

UNIVERSITY SENATE MINUTES
October 27, 2008, 10:50 am, Rowan Hall Auditorium

ATTENDEES: Jacqueline Benevento, Mark Berkey-Gerard, Lori Block, Kate Boland, Joe Cassidy, Bruce Caswell, Doug Cleary, Doug Cleary, Nadine Connell, Jennifer Courtney, Kevin Dahm, Michele DiCorcia, Robert D'Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Bill Freind, Roberta Harvey, John Hasse, Karen Haynes, Erin Herberg, Susan Hersh, Jerry Hough, Olcay Ilicasu, Allison Krufka, Phillip Lewis, Janet Lindman, Matthew Lund, Karen Magee-Sauer, Julie Mallory-Church, Douglas Mapp, Mark Matalucci, Phyllis Meredith, Demond Miller, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Peter Rattigan, Natalie Reaves, Adrian Rusu, Tanya Santangelo, Nick Schmelz, Kathleen Sernak, Sonia Spencer, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach, Cindy Vitto, Jia Wang, Patrick Westcott, Dex Whittinghill, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Keith Adams represented by Andrew Hottle, Sheri Chinen-Biesen (on sabbatical) represented by Chandrasekhar Vallath, Dorie Gilchrist represented by Brenda Marlin, Midge Madden represented by Valerie Lee.

NOT IN ATTENDANCE: Herb Appelton, Michael Banutu-Gomez (2nd consecutive absence), Joe Basso, Krishan Bhatia, Tom Doddy, Lili Levinowitz (2nd consecutive absence), Donovan McCargo, Clara Popa, Mohammed Rashiduzzaman, and Tricia Yurak.

MOMENT OF SILENCE: In memory of Frances Johnson, Senate Member who passed away Thursday, October 23rd.

11:00 – 11:20am

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors – Bill Moen, SGA Representative
3. Approval of Minutes from September 2008 (separate file) – moved, seconded, approved
4. President's Report (page 4)

11:20 – 11:35am

5. Open Period: Tim Michener

11:35 - 11:50am

6. Standing Committees
 - a. Academic Policies and Procedures
 - i. Probation/Dismissal policy Resolution (pages 6-8) – earned vs. attempted hours, correcting an error from last year's policy. First reading, will vote during Nov. meeting.
 - ii. Prerequisite Senate Resolution (pages 9-10) – this policy was approved last year, but not signed. Changed to add instructor's signature, students should try to get instructor's signature first before chairs. Some cases, professor is not the first in line of importance to approve/sign, usually due to testing as in Foreign Language and College Writing. Take this back to department for discussion, gather feedback, then vote next month.
 - iii. Attendance Policy Resolution Update (pages 11-12) – Proposed revision to attendance policy as shown on page 11 was approved by senate last spring, then over summer had a change in item #6 as described on pg 12 - the addition of 25% and student could get a hardship withdrawal rather than an F. Concerns have been raised with Provost, senate is welcome to reconsider and revise the policy and bring it back. Committee is revisiting entire policy. Please discuss with your departments and give feedback. What is appropriate maximum

percentage for missing class? What are other acceptable reasons for missing class that should be added to list? We need to develop a recommended set of procedures for documentation. Should there be a statement about timely notification of professor of student being sick. Please e-mail departmental feedback to Roberta Harvey.

- iv. Graduate School Admissions change (page 13) – some students were kept as non-matriculated in a pre-program status, which was a violation of federal law in regard to financial aid. It will be the program advisor’s responsibility to request from the graduate school to fully admit the student into the program or remove the student from the program if probationary requirements have not been met. Graduate School will then change the status from “P” to “D” (means fully matriculated) or withdraw the student from the program. Graduate advisors should keep an eye on this – bring this back to department.
- b. Committee on Committee Update – (page 14)
 - i. Lili Levinowitz – Promotion chairperson - moved, seconded, approved
Krishan Bhatia as sabbatical leave chair – motion passes
 - ii. Other additions to committees noted, voted and approved. Minor changes will be sent out by e-mail and also will be posted on web.

7. Ad-Hoc Committees

- a. Formation of Alternative Course Delivery Ad-Hoc Committee (page 15) motion to approve committee, seconded, approved.

8. Old Business - none

11:50 – 12 noon

9. New Business - Eileen Stutzbach makes motion that Senate tries to go paperless, seconded, discussion, motion carries 35 in favor, 12 opposed, 3 abstentions.
John Hasse announced that a bicycle group is forming and the first meeting will be at 5 o’clock on November 12th.

10. Adjournment

Open Period - Tim Michener

West Campus-update on 37 initiatives

Shooting last night on another campus

Enhanced 911 system with better location – January 2009

Can pinpoint location of a cell phone call, made outside but not in a building

Assessment team to identify psychological problems

Improved lighting –added 60 lights outside including Triad

Lights are lower and shielded so light goes down and not up

Camera system being investigated

Emergency Response team conversion not complete yet

Gloucester County Alert System

Rowan Alert incident notification system. Sign up if you haven’t

Public Safety-now has a second dispatch position

Computers in cars, allows officers to get info quickly and do reports from car, spend more time out in the field/around campus

Old CERT team now called SMART - Stress Management and Response Team

Will continue to have increased coverage at night until the homicide is solved

Safe walk and ride program

Practitioner program

Law/Justice interns patrol with the officers.

Student Center is busy Thurs, Friday, Saturday night Rowan after Dark program

Rape aggression defense program a success, mostly for females. Have similar program for males also but not many takers

New campus phones

PARKING from a crime prevention standpoint, 40% of us do not register our cars.

Questions and concerns: Lights in Ed Hall go off at 10AM - check with John Imperator about this

Can we limit access to building s at night – go to Dean for a stricter time schedule

New traffic pattern into Parking Lot A has violators which is a safety problem for bicycles. Is being patrolled, tickets will be issued.

We are serious about slowing down the traffic, encouraging bikes on campus.

Contact Richard Jones, Dean of Students if you have a student with an emotional problem of some kind. He will analyze and may refer case to the team.

PRESIDENT'S REPORT

1. Senate meetings for AY09 will be held in Rowan Hall Auditorium
2. Scheduling Task Force Report
 - a. Open Period for AY10 is Friday 1:45-3pm-one year trial. Document affect on department, classes and students. Question about shuttle schedule on Friday afternoon. This was all open for discussion but is now a decree. Lack of food services available for Friday.
 - b. Departments must schedule a minimum of 10% of their class to start at 8 AM
 - c. Departments must schedule a minimum of 10% of their classes on Fridays.
 - d. Departments must fit their courses into the existing 75-minute grid times such that:
 - i. All 75-minute courses start and end at the same times;
 - ii. Longer courses (clinics, labs, studios, etc.) at least either start or end on an even grid time;
 - iii. 50-minute courses are completely encapsulated in a single 75-minute grid space.
3. Undeclared Task Force Updated Report - Still waiting for report which will discuss home for undeclared in Interdisciplinary Center.
 - a. Creation of Interdisciplinary Studies Center (Academic home for undeclared majors?)
4. Summer School Model Revision (three tiers) Provost has listened and tried to make adjustments and modifications to this model. (Separate document)
 - i. 0 to 5 students: cancel
 - ii. 6 to 12 students: Flat \$4,000 to departments
 - iii. 13 or more students: 40% of tuition to departments
 - iv. Departments pay faculty salary, waivers, and FICA from their share
 - v. Graduate courses use similar model with cutoffs of 0 to 2, 3 to 5, and 6 or more-courses with under good enrollment will not fund/carry weight of under enrolled courses. Science department cannot make money only the professor, due to cost of lab courses. Grad courses can run with 3 people in it. Above 6 falls in the forty percent model. Still a proposal, Press dean with 4 or 5 and maybe the course can still run.
5. T/R Promotion Merge Update
 - a. If the new M.O.A. is approved, each department will rewrite its criteria to combine T&R and promotion by May 2009. Proposed new department criteria will be subject to a review by an ad-hoc committee of peers, appointed by the AFT, and then subject to approval by the Provost. - Hoping for AFT membership to vote on this fall.

Summer 2009 Proposal

Enroll	UG	G	Ed.D.
3	NO	\$4,000	\$4,000
4	NO	\$4,000	\$4,000
5	NO	\$4,000	\$4,000
6	\$4,000	40%=\$4,212	40%=\$4,608
7	\$4,000	40%=\$4,914	40%=\$5,376
8	\$4,000	40%=\$5,616	40%=\$6,144
9	\$4,000	40%=\$6,318	40%=\$6,912
10	\$4,000	40%=\$7,020	40%=\$7,680
11	\$4,000	40%=\$7,722	40%=\$8,448
12	\$4,000	40%=\$8,424	40%=\$9,126
13	40%=\$4,446	40%=\$9,126	40%=\$9,984
20	40%=\$6,840	40%=\$14,040	40%=\$15,360

Throughout it is assumed that each course is a 3-credit hour course. For courses that are not 3-credit hours, the departments' shares will be prorated accordingly. For example, for a 2-credit hour course with 6-12 students enrolled (3-6 for graduate courses), the department will receive $0.667 * \$4,000 = \$2,668$. For those lab-related undergraduate courses in which students pay for four credit hours and instructors receive five-credit hour worth of compensation, the minimum enrollment must be 10 and the department will receive \$6,500. In such cases, the 40% distribution applies when the enrollment is greater than or equal to 15.

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

**Resolution to Amend the Wording of the Policy on
Academic Standing – Dismissal, Probation, Suspension**

WHEREAS, a new policy was put into effect during Academic Year 2007-2008;

WHEREAS, the policy inadvertently used the word “earned” instead of the word “attempted,” thus creating a loophole whereby students who receive F’s and therefore do not “earn” the associated credits may not be affected by the policy, but students who receive D’s are;

AND WHEREAS, the policy was intended to apply to credits that were “attempted” as well as “earned”;

BE IT RESOLVED, the policy shall be amended, replacing the word “*earned*” with the word “*attempted*” as shown in the attached version.

Please note that the attached version is excerpted from a longer document and therefore makes reference to sections that are not shown. The purpose of the excerpt is to provide the context and, in particular, to show that the term “attempted” is used elsewhere in the document.

Academic Standing – Dismissal, Probation, Suspension

PLEASE NOTE: This academic standing policy is for all new students after Fall 2007.

Academic Dismissal

Definition

As outlined above, academic dismissal takes place under the following circumstances:

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

Procedures

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

The College Deans or the Director of the Career and Academic Advising Center will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester will be cancelled.

Students so dismissed cannot register in either academic year or summer terms, as full or part-time students, nor as non-matriculated students.

Students who have been academically dismissed from the University may apply for readmission through the Admissions Office after one academic year.

Students who have been academically dismissed may not participate in extra-curricular or co-curricular activities sponsored by the university.

Academic Probation

(For GPA Falling Below 2.0)

Definition

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

In addition,

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

Procedures

Students will receive a warning letter following any semester in which their cumulative GPA falls below 2.0.

The College Deans or the Director of the Career and Academic Advising Center will notify students when they are placed on academic probation. Such notices will include a requirement that students consult an academic advisor in their college early in the first probationary semester and in no event later than the end of that semester. The Registrar's Office will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the student's academic record.

Students will meet with their academic advisors to develop appropriate plans for achieving satisfactory academic performance.

Students on academic probation may not participate in extra-curricular or co-curricular activities sponsored by the university. These policies apply to all students.

Academic Suspension

(For Failure To Meet Basic Skills Requirements)

Definition

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

Procedures

Students who are academically suspended may not register for regular university level courses in either the summer or academic year terms, but may register for basic skills courses.

Students on academic suspension may not participate in extra-curricular or co-curricular activities sponsored by the university.

Students may be removed from academic suspensions at any time by presenting to the appropriate dean or, for undeclared students, the director of Career and Academic Planning, evidence of successful completion of all the basic skills requirements.

Students may not remain on academic suspension status for more than one academic year (Fall/Spring semesters). Students who are not removed from academic suspension after one academic year are subject to dismissal from the university. Exceptions may be made for special programs (e.g., EOF, Specialized Services).

Appeal Process

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

1. Written notification of the appeal process and dates will be sent to the student.
2. Student contacts the Dean's Office in the College of their major or the Career & Academic Planning Center for undeclared majors, to make an appointment with the appeal committee.
3. Student completes and returns the Request An Appeal Hearing form with any supported material.
4. Students who do not appeal and students whose appeal is denied will be dismissed from the University. Decisions concerning academic dismissal are made independently of decisions governing financial aid awards. Appeals regarding the discontinuance of financial aid must be made to the Director of Financial Aid.

**Resolution to Amend the Resolution to Add Professor's Signature to
"Prerequisite Waiver" Form**

WHEREAS, the following Resolution was passed by the University Senate in Spring 2008;

WHEREAS, the Prerequisite Waiver form currently only requires the signature of the department chair;

WHEREAS, instructors have an understanding of the role of prerequisites to their courses and have to deal with the consequences of prerequisite waivers;

AND WHEREAS, faculty should be equal participants in deciding when prerequisites should be waived;

BE IT RESOLVED, the "Prerequisite Waiver" form shall now require two signatures—the instructor of the course and the chair of the department where that course resides—using the wording in the version below.*

***The version referred to was the same as the one now attached except for the highlighted wording that is proposed with this amendment.**

AND WHEREAS, the Resolution has not been signed and approved to become policy for the following reasons:

- In some cases, students are placed into their courses via a placement exam or portfolio review.
- Since instructors are generally not involved with reviewing placement exams or portfolios, their signatures may be unnecessary.

BE IT RESOLVED, the "Prerequisite Waiver" form shall be revised to include the changes outlined in the original resolution and an additional statement clarifying the above exception, as shown in the attached version; and the policy governing use of the form shall read:

The "Prerequisite Waiver" form normally requires two signatures—the instructor of the course and the chair of the department where that course resides. This reflects the fact that instructors have an understanding of the role of prerequisites to their courses and have to deal with the consequences of prerequisite waivers, and should therefore participate fully in decisions about waiving pre-requisites. The policy does not, however, apply to the initial placement of students in programs where such placements are based on standard performance measures such as placement examinations or portfolio reviews.

ROWAN UNIVERSITY
PREREQUISITE WAIVER
 (One course waiver per form)

Rowan ID: _____ TERM: _____

Name: _____
 (last) (first)

CRN: _____ Course number: _____ Course title: _____

The following prerequisite(s) has/have not been satisfied for the course listed above:

Course number:	Course title:

Detail the reason(s) for the above waiver request:

Signature of Student	Date
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Signature of Instructor Teaching the Course*	Printed Name	Date
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Signature of Department Chair Where Course Resides*	Printed Name	Date
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*** Please note:** the required signatures pertain to the course the student wishes to register in, not to the pre-requisite courses that are being waived. The instructor’s signature is **not** required for initial placement decisions made on the basis of standard performance measures such as placement examinations or portfolio reviews.

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President

To: Dr. Ali Houshmand, Provost

Date: 5/12/08

RE: Senate Resolution **080512-3**

Proposed Revision to Attendance Policy

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

- 1) Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
- 2) Students absent for any of the following reasons
 - Religious observances
 - Official University activities
 - Documented illness
 - Death of a family member or loved one
 - Inclement weather

must inform their instructor with official written documentation before the fact in cases of religious observances and official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather.

Responsibilities of Faculty

- 1) Faculty are expected to keep accurate attendance records.
- 2) Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
- 3) In the case of #2 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated, the faculty member will either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student's final grade.
- 4) Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above.
- 5) Faculty should counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern continues.
- 6) Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. This may include setting a maximum number of absences for a course—whether excused or unexcused—after which a student fails the course.

Acceptance:

I give my approval. I have forwarded this item to _____ for implementation.

No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

I am willing to give approval if the following modification(s) are made:

Item 6 under Responsibility of Faculty in the approved policy has been changed to read

Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. This may include referring students who have missed more than 25% of scheduled class times for reasons listed in #2 under student responsibilities to the Dean of Students to arrange a hardship withdrawal from the class.

The Senate is free to consider future changes, but the awarding of a failing grade (which should be based on the attainment of learning outcomes) to a student who, through no fault of their own, has experienced serious illness or personal tragedy is unacceptable when the grade is based solely on their missing classes as a result of their situation. For highly experiential courses, it is reasonable to assume that a student cannot have the experience if they are not there, but in such cases, a hardship withdrawal is the appropriate alternative.

Before I can approve or reject this item, I need clarification on the following:

I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records

RE: Important Changes in the Graduate Admission Process

DEAR FACULTY AND STAFF,

The Graduate School has recently revisited the admission process for students admitted conditionally, so called “probationary” student and “promising scholar” student. In the interest of academic advisors, students and the Graduate School’s move to become more efficient, the process has changed. An integral part of the improvement includes the decision to fully matriculate all “probation” and “promising scholar” students into the programs they applied for. Current practice keeps these type of prospective students in a generic status with no degree attached to their record. The record would show the college only and a non-degree program.

Students admitted under a condition will be recorded in Banner with a distinct mark so their progress can be monitored. Probationary students will be indicated as “P” on the *application status*. They will be fully matriculated into the program in Banner on the admissions as well as registration side of Banner. The student’s matriculation term on the Registrar side of Banner, will be the actual term the student is fully matriculated. The probationary requirements will be recorded as a comment that can be retrieved for a review.

Since the difference between probationary status and the promising scholar status is only different in the conditions required for the full status in the graduate programs, there is no longer a need for two separate students for these categories. Students who are given more than three terms (fall, spring and summer) to complete their requirements for the acceptance in the program will be considered probationary students and the exact period of time, previously determined by the department, to move into their desired program will be recorded in Banner. Please not that giving students more than three terms to complete their probationary requirements is a maximum time allowed. Any exception must be approved by the Graduate School.

In the past, the Probationary and Promising Scholar’s permanent file remained in The Graduate School until the student completed their probationary requirements. This proved to be an obstacle for program advisors needing the student’s records for advisement purposes, etc. Under this new process, the program advisors will receive the permanent files of all matriculated students whether they are fully matriculated into the program or have been admitted on probation.

A report will be generated by The Graduate School at the end of each semester regarding the progress of the probationary students and forwarded to the program advisor. It will be the program advisors responsibility to request from The Graduate School to fully admit the student into the program or remove the student from the program if probationary requirements have not been met. The Graduate School will then change the student’s status from “P” to “D” (means = fully matriculated) or withdraw the student from the program.

This process will be much more effective for both the advisor and the student. The advisor will have total access to the student’s records from the time of matriculation. In the past, students have encountered difficulty in obtaining financial assistance since financial areas consider probation as a non-degree program, not qualifying for financial aid.

We would like to thank you in advance for always supporting The Graduate School in our efforts to deliver the best service possible to the University community. Our commitment is to better serve the faculty, advisors and most importantly our students.

Sincerely,

The Graduate School

Committee Members to be approved by Univ. Senate – Oct 27

Curriculum – David Sullivan

Intercollegiate Athletics – Leslie Jackson-Turner

Prof. Ethics – Michael Benson
Julia Beth Rey

Promotion - Jennifer Kadlowec

Sabbatical Leave – Mark Berkey-Gerard
Phillip Granato

Technological Resources - Ya'aqov Ziso

Awards – Corine Meredith
Margaret Shuff

International Education Council – Corann Okorodudu (also appointed as AFT rep.)

Univ. Scholarship – Melissa Klapper
Stephanie Cohen

Senate Ad Hoc Committee on Alternative Course Delivery

Committee Members: Darren Nicholson, Gerry Hough, Lorin Arnold, Kate Boland, Trish Yurak, Georgette Sahn, Connie Rosenberger, Janet Lindman & Erin Herberg (Senate Curriculum committee representatives), two representatives from the Senate Technology committee

Charge: To investigate non-CPCE online course development and implementation at Rowan including web assisted courses and hybrid courses. The committee should discuss and debate the effect that alternative course delivery methods have on the following:

- University curriculum process
- University scheduling process
- Advertising of such courses to students
- The definition of contact time

The committee should deliver a summary report to the University Senate President no later than May 1, 2009.