

University Senate Minutes  
March 7, 2014 at 1:45 in Rowan Auditorium

**ATTENDEES:** Terri Allen, Herb Appelton, Mayra Arroyo, Lori Block, Kate Boland, Robert Bullard, Allison Carter, Joe Cassidy, Patrick Crumrine, Thomas Dinzeo, Carol Eigenbrot, Jess Everett, John Feaster, Jon Foglein, Bill Freind, Lori Getler, Michael Grove, Steve Hartley, Erin Herberg, Kit Holder, Monica Kerrigan, Drew Kopp, Valarie Lee, Michael Lim, Janet Lindman, Roberto Madero, Julie Mallory-Church, Deb Martin, Thomas Merrill, DeMond Miller, Marge Morris, Jennifer Nicholson, Jon Olshefski, Marie Perez-Colon, Bruce Plourde, Ravi Ramachandran, Peter Rattigan, Robert Rawlins, Beth Rey, Sheri Rodriguez, Mariano Savelski, Natalie Schell-Busey, Ted Schoen, Molly Sheppard, Christopher Simons, Michele Soreth, McKenzie Suber-Robinson, Chris Thomas, Skeff Thomas, Harold Thompson, Marilena Olguta Vilceanu, Tingting Wang, Youru Wang, Beth Wassell, Barbara Williams, Mei Zhang.

**NOT IN ATTENDANCE: (Represented by Alternates)** Eric Milou represented by Dex Whittinghill, Lane Savadove represented by Tom Fusco, Charlene Williams represented by Andrea Bottaro, Shari Willis represented by Barbara Fralinger.

**NOT IN ATTENDANCE:** Gerald Hough, Brendan Livingston, Jacqueline McCafferty, Kathryn Quigley.

**1:45-2:00**

1. Approval of agenda – moved, seconded, approved
2. Introduction of visitors – no non-senators identified
3. Approval of minutes from February 7 meeting – moved, seconded, approved  
Approval of minutes from February 14 special meeting – moved, seconded, approved with additions to the attendance report: Tim Vaden, Patrick Crumrine, Ted Schoen, Molly Sheppard, Chris Thomas, Terri Allen  
Olga Vilceanu’s alternate – Gina Audio

4. President’s Report

- a. Update on Rowan Cloud problems. Spoke with Mira Lalovic-Hand, Vice President for Information Resources and Chief Information Officer. File problems with Support so they can better identify the problems. Report location in the report of cloud based problems; Open forums with IT; bandwidth increased 3 fold in past few months;
- b. Please file a ticket at [support@rowan.edu](mailto:support@rowan.edu) for all tech problems. Contact John Feaster, chair of senate Technological Resources committee
- c. Budget shortfall of \$4 million due to mistake in the number of fall 2014 student grants offered. Shortfall will be offset by revenue of 600 additional students – to include select start. Academic Affairs will not take a hit; Chris Simons – increase of 600 new students affects dorm room and classroom. Juniors and seniors are not guaranteed housing. Over last weekend, 635 juniors and seniors were told that they would not have university housing for fall 2014. Student leaders went to the press which reflects badly on the university.

**2:00-2:20**

5. Open period: Tobey Oxholm: Executive vice president for Administration and Strategic Advancement – TO sees his job as helping the president and supporting academic functions in labor, HR, communications, advancement, strategic enrollment management, audit and compliance, risk management. He is member of executive cabinet and chairs a smaller cabinet. He promised to be “out and about.” Acknowledged that

change is difficult. Shared that his reputation is good with faculty in both Drexel and Arcadia. Said that shared governance makes end product better.

Question: Article you wrote in *Chronicle* is clear and helpful. What would you identify as our SWTs?:

Response: I'd have to come back in 30 days to answer. Quality is number one. How do you define Quality? Full time versus part time? Response: Adding full time professors alone won't help.

Next question: Retention and housing are under your purview. How will you handle overcrowding in dorms? Tripling is due to increased demand and improved retention. A recent study finds that students in triples demonstrated increase retention. Tripling cuts housing costs. It is nice problem to have. We can offer housing at below market costs. Question: Can we at least make it a choice for students? Oxholm's office is in Bole, next to the president's office.

Bill Freind's follow-up: Bill is on Dr. Harvey's Strategic Planning Committee, the Quality Pillar subcommittee: Everyone is invited to discuss the definition of "Quality" at two happy hours: April 4<sup>th</sup> 4 pm and May 2 at 4 pm at Italian Affair. Each person pays for him or herself.

July 1, 2014 starts 7 yr. tenure clock. Question: What about Full Time Temps starting in Tenure Track line? Bill: We will have to check. The ad hoc committee to streamline the tenure track process met this morning.

Expanded Bachelors of General Studies with Stockton. Proposal states students have to be matriculated. Better check.

## **2:50**

6. Resolution to Create a Senate Ad Hoc Committee on the Rowan Core (page 4)

Jim Newell's position is that the philosophy of the Rowan Core is counter to the Lampitt Law (comprehensive, state-wide transfer agreement between community colleges and 4-year institutions). How assessment will happen now will be difficult. How do we do it without learning outcomes and goals?

Comment: Jim Newell saying that Rowan Experience is not compliant and will be removed is a narrow interpretation of the law. Bill: Rowan Seminar and Writing Intensive would remain, however his reading of the law is that Rowan Experience is not in violation. Look at other interpretations.

Question: Is this an attempt to create a seamless process from GCC to Rowan? What is the task now? Bill: Meeting with task force, Jim Newell and Roberta Harvey to work on a way forward. No vote at this time.

## **2:40**

7. Curriculum Report (page 5): motion carries on all proposals

8. Research proposals – Second Readings

- Use of Controlled Substances in Laboratory Animals Policy Proposal (page 8)
  - Second reading Motion seconded. Questions? None: vote passes
- Responsible Conduct of Research Policy Revision Proposal (page 24)
  - Motion carries
- Change in University Research Committee Structure Proposal (page 27)
  - Change language from "6 colleges" to "one from each college"

## **2:50-3:00**

8. Old business

Changes need everyone on board; new tenure law can a faculty member elect to go to 7 years? On the agenda to discuss; Push to complete RSN; bullying adjuncts to complete the survey; tied to contract; RSN is working; are we liable if we do not check off questionable behavior?

Advising release time for faculty advisors gone after July 1;

9. New business

10. Adjournment - 3 pm motion to adjourn.

## **RESOLUTION TO CREATE A NEW UNIVERSITY SENATE AD-HOC COMMITTEE ON THE ROWAN CORE**

Because the Quasi-Curricular Proposal for a Revised General Education Program did not pass the Senate, and because the committee charge for the previous Senate Ad Hoc Committee on the Rowan Core has expired, this resolution creates a new Senate Ad Hoc Committee on the Rowan Core with the goal of passing a revised general education program.

**Committee Charge:** The Ad-Hoc Committee on the Rowan Core will build on the work of the General Education Tactical Team and the former Senate Ad Hoc Committee on the Rowan Core. It will recommend policies and procedures relating to curriculum development, assessment, and review of what is currently called general education as well as what will become the Rowan Core. The committee will develop criteria and a review process for existing, revised, and new courses to become designated as part of the Rowan Core. It will also consider the establishment of a permanent University standing committee dedicated to the oversight of the Rowan Core.

The ad hoc Senate Committee will include members of the General Education Tactical Team and the former Senate Ad Hoc Committee on the Rowan Core. The program must be assessable and must be compatible with the Lampitt Law.

The committee should submit a Senate proposal no later than May 5, 2014 so that it can be voted on at the final senate meeting of the academic year on May 12, 2014.

**Co-chairs:** Karen Magee-Sauer, John Hasse, Bill Carrigan

### **Committee Members**

David Clowney  
Mike Grove  
Alison Krufka  
Janet Lindman  
Jeff Maxson  
Jackie McCafferty  
Peter Rattigan  
Beth Rey  
Will Riddell  
Mariano Savelski

## Curriculum Report

Quasi-Curricular Proposal—No Senate Committee Review/Full Senate Approval Only

Proposal	College	Department	Title – Process C
13-14-4044	Engineering	Interdisciplinary	<a href="#">Move and Rename Biomedical Engineering Program</a>

Process C's –(\*Pending Senate Committee Hearing and any required revisions)

Proposal	College	Department	Title – Process C
13-14-1003*	Business	Management/Entrepreneurship	<a href="#">Entrepreneurship Minor</a>
13-14-1007	Business	Accounting/Finance	<a href="#">Upper Level Finance Major Core Courses</a>
13-14-1013	Business	Accounting/Finance	<a href="#">Minimum Grade for Already Existing Prerequisites</a>
13-14-6004	Humanities/SS	Foreign Language	<a href="#">Applied Spanish Program Sequence A</a>
13-14-7002*	Humanities/SS	Political Science/Economics	<a href="#">Public Policy Specialization in Economics</a>
13-14-8013*	Science/Math	Psychology	<a href="#">Concentration in Neuroscience</a>

Process A's – Information Only (and pending final review and revision)

Proposal	College	Department	Title – Process A
13-14-1002	Business	Marketing/BIS	<a href="#">Foundations in Marketing</a>
13-14-1005	Business	Management/Entrepreneurship	<a href="#">Manufacturing and Service Operations Management</a>
13-14-1008	Business	Accounting/Finance	<a href="#">Financial Engineering</a>
13-14-2000	Comm	Art	<a href="#">Introduction to Photography I</a>
13-14-2001	Comm	Art	<a href="#">Intermediate Photography II</a>
13-14-2002	Comm	Art	<a href="#">Non-Silver Imagery</a>

13-14-2003	Comm	Art	<a href="#">Digital Photography</a>
13-14-2004	Comm	Art	<a href="#">Large Format Photography</a>
13-14-2005	Comm	Art	<a href="#">Advanced Photo Techniques</a>
13-14-2006	Comm	PR/Advertising	<a href="#">Introduction to PR &amp; Introduction to Advertising</a>
13-14-2007	Comm	Journalism	<a href="#">Crime Reporting</a>
			-
13-14-2008	Comm	Journalism	<a href="#">Health Reporting</a>
13-14-2009	Comm	Journalism	<a href="#">Sports Broadcast</a>
<b>Proposal</b>	<b>College</b>	<b>Department</b>	<b>Title – Process A</b>
13-14-2012	Comm	Journalism	<a href="#">Broadcast Journalism: Radio Broadcast Journalism TV Newscast</a>
13-14-2013	Comm	Journalism	<a href="#">Journalism Senior Seminar</a>
13-14-2014	Comm	Journalism	<a href="#">Magazine Article Writing</a>
13-14-2015	Comm	Journalism	<a href="#">Prerequisite changes - 3 courses</a>
13-14-2017	Comm	Comm. Studies	<a href="#">Communication Studies Minor</a>
13-14-2018	Comm	Comm. Studies	<a href="#">Communication Studies Minor</a>
13-14-2019	Comm	Writing Arts	<a href="#">Master of Arts in Writing Internship</a>
13-14-2020	Comm	PR/Advertising	<a href="#">Media Planning</a>
13-14-2022	Comm	RTF	<a href="#">Film Production I</a>
13-14-2023	Comm	RTF	<a href="#">TV Production I</a>
13-14-2024	Comm	RTF	<a href="#">RTF Theory courses</a>
13-14-3006	Education	Reading	<a href="#">Literacy Assessment</a>
13-14-3007	Education	Reading	<a href="#">Theory and Practice in Literacy Education</a>

13-14-3008	Education	Reading	<a href="#">21st Century Literacies in Today's Schools</a>
13-14-6000	Humanities/SS	English	<a href="#">Rowan 101: College Success</a>
13-14-6002	Humanities/SS	Foreign Language	<a href="#">Advanced Spanish Grammar and Composition</a>
13-14-6005	Humanities/SS	Foreign Language	<a href="#">Off-Campus Study in the Humanities and Social Sciences</a>
13-14-8000	Science/Math	Chemistry/Biochemistry	<a href="#">Physical Chemistry I - add prerequisites</a>
13-14-8001	Science/Math	Computer Science	<a href="#">Computer Science major</a>
			-
13-14-8002	Science/Math	Computer Science	<a href="#">Introduction to Systems Simulation and Modeling</a>
13-14-8003	Science/Math	Computer Science	<a href="#">Special Topics in Computer Science</a>
13-14-8005	Science/Math	Chemistry/Biochemistry	<a href="#">BS Biochemistry</a>
13-14-8008	Science/Math	Psychology	<a href="#">Advanced Practice in ABA</a>
13-14-8009	Science/Math	Psychology	<a href="#">Practicum in ABA</a>
13-14-8010	Science/Math	Psychology	<a href="#">Behavioral Assessment &amp; Measurement</a>
13-14-8011	Science/Math	Psychology	<a href="#">Applied Behavior Analysis</a>
13-14-8012	Science/Math	Psychology	<a href="#">Learning &amp; Behavior</a>
			-
13-14-8014	Science/Math	Psychology	<a href="#">Cognitive Neuroscience</a>
13-14-8015	Science/Math	Psychology	<a href="#">Cellular and Molecular Neuroscience</a>
<b>Proposal</b>	<b>College</b>	<b>Department</b>	<b>Title – Process A</b>
13-14-8019	Science/Math	Biological Sciences	<a href="#">Electives for the BS Biology Degree</a>
13-14-8021	Science/Math	Math	<a href="#">Applied Multivariate Data Analysis</a>

13-14-8022	Science/Math	Math	<a href="#">Design and Analysis of Experiments</a>
13-14-8024	Science/Math	Nursing	<a href="#">Nursing Research</a>
13-14-8026	Science/Math	Nursing	<a href="#">Clinical Pharmacology</a>
Proposal	College	Department	Title
Proposal	College	Department	Title
13-14-8038	Science/Math	Interdisciplinary	<a href="#">Patient Data Understanding</a>
13-14-8039	Science/Math	Chemistry/Biochemistry	<a href="#">Industrial Organic Chemistry</a>
13-14-8050	Science/Math	Computer Science	<a href="#">Essentials of Computer Science</a>
13-14-8052	Science/Math	Computer Science	<a href="#">Cyber Security: Fundamentals, Principles and Applications</a>
13-14-8053	Science/Math	Computer Science	<a href="#">Advanced Cyber Security: Principles and Applications</a>
13-14-8054	Science/Math	Computer Science	<a href="#">Advanced Cryptography</a>
13-14-8055	Science/Math	Computer Science	<a href="#">Principles of Network Security</a>
13-14-8065	Science/Math	Math	<a href="#">Visual Analytics</a>
13-14-8066	Science/Math	Interdisciplinary	<a href="#">Data Warehousing</a>
13-14-8067	Science/Math	Interdisciplinary	<a href="#">Data Quality and Web/Text Mining</a>
13-14-8068	Science/Math	Interdisciplinary	<a href="#">Data Mining I</a>



**University Senate Research Committee**

**PROPOSALS FOR SENATE**

**JANUARY 2014**

1. Use of Controlled Substances in Laboratory Animals Policy Proposal
  2. Responsible Conduct of Research Policy Revision Proposal
  3. Change in University Research Committee Structure Proposal
- 

**1. Use of Controlled Substances in Laboratory Animals Policy PROPOSAL**

*Whereas*, the University must maintain compliance with regulations and guidelines governing the use of controlled substances in research using living animals, specified in the Controlled Substance Act (CSA), which is enforced through the Drug Enforcement Agency (DEA) and Food and Drug Administration (FDA), as well as the Animal Welfare Act and United States Department of Agriculture Animal Care Policy;

*Whereas*, the university does not currently have such a policy in place;

*THEREFORE LET IT BE RESOLVED* that the current Use of Controlled Substances in Laboratory Animals Policy be approved.

# USE OF CONTROLLED SUBSTANCES IN LABORATORY ANIMALS POLICY

## ROWAN UNIVERSITY

### I. Introduction

Live animals used in research need to be cared for in a manner that is consistent with acceptable and adequate veterinary care guidelines and recommendations as put forth in the Animal Welfare Act and as stated in the United States Department of Agriculture Animal Care Policy.

In order to meet the guidelines and regulations so that adequate and acceptable veterinary care is provided to all laboratory animals, researchers may require the mechanisms and ability to procure, store, administer and dispose of controlled substances, which are regulated through the Controlled Substance Act.

The policy set forth below provides guidelines to acquire and retain controlled substances and provide proper and humane care to laboratory animals.

### II. Definition of Controlled Substances

Controlled substances are drugs or other substances regulated under the Controlled Substance Act (CSA) and enforced through the Drug Enforcement Agency (DEA) and Food and Drug Administration (FDA). Controlled substances are listed on a schedule, which bases the classification of the controlled substances on the following factors based on medical use, potential for abuse, and safety. Schedules range from I to V. To review the Schedule of Controlled Substances, please visit the U.S. Department of Justice Drug Enforcement Administration, Office of Diversion Control webpage at

<http://www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm>.

#### Schedule I Drug

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the

United States.

- There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II Drug

- The drug or other substance has a high potential for abuse.
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.

- Abuse of the drug or other substances may lead to severe psychological or physical dependence.

#### Schedule III Drug

- The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

#### Schedule IV Drug

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.

#### Schedule V Drug

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

### **III. Definitions of Terms**

Expiration – The month *after* the date indicated on the container or manufacturer's packaging/label

Non-drug Medical Materials – Includes things like sutures, wound clips, catheters, needles, syringes, and any other medical device or non-drug material used during the course of veterinary care on laboratory animals

Non-survival procedure (acute/terminal) – A procedure in which the animal is euthanized before anesthetic recovery

Survival procedure – A procedure from which the animal recovers from anesthesia

Registrant – Individual, who either is in the process of or has in their possession a registration from the federal government or state government, that grants the individual authority to dispense or administer a controlled substance as defined and set forth in the Controlled Substance Act

Administer – Direct application of a controlled substance to the body of a patient or research subject by a practitioner (or, in his presence, by his authorized agent), or the patient or research subject at the direction and in the presence of the practitioner, whether such application be by injection, inhalation, ingestion, or any other means

Agent – Authorized person who acts on behalf of or at the direction of a manufacturer, distributor, or dispenser; except that such term does not include a common or contract carrier, public warehouseman, or employee of the carrier or warehouseman, when acting in the usual and lawful course of the carrier's or warehouseman's business

Dispense – Deliver a controlled substance to an ultimate user or research subject by, or pursuant to the lawful order of, a practitioner, including the prescribing and administering of a controlled substance and the packaging, labeling or compounding necessary to prepare the substance for such delivery. The term "dispenser" means a practitioner who so delivers a controlled substance to an ultimate user or research subject.

#### **IV. Policy**

##### Scope

This policy applies to all Rowan University faculty and investigators proposing to conduct or conducting research that may or does require the use of Controlled Substances.

When registering with federal and state agencies and departments, an approved Institutional Animal Care and Use Committee (IACUC) protocol must be associated and done prior to the registration process so that adequate support and verification of the allowable use of the controlled substance can be validated with government departments

and agencies as well as with the Rowan University Research Office.

##### Registration

All Rowan University faculty and investigators having a legitimate need and use to order, store, handle, use, and dispose of controlled substances for the purpose of conducting research must notify the Research Office and all of the appropriate government agencies and departments prior to any such activities being undertaken.

A registrant must notify the Research Office using the Controlled Substance Notification Form. Federal and state registrations must be renewed annually, and it is the responsibility of the registrant holder to complete the annual renewal form and submit to the appropriate

governmental agencies. As the registrant of the controlled substances, the registrant is responsible for all controlled substances under their responsibility being administered, dispensed, and used in course of conducting research using laboratory animals. Registrants are also required to submit the Controlled Substance Notification Form when they are obtaining a registration for a controlled substance where a registration has not previously been obtained.

### **Federal, Initial and Renewal Registration Process -**

<http://www.deadiversion.usdoj.gov/drugreg/index.html#1>

In order to obtain a DEA registration, registrants must go to the Department of Justice (DoJ), Drug Enforcement Administration (DEA), Office of Diversion Control (ODC) website to obtain DEA Form 225 – New Application for Manufacturer, Distributor, Researcher, Analytical Laboratory, Importer, Exporter. The form is electronic and can be submitted electronically via online. On an annual basis, the registrant is required to renew the registration.

### **State, Initial and Renewal Registration Process -**

<http://www.njconsumeraffairs.gov/drug/> In order to obtain a Controlled Dangerous Substance registration for the State of New Jersey, registrants must contact the State of New Jersey Drug Control Unit (DCU). The DCU is a unit located within the Division of Consumer Affairs of the State of New Jersey Department of Law & Public Safety. On an annual basis, the registrant is required to renew the registration.

### Departmental Administration

Not all researchers need to obtain and receive a registration from the federal and state government entities to use Controlled Substances in the course of conducting research. The following paragraph is to assist Departments and Colleges in the acquisition and administration of controlled substances.

Departments or animal facilities, where laboratory animals are used in research, must identify an employee who is qualified to obtain and hold a registration with the federal and state government entities to manage and administer controlled substances as is regulated and defined in the Controlled Substance Act, as well as the New Jersey State Administrative Code Title 13:



Chapter 45:1.1 to 1.6. The employee identified to hold a registration must adhere to this policy.

### Ordering, Handling, and Disposing of Controlled Substances

When ordering, receiving, storing, and disposing of any controlled substances, all Rowan University personnel or affiliates of Rowan University using Rowan University owned facilities must contact the Environment, Health, and Safety Office within the Rowan University Facilities and Operations Department - <http://www.rowan.edu/adminfinance/facilities/ehs/> - **prior to**

any such activities being undertaken. Additionally, on an annual basis and at the time of the initial order of any controlled substances, Rowan University personnel or affiliates of Rowan University using Rowan University owned facilities must notify the Research Office of the plan to order, store and use controlled substances. If the controlled substance is identified and adequately discussed and documented in an IACUC Protocol that is reviewed by the IACUC Committee, then that constitutes notification to the Research Office. The notification, if not done through the IACUC protocol review process, should be directed to the Research Office and adequately address what the controlled substance is, what schedule is the controlled substance, the location where the controlled substance is used and stored, how the controlled substance will be used, and to what extent training will be provided to ensure safety.

The use of controlled drugs must be recorded every time the drug is administered to an animal. The recording of the use of controlled drugs must be documented by the use of a log. Additionally, for any researchers who are acting as agents of a registrant in the performance of their research must use a log to record and document the acquisition, use, and return of the controlled substance to the registrant.

Controlled Substances/Drugs Logs must include at a minimum the following:

- Drug Name and Concentration
- Initial Drug Weight/Volume (Total quantity supplied)
- Date Drug was Issued/Available for Use
- Expiration Date
- Registrant/License Holder Name
- Date to Record Dispensing/Use of Drug
- IACUC Protocol Number of Study/Research

- Name of Principal Investigator
- Species/Animal
- Amount Used
- Amount Remaining/Amount not Used
- Purpose
- Printed Name(s) and Signatures of Researchers Administering Drugs in the Research

Controlled drugs that are incorporated into a mixture must be recorded. When recording the mixture, the following information must be documented:

- Initial amount
- Schedule of controlled substance mixed
- Log for the newly created mixture

The vial or container housing the mixture must include at a minimum the following information:

- Creation date
- Expiration date
- Concentration of each component
- Dosing information
- Other pertinent information as applicable

### Storing of Controlled Substances

Storage of controlled drugs must adhere to the Controlled Substances Act, as well as the New Jersey State Administrative Code Title 13: Chapter 45. Small quantities of controlled substances must be stored in a safe or steel cabinet. If the safe or steel cabinet is less than 750

pounds, then the safe or steel cabinet must be secured, either bolted or cemented, to the floor or wall in a manner that it cannot be readily removed.

**IMPORTANT:** If the controlled substances to be purchased, stored, and dispensed on campus are either Schedule I or II controlled substances/drugs, then a proper safe, as indicated in the Controlled Substance Act and New Jersey State Administrative Code Title 13: Chapter 45, must be procured and in place prior to any Schedule I and/or II controlled substances coming onto

and being retained on Rowan University's campus and/or owned facilities.

### General Guidelines for the Administration and Management of Controlled Drugs/Substances

- Store all controlled substances/drugs in a secure, dedicated location.
- Labeling should not be defaced, altered, or changed in any manner where the lettering and name of the controlled substance is hidden or unclear.
  - o Registrants responsible for the controlled substance should label the controlled substance with a standard format so that it is easily and quickly known and understood.
  - o Scheduling Label standard formatting:
    - CS-I (for controlled substances listed on schedule 1)
    - CS-II (for controlled substances listed on schedule 2)
    - CS-III (for controlled substances listed on schedule 3)
    - CS-IV (for controlled substances listed on schedule 4)
    - CS-V (for controlled substances listed on schedule 5)
- Responsibilities should be assigned to one (1) specific individual, with another individual as a back-up.
- A log must be created to properly record and track the use of the controlled substance, and the log must be stored in a locked drawer or cabinet that is only

accessible to the person who is responsible for and in control of storing and dispensing the Controlled Substance/Drug.

- Establish an inventory system to reduce and minimize the amount of controlled substances on-hand.
- Conduct monthly inventory count of controlled substances, drugs, and non-drug materials.
- Expired and Non-expired drugs or medical materials should be separated in a manner that minimizes, and preferably eliminates, risk of error or using expired drugs and materials in an inappropriate manner .
- Discard all expired drugs or medical materials following federal and state guidelines and

regulations. Contact the Environment, Health, and Safety Office within Rowan University's Department of Facilities and Operations to coordinate disposal.

### Expired Drugs

**Expired drugs are prohibited for use involving any live animals.** For drugs that are aliquoted from stock solutions, drug containers housing the new solution must include at a minimum the following on the container:

- Name
- Concentration
- Expiration date

All dilutions and mixtures of drugs are to be discarded after one (1) month from the date of preparation, unless a longer or shorter shelf life is specified by the manufacturer.

All expired drugs should be discarded as soon as possible through the appropriate channels and procedures.

### Non-pharmaceutical Grade Compounds

Non-pharmaceutical grade compounds are drugs, biologics, reagents, etc. which **were not** approved by the Food & Drug Administration (FDA) or for which a chemical purity standard **has not been** written/established by the United States Pharmacopeia/National Formulary and other institutions of authority, such as but not limited to British Pharmacopeia.

Non-pharmaceutical grade compounds at a minimum must meet the following standards:

- Lack of acceptable/available veterinary or human pharmaceutical-grade compounds
- Investigation of novel therapeutic drugs
- Specific and cited review and approval by the IACUC
- The following specific information for each compound must be documented:

- o Grade
- o Purity
- o Sterility
- o pH
- o Pyrogenicity
- o Osmolality
- o Stability

**Cost savings cannot be the sole justification for using non-pharmaceutical-grade compounds in animals.**

## V. References

United States Department of Agriculture; Animal and Plant Health Inspection Service; Animal Care Policy; Policy #3 – Veterinary Care;

[http://www.aphis.usda.gov/animal\\_welfare/policy.php](http://www.aphis.usda.gov/animal_welfare/policy.php)

7 U.S.C. 2131-2159; 7 CFR 2.22, 2.80, and 371.7.; Title 9 - Animals and Animal Products.

Chapter 1 – Animal and Plant Health Inspection Service, Department of Agriculture; Subchapter A – Animal Welfare;

<http://www.gpo.gov/fdsys/pkg/CFR-2009-title9->

[vol1/xml/CFR-2009-title9-vol1-chapl-subchapA.xml](http://www.gpo.gov/fdsys/pkg/CFR-2009-title9-vol1/xml/CFR-2009-title9-vol1-chapl-subchapA.xml)

National Institutes of Health; Office of Extramural Research; Office of Laboratory Animal

Welfare; Public Health Services Policy on Humane Care and Use of Laboratory Animals

Policy; <http://grants.nih.gov/grants/olaw/references/phspol.htm>

United States Department of Justice; Drug Enforcement Agency; Office of Diversion Control; Title 21 (United States Code – USC) Controlled Substance Act; Subchapter 1 – Control

and Environment; <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

New Jersey Office of the Attorney General; Division of Consumer Affairs; Drug Control Unit; N.J.S.A. 24:21-1 to 24:21-53;  
N.J.A.C. 13:45C-1.1 to 13:45C-1.6;

[http://www.state.nj.us/lps/ca/drug/cds\\_statregs.pdf](http://www.state.nj.us/lps/ca/drug/cds_statregs.pdf)

Department of Law & Public Safety; Division of Consumer Affairs; New Jersey Drug Control

Unit; <http://www.njconsumeraffairs.gov/drug/>



## **2. RCR POLICY AMENDMENT PROPOSAL (Senate Resolution 120302-2)**

*Whereas* the University Policy on the Responsible Conduct for Research (RCR) was established through Senate Resolution 120302-2;

*Whereas* the training scope and target training audience is currently too broad;

*THEREFORE LET IT BE RESOLVED*, that the policy be revised to narrow the training scope and the target training audience in response to faculty and administration requests and to reflect the National Science Foundation (NSF) and National Institutes of Health (NIH) policies and training standards.

### **Responsible Conduct of Research Training Policy**

*Policy on Ensuring Compliance with Responsible Conduct of Research (RCR) Requirements by Federal Funding Agencies*

#### **Background and Scope**

As part of the implementation of Section 7009 of the *America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science* (COMPETES) Act, the National Science Foundation (NSF) and National Institutes of Health (NIH) have enacted policies requiring faculty, staff and students (both undergraduate and graduate) who are engaged in sponsored research undergo training in the Responsible Conduct of Research (RCR). Furthermore, these funding agencies require the University to monitor and track that all such researchers have received RCR training.

In April 2007, the Rowan University Senate has passed a resolution entitled "Resolution on Establishment of a Training Program for Ethical & Responsible Conduct of Research." The resolution requires the Office of Research and Sponsored Programs to enact

a training program in the responsible conduct of research, and that necessary checkpoints shall be implemented so that the training requirements can be enforced.

Education and training in ethical conduct of research is important in the development of individuals pursuing advanced degrees or engaged in research in any field of study. This policy provides minimum standards of responsible conduct of research training. Rowan University has an obligation to ensure that any student, staff and faculty involved in research have a comprehensive working knowledge of responsible research behaviors. These matters should include scientific misconduct, conflict of interest, data management, authorship practices, human and animal research subjects, and academic ethics.

## **Training Requirements**

Education and training in ethical conduct of research is important in the development of individuals pursuing advanced degrees or engaged in research in any field of study.

Ongoing training and education in the responsible conduct of research (RCR) supported by certain NSF and NIH grant programs is a mandatory requirement. Training standards apply to researchers, undergraduate and graduate students, and postdoctoral fellows supported by NIH funded programs that involve career development, research training or any other research education that requires RCR training. Training standards apply to all undergraduate and graduate students and postdoctoral fellows supported by NSF funded programs. More information about the training requirements are detailed below.

All School of Medicine faculty and postdoctoral fellows involved in research (excluding house staff) are required to complete training in RCR. In some cases, students in the School of Medicine may be required to complete RCR training when working on a sponsored program or grant regardless of funding source.

### Online Training

Rowan University utilizes the online, web-based training program provided by Collaborative Institutional Training Initiative (CITI) to provide educational modules for undergraduate and graduate students and postdoctoral researchers. Student work funded by NIH sources other than formal training grants and programs can complete the online CITI training. Any undergraduate, graduate or postdoctoral researcher funded by NSF can complete the online CITI training. Once completed, the RCR training certification is valid for three (3) years.

### In-person training

Students and postdoctoral researchers funded through NIH formal training grants and programs are required to take the in-person training related to RCR. The in-person training provides an opportunity and venue for discussing case studies and decision-making skills. The in-person training covers the topics associated with RCR, which include but may not be limited to Research Misconduct; Management of Data and Responsible Authorship; Mentoring and Peer Review; and Collaboration and Conflict of Interest.

### 3. RESEARCH COMMITTEE STRUCTURE PROPOSAL

*Whereas* one of the charges of the research committee is to review and approve policies related to the campuses' research activities;

*Whereas* many of the policies directly impact or are impacted by the IRB, IBC and Institutional Animal Care and Use Committee (IACUC);

*THEREFORE LET IT BE RESOLVED* that the committee structure be changed, as described below, to include the following:

<b>Current Committee Structure</b>	<b>Proposed Committee Structure</b>
6 Faculty (1 from each college) 5 additional Faculty from any college 3 Professional Staff 1 Librarian 1 AFT Rep 1SGA Rep	6 Faculty (1 from each college) 1 representative from the IRB 1 representative from the IACUC 1 representative from the IBC 2 additional Faculty from any college 3 Professional Staff 1 Librarian 1 AFT Rep 1 SGA Rep