no detailed budget required by sponsor).
3. Unexpended funds must not need to be returned to sponsor, and no auditing of expenditures by on or behalf of sponsor must be necessary.
4. Project must not involve human subjects, animals, biosafety issues, recombinant DNA, radioisotopes, or hazardous/toxic substances.
5. Project must not involve any proprietary data (sponsor's or the University's).
6. Project must provide a routine service at a fixed price, available to any customer in the general public.
7. No matching or cost sharing may be involved.
8. No subcontracts or pass-through funding to another entity may be contemplated.

Typically, if one or more attributes are not present, the activity would be classified as an externally sponsored program, rather than a fee-for-service activity. However, the final determination would be made after a thorough assessment by the Associate Provost for Research, in consultation with the Dean of the relevant College.

Procedure for Establishing a Fee-for-Service Project

1. The project PI submits the usual Proposal Planning and Submission Form (now augmented to include a Fee-for-Service category), approved by the Department Chair and College Dean, to the Office of Sponsored Programs. These approvals certify that the proposed fee-for-service activity will not adversely impact the educational and research activity of the department and college. No University indirect costs are charged for fee-for-service projects.
2. The Office of Sponsored Programs will provide standard contract templates for the project, or the sponsor's contract template may be used. The following verbiage must be appended to all contractual paperwork with the sponsor: "ROWAN UNIVERSITY DOES NOT MAKE ANY REPRESENTATION WITH RESPECT TO AND DOES NOT WARRANT ANY INFORMATION PROVIDED UNDER THIS AGREEMENT, BUT SHALL FURNISH SUCH IN GOOD FAITH. WITHOUT RESTRICTING THE GENERALITY OF THE FOREGOING, ROWAN DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES, WHETHER WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED WITH RESPECT TO THE INFORMATION WHICH MAY BE PROVIDED HEREUNDER, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. ROWAN SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE WHATSOEVER RESULTING FROM RECEIPT OR USE OF THE INFORMATION BY THE RECEIVING PARTY."

3. The fee-for-service contract should be submitted to the Office of Sponsored Programs who will forward it to the appropriate University offices for review and approval. The project can begin only when OSP returns a fully executed contract to the Department.
4. The accounting processes for fee-for-service activities differ markedly from the management of academic research accounts. The Department (academic unit) is entirely responsible for the financial management of the fee-for-service project. This includes requesting Banner account set-up, generating invoices, and interfacing with Accounts Receivable when funds are received. The Department can choose to request that the project PI budget for the financial management costs as part of the fee-for-service project. The University will periodically audit Departments' fee-for-service accounts.
5. The Office for Sponsored Programs can provide templates for fee-for-service project invoices.

August 2011

X. ROWAN UNIVERSITY WORKPLACE VIOLENCE POLICY

In compliance with New Jersey Executive Order #49, Rowan University is committed to ensuring the safety and security of the University's Workplace.

Violence against employees can take many forms including harassment or bullying, intimidation, threats, threatening behavior (with or without the use of technology) and physical acts of violence. Threats and/or threatening behavior, or acts of violence by University employees against themselves, other staff members, faculty, students, visitors or other individuals while on University property or using University facilities will not be tolerated and are causes for removal from the workplace and may result in discipline including possible termination of employment. Threatening behavior includes, but is not limited to verbal or non-verbal threats or intimidation, hitting, shoving, stalking, attacks, sexual assault, vandalism, arson and carrying any type of weapon or explosives

Each University employee has a responsibility to report any threatening or violent behavior when a member of the University community or visitors to the campus exhibits such behavior. Any incidents of physical acts or threats of violence should be immediately reported to the Public Safety Department. Any immediate concerns for safety should also be addressed to Public Safety. Any employee who believes he or she has witnessed or has been subject to harassment, intimidation, threats or threatening behavior should report it to the office of Equity and Diversity and/or the Office of Human Resources and the claim will be investigated. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

Harassment, bullying and intimidation under this policy refers to the conduct of any university employee in the workplace that a reasonable person would find hostile, offensive and detrimental to the university's legitimate business interest or educational mission. This behavior includes but is not limited to infliction of verbal abuse such as the use of fighting words, insults, and obscenities; violent physical conduct; use of information and communication technologies, such as e-mail, cell phones, pagers, text or instant messaging and websites that a reasonable person would find threatening, intimidating, or an invasion of privacy; or the sabotage or unwarranted disruption of a person's work performance.

Any claim of harassment of a member of a protected class, brought by any person, will be investigated under the NJ Policy Prohibiting Discrimination in the Workplace and dealt with separately under the NJ Policy Prohibiting Discrimination in the Workplace.

An employee who is found in violation of this policy may be subject to disciplinary action up to and including termination of employment. In appropriate cases, employees may be required to attend appropriate training, EAS (Employee Advisory Service) and other appropriate action as a condition of continued employment. Major discipline may be imposed for work place incidents which are repeated and pervasive, or for a single incident which is severe and egregious. The university is committed to fully investigate and address any complaints and violations to this policy.