

2015-16 – University Senate Committee Reports

Received	Standing Committees (17)	Chairperson	Suggestions	Recommendations.
✓	Academic Integrity	Bruce Plourde	✓	
✓	Academic Policies & Procedures	Mike Grove	✓	
✓	Campus Aesthetics & Environmental Concerns	Mat Gendreau	✓	
✓	Committee on Committees	James Roh	✓	✓
✓	Curriculum	Erin Herberg		✓
✓	Diversity	Julie Mallory-Church	✓	
✓	Intercollegiate Athletics	Ed Streb	✓	✓
✓	Learning Outcomes Assessment	Shari Willis	✓	✓
✓	Professional Ethics & Welfare	Lori Block		
✓	Promotion	Jess Everett		✓
✓	Recruitment, Admissions & Retention	Sean Hendricks	✓	
✓	Research	Subash Jonnalagadda	✓	
✓	Sabbatical Leave	Chris Thomas	✓	✓
✓	Student Relations	Melanie Alverio	✓	✓
✓	Technological Resources	Dawn Specht		
✓	Tenure & Recontracting	Rick Dammers	✓	
	University Budget & Planning	Chris Simons		
	All-University Committees (6)			
✓	Awards	Kathryn Quigley	✓	✓
✓	Bookstore	Anthony Hostetter	✓	✓
✓	Chairs Council	Dilip Mirchandani	✓	
✓	International Education Council	Ting Ting Wang	✓	
✓	Library	Jennifer Tole		
✓	University Scholarship	Douglas Mann	✓	

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Academic Integrity - 2015-2016*

Number of Meetings Held this Year: 2

Committee Chair: Bruce Plourde

Committee Members: (list here)

Biren, Gregory		
Kennedy, Samantha		
Mallouk, Kaitlin		
Scarpa, Robert		
Sheppard, Mary (Mollie)		
Woodworth, Amy		
Appleby-Wineberg, Brian		

Purpose of/Charge to Committee:

This committee's charge is to work with the Provost's Office on the matter of academic integrity by offering workshops and seminars to students who have committed violations.

Summary of Activities this Year:

In the Fall 2015 semester, the committee conducted three workshops (for 11 students) and three seminars (for 10 students). Samantha Kennedy conducted one workshop and one seminar; Bob Scarpa and Kaitlin Mallouk each conducted one workshop; Amy Woodworth and Greg Biren each conducted one seminar.

In the Spring 2016 semester, the committee conducted four workshops (for 7 students) and four seminars (for 16 students). Greg Biren conducted one workshop and one seminar; Mollie Sheppard, Kaitlin Mallouk, and Bob Scarpa each conducted one workshop; Amy Woodworth, Samantha Kennedy, and Plourde conducted one seminar each.

For any students requiring one before graduating, Plourde will conduct a workshop and a seminar in May 2016.

The chair (Plourde) met with Darren Nicholson to confer on points of uncertainty regarding matters of policy, hearings, the variety of violations, and knowledge of violations among both students and professors. The chair wrote a report on these questions and distributed it to the committee.

Finally, the committee at large noted that professors who send RAIV forms to the Provost's Office do not always know the best procedures for student remediation, particularly in reference to the assignment of workshops and seminars. The chair wrote an update to the RAIV form which includes brief instructions for appropriate assignments at different levels.

SUGGESTIONS & RECOMMENDATIONS - Academic Integrity Committee, 2015-16

SUGGESTIONS:

One issue that arose in the Spring meeting of the Academic Integrity Committee had to do with the **dissemination of information** about academic integrity issues.

In the workshops and seminars, students regularly voiced the opinion that they were not aware that their actions constituted an academic integrity violation. While professors may have a boilerplate description of academic integrity on their syllabi, they may not discuss what the idea of "academic integrity" means within that specific discipline or for that specific professor. One suggestion would be that, university-wide, professors in all disciplines and on all campuses spend more time in class discussing this matter, and especially how students can avoid committing academic integrity violations in that field. The Provost's Office could make this broader dissemination of information an annual or a semesterly procedure.

Also, while professors are generally aware of the policy and what constitutes a violation, they do not always know the best procedures for guiding students. One aspect of this guidance relates to assigning penalties. For example, professors have recommended seminars for students who commit violations that are less serious, and which should be addressed with a workshop. The Provost's Office could reach out with broad information to help educate faculty on academic integrity procedures.

RECOMMENDATIONS:

The committee, noting the discrepancy in how different professors prescribe penalties to their students, suggested that the form (Report of Academic Integrity Violation) include simple instructions which suggest

which penalties are appropriate for differing levels. That update to the form was submitted to the Provost's office on March 23, 2016.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Academic Policies and Procedures 2015-2016

Number of Meetings Held this Year: 1

Committee Chair: Michael Grove

Committee Members: (list here)

Bryan Appleby-Wineberg	Ravi Ramachandran	
Kathryn Behling	Jennifer Rich	
Nasrine Bendjilali	Darshan Roy	
Corinne Blake	Faye Zhu	
Susan Fink	Rebecca Crowther (SGA)	
Dianne Garyantes	Robin Hester (SGA)	
Maria Lanza-Gladney	Christine Collins (SGA)	
Cristine Mason		

Purpose of/Charge to Committee:

Reviews and recommends academic policies and procedures of the University, including grading policies, academic dismissal and academic warning procedures, honors and dean's list policies.

Summary of Activities this Year:

Revised student Attendance Policy

Revised Academic Integrity Policy

Passed a new policy on the electronic submission of coursework during University closures

Passed a new interim policy regarding adjunct credentials

Began review of proposed revisions to registration policies

SUGGESTIONS & RECOMMENDATIONS - ACADEMIC POLICIES & PROCEDURES, 2015-16

SUGGESTIONS:

1. The committee should work closely with the Registrar to review and approve proposed changes to various policies regarding registration.

RECOMMENDATIONS:

NONE

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Campus Aesthetics and Environmental Concerns - 2015-2016

Number of Meetings Held this Year: ____3____

Committee Chair: ____Mathieu Gendreau____

Committee Members: (list here)

Mathieu Gendreau	Patrick Crumrine	Mary Salvante
Gabriela Hristescu	Scott Morschauser	Jeanine Dowd
Keith Brand	Daniel Drutz	Bruce Whitham
Daniel Folkinshteyn	Arijit De	Jenna Dickinson
Stephen Levine	Kevin Muldoon	Samuel Duren
Gabby Lisella	Maria Britt	Anthony Wohlrab
Joe Monahan	Anthony Gattone	

Purpose of/Charge to Committee:

The Committee reviews and recommends proposed changes that affect the aesthetic quality of the campus environment; recommends acceptance or rejection of proposals to the university president; reviews existing aesthetic qualities and recommends needed changes and addresses campus environmental concerns that affect the health and well-being of the university community and/or the natural environment.

Summary of Activities this Year:

The CAEC committee met 3 times.

- The issues before the committee included discussing parking challenges, traffic patterns, campus initiatives such as the new College of Engineering Building, the Rohrer College of Business building, student housing at Holly Pointe Commons, West Campus sports facilities, the Westby Hall refurbishment, the Robinson Hall refurbishment, the Bozorth

Hall refurbishment, water management, landscaping, artwork acquisition process, the Ellis St parking lot and the completion of Robinson Circle phase 1.

- The committee was asked to revive the Smoke-Free Campus task force.
- Concerns regarding traffic jams coming out of the parking lot D at Bowe Blvd and dangerous driving parking lots O and O-1 were brought up.
- The committee discusses the addition of bike racks and the possibility to make the campus more bikes friendly.
- The committee expressed the desire to be involved with master plan developments.
- The committee discussed the need to seek input from building users before refurbishment happens.
- The committee discusses the possibility to change the name of the committee.
- The committee was asked to review the charges and objectives of the committee.

SUGGESTIONS & RECOMMENDATIONS- CAEC, 2015-16

SUGGESTIONS:

- The Smoke-Free Campus task force has been revived and will meet in the fall 2016 to research the feasibility of becoming a smoke-free campus.
- The committee suggested adding traffic signs in lots O and O-1 to address chaotic traffic patterns, high speed driving and make the lots safer in general. This is being addressed by facilities.
- Facilities confirmed that a traffic light will be added where Lot D meets Bowe Blvd in the summer of 2016.
- The committee suggested the addition of bike racks especially around buildings where none are present. This is being addressed by facilities.
- The committee suggested to facilities to study the feasibility of making the campus more bike friendly. A study is underway.
- The committee suggested to facilities that faculty would like to be involved with master plan developments. Facilities confirmed their commitment to keep faculty involved through their Dean when a new project is being planned for a specific college. Also the CAEC will be kept

informed on new developments. It was determined that master plan decisions are too complex to manage for facilities to include the CAEC in all the decision processes.

- The committee suggested to facilities to seek input from building users before refurbishment happens.
- The committee is still exploring the possibility to change the name of the committee.
- The committee is in the process redefining the committee charges, objectives and setting expectations for the committee. These new charges and objectives will be defined by fall 2016.
- The committee suggested to facilities to fix broken water fountains in Wilson Hall and fix long-standing sink plumbing issues in Robinson Hall. Both issues have been resolved by facilities.
- The committee suggested inviting the Senior VP of Facilities to talk at committee meetings in 2016-2017 to discuss items warrant. The Senior VP of Facilities agreed to do so.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Committee on Committees 2015-2016

Number of Meetings Held this Year: 0

Committee Chair: James J. Roh

Committee Members: (list here)

Yide Shen	Yvonne Rodriguez	Lane Savadove
Carla Lewandoski	Olga Vilceanu	Yide Shen

Purpose of/Charge to Committee:

Polls eligible faculty/professional staff on committee membership choices; prepares a balanced list of suggested members for each committee and submits the lists for Senate approval; reviews the existing committee structure and recommends changes; oversees the following special committees to which the Senate appoints members: Awards Committee, University Scholarship Committee, Library Committee, Bookstore Committee, International Education Council, Interdepartmental Promotion/Tenure and Recontracting.

Summary of Activities this Year:

All the Senators were contacted and asked to serve on at least one committee. The committee successfully submitted a balanced list of each committee. It was challenging to find members for some committees, but with generous helps from staff and volunteers the task was completed.

SUGGESTIONS & RECOMMENDATIONS– Committee on Committees, 2015-16

SUGGESTIONS:

Finding faculty and staff volunteers can be challenging at times. A suggestion is that the Committee Chairs ask committee members to recommend or nominate possible volunteers before the semester ends, prepare the list and share it with the chair of the Committee on Committees. This additional process might encourage more faculty and staff to find opportunities to serve on the University Senate Committees.

RECOMMENDATIONS:

- (1) Each committee member may be asked to nominate one or two faculty/staff for committee membership for the next academic year.
- (2) Have the annual senate committee reports available online so that potential volunteers may be able to look it up and understand the responsibility that the committee will entail.
Committee on Committee may receive feedbacks from committee chairs on attendance and participation of their members.

2015-16 UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Curriculum*

Number of Meetings Held this Year: 12 Open Hearings

Committee Chairperson: Erin Herberg

Committee Members:

Nancy Tinkham	Ozge Uygyr
Jennifer Nicholson	Hieu Nguyen,
Daniel Strasser	Richard Fopeano
Drew Kopp	Majorie Madden
Maria Rosado	John Schmalzel
Robert Hesketh	Jane Hill
Eric Constans	David Vaccaro
Leslie Elkins	Denise Bush
Davide Ceriani	Marci Carrasquillo

Purpose of/Charge to Committee:

Reviews proposals for title and credit changes, minors, concentrations, specializations, major programs, courses, certifications, reorganization of academic department/college offerings, and new or revised University-wide curricular patterns; reviews proposals to create, dissolve or significantly reconstitute academic departments or colleges; forwards recommendations to the Senate and then to the executive vice president/provost.

Summary of Activities this Year:

1. A total of 301 curriculum proposals were submitted for review:

Process A (new course or course change proposals):	187
Process B (new gen-ed course or changes to a gen-ed):	4
Process C (minor changes to an existing program):	35
Process D (major changes to an existing program):	16
Process E (new, degree-related programs):	48
Process F (new degree program):	5
Process Q (quasi-curricular proposals):	6

2. Major Curriculum changes were made to submajors, including concentrations and specializations and Certificates of Undergraduate Study. All degree and degree related program definitions and parameters were defined/redefined. See Curriculum Proposal 15-16-2.007.

2015-2016 University Senate Annual Committee Report Future Actions Recommendations

- An electronic system for processing curriculum is still needed: While this has been being discussed for four years plus, we have yet to secure such a system due to lack of support for funding from technology resources. Currently, the integrity of electronic database for tracking curriculum proposals is unstable and is losing parts of it original functionality.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Diversity Committee 2015-2016

Number of Meetings Held this Year: nine

Committee Chair: Julie Mallory Church

Committee Members: (list here)

Mallory Church, Julie- Chair	Lanza-Gladney, Maria E	Varela, Tomas C
An, Shan	Mills, John T.	Walpole, MaryBeth
Abrams, Lisa	Nia-Schoenstein, Asadeh	Williams, Denise; CWA Rep
Beckam, Kaila	Park, Sun Young	Dickinson, Jenna Dorothy; SGA rep
Carrasquillo, Marci L	Raiff, Bethany Ruth	
DeFelice, Katarina Aleea; SGA rep	Salvante, Mary C	
Guiteau, Gardy Joseph	Schug, Seran E	
Joy, Sandra	Strasser, Daniel S	

Purpose of/Charge to Committee: Monitors diversity throughout all areas and for all members of the Rowan University community, with special attention to issues of social justice; recommends practices and policies that will enhance diversity at Rowan; and assists in the development and establishment of such practices and policies.

Summary of Activities this Year:

1. Towards establishing baseline data for future committee recommendations, SDC **developed an online research survey and focus group on students' perceptions and experiences of Rowan's climate-** sponsored **by** Sun Park and Asi Nia-Schoenstein (Fall 2015; ongoing project with intention to submit for IRB approval)
2. Invited **Tobey Oxholm** to address the university's commitment to diversity and developing a cooperative relationship for future diversity initiatives; 2/4/16
3. **Supported Claudia Rankine** reading for **President's Lecture Series**; 2/11/16

4. *Sponsored Dr. John Jackson, Dean of Social Policy and Practice, University of PA* who presented : ***Microaggressions and Community Building***, hosted by Seran Schug and JT Mills; 2/19/16

5. Recommended approval of the **Senate Diversity Statement** that was revised and approved by the University Senate.
Further: “The Strategic Priorities Council discussed the diversity statement yesterday and endorsed not only the statement itself but also the idea of incorporating the entire statement into the Statement of Principles.” Roberta Harvey

6. Reviewed, per request of Tobey Oxholm, the university-wide ***Policy on Preferred Names*** before it was widely distributed.

7. Institutionalized the ***Excellence in Diversity Award for Faculty and Staff*** through its inclusion in the ***Annual Celebrating Excellence Dinner***

8. Sponsored the ***3rd Annual Excellence in Diversity Awards Ceremony for faculty, staff, and students*** as part of the SJICR ***Diversity and Inclusion Week***

9. Revisited the ***2010 GAP Report of the Educational Trust Fund- with MaryBeth Walpole*** @ the 2/16 meeting with follow up of invited special guest, ***Rory McElwee***, to discuss the 2016 ***Educational Trust Fund Report*** and Rowan’s GAP status and anticipated improvement variables and future suggestions; 4/ 26/16

SUGGESTIONS & RECOMMENDATIONS - Diversity Committee - 2015-16

SUGGESTIONS:

1. While the committee supports the presentation of the Excellence in Diversity Awards to faculty, staff and administrators at the annual Excellence dinner, the committee also wishes to maintain its separate ceremony honoring faculty, staff and students. The Committee suggests continuing to partner with the Dean of Students Office for financial support of the Excellence in Diversity student awards.
2. Each year, the Committee continues to be concerned about the data gathered indicating problems in Rowan's graduating and retaining students of color. Inviting the Associate VP for Retention, Rory McElwee, to report on progress is viewed as essential to determining whether Rowan's strategies to address "The Gap" (i.e.- university status as reported in the Educational Trust Fund Gap Report) are accomplishing their mission. A suggestion is to hold at least one joint meeting during FY16-17 with the Senate Retention Committee inviting Dr. McElwee to review progress, and brainstorming additional strategies necessary to decreasing the gap.
3. The Committee has hosted many outstanding speakers on relevant topics over its short duration. Building in a small budget supported by the Senate to support the annual sponsorship of a diversity topic selected by the committee would insure the institutionalization of such an event. As a start, funding could be used that previously supported the Excellence in Diversity faculty/staff plaques.

RECOMMENDATIONS:

That the Senate as a whole, led by the Diversity Committee, evaluate yearly the integration and application of the Diversity Statement (hereafter incorporated in the Board of Trustees *Statement of Principles* as Respect for Others and Preservation of a Respectful Workplace) as essential to the fabric of University practice and policy. In so doing, it will become not merely an aspirational statement, but a driving principle to which we hold ourselves accountable.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Intercollegiate Athletics 2015-2016

Number of Meetings Held this Year: 1

Committee Chair: Ed Streb

Committee Members: (list here)

Edward Streb	President Appointment (Administrator) and Senate Co-Chair
Ryan Barrett	Professional Staff
Yang Yang	Faculty-Business
Kristine Johnson	Faculty-Communication/Creative Arts
James Coaxum	Faculty-Education
Joe Stanzione	Faculty-Engineering
Adam Kolek	Faculty-Performing Arts
Greg Biren	Faculty-Math/Science
Jordan Howell	Faculty-Humanities/Social Sciences
Cheryl Melovitz-Vasan	Faculty-CMSRU
Michael McCormick	Faculty-SOM
Lorenzo Matthews	Professional Staff

Alexcia Mazahreh	SGA Representative
Kaila Beckam	SGA Representative
Lorenzo T. Matthews	AFT Representative

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Purpose of/Charge to Committee:

Monitors the entire operation of intercollegiate sports on the campus.

Summary of Activities this Year:

Met to discuss current status of the athletics program, problems with existing facilities, plans for the West Campus Athletics Complex, and the president's decision not to pursue a move to NCAA Division I.

We have no suggestions or recommendations at this time.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Learning Outcomes Assessment*_____ 2015-2016

Number of Meetings Held this Year: 2

Committee Chair: Shari Willis

Committee Members: (list here)

Krishan Bhatia	Abigail Erchick	Stephen Fleming
April Gambardella	Danielle Gougou	Diane Hughes
Adam Kolek	Ik Jae Lee	Gisselle Mayock
Eric Moss	Margaret Shuff	Olguta Vilceanu

Purpose of/Charge to Committee: Engages in the ongoing review of the University’s assessment principles and observes the application of the principles in practice; reviews and recommends assessment plans from academic programs, general education, and student development; assists in the establishment of a process for the systematic review of assessment information collected each year.

Eligibility: (Committee Chair is not calculated in the committee total)

6 Faculty (one from each College)

1 Curriculum Committee Rep

1 Institutional Research Rep (non-voting)

1 AFT rep

1 Professional Staff

1 Academic Policies/Procedures Rep

2 SGA Reps

Summary of Activities this Year:

Jeff Bonfield with the Institutional Effectiveness, Research and Planning (IERP) apprised the committee of his work and progress of assessment practices. The committee also considered how assessment will look in the future at Rowan University and the potential role of the committee. Quality of assessment remains a priority of the committee. A discussion was initiated about departmental assessment and the varied approaches of assessment including assessment of courses taught by several individuals and courses taught by adjunct faculty. In conjunction with Mr. Bonfield a general education assessment project to look at the literacies for specific courses was planned. Dr. Vilceanu was able to create a text analysis for the process.

SUGGESTIONS & RECOMMENDATIONS – Learning Outcomes Assessment – 2015-16

SUGGESTIONS:

Next year should begin with a look at the current charge of the committee. The charge needs to evolve with the changing practices of assessment and the changes being made at Rowan in terms of assessment. The IERP and the committee need to work closely together and support one another.

Suggestions for the future of the committee include working with IERP in the development of a systematic and continuing assessment practices.

RECOMMENDATIONS:

The Director of Assessment should continue to participate on the committee so the committee stays informed and the Director may share ideas and occurrences regarding assessment.

Some committee members attended an assessment conference at the beginning of the school year. Attending the assessment conference was beneficial in that we had an idea of what other universities were doing and how they were doing it regarding assessment. If possible, it would behoove the committee members and continue to give us a big picture on what is happening and broaden our perspective of how we could best serve Rowan.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Professional Ethics and Welfare Committee 2015-2016

Number of Meetings Held this Year: 0

Committee Chair: Lori Block PHR

Committee Members: (list here)

Lori Block, Chair	Amy Reed	
John Aderinto	Maria Sudeck	
Aileen Bashant		
Xiufang Chen		
Alicia Groatman		
Megan Kately		
Kathleen McGinnis		
Brianne Morettini		

Purpose of/Charge to Committee:

Evaluates conditions under which faculty/professional staff function; recommends rules to ensure fair treatment for all faculty/professional staff members.

Summary of Activities this Year:

The Professional Ethics and Welfare Committee did not deliberate to evaluate any claims by a professional staff or faculty member since no inquiry was filed with the chairperson.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Promotion* 2015-2016

Number of Meetings Held this Year: 1

Committee Chair: Jess W Everett

Committee Members: (list here)

Everett, Jess W.	Schoen, Edward J.	Kelly Marie Duke Bryant
Xin, Joy F.	Witten, Dean	Eric Milou
Jennifer E. Courtney		

Purpose of/Charge to Committee: Facilitate election of college committees. Provide guidance to candidates. Collect all applications and send to Provost. Identify candidates receiving unanimous favorable votes at the department and college levels and provide their names to the Provost. REVIEW portfolios of applicants who received mixed votes or who request a review. For those candidates, determine if approved and established procedures were followed and transmit the findings to the Provost.

Summary of Activities this Year:

- The Chair & Deb Martin gave two presentations on the promotion process to candidates.
- The Chair & Deb Martin helped candidates interpret the application process.
- The Chair and Senate Office facilitated the Election of College Committees
- The Chair reviewed all candidate packets and identified those candidate receiving unanimous favorable votes at the department and college levels.
- The committee reviewed the portfolios of two candidates that received mixed votes.
- The committee discussed recommendations for improving the application process. The approved recommendations are provided in another document.

SUGGESTIONS & RECOMMENDATIONS – Promotion, 2015-2016

SUGGESTIONS: None

RECOMMENDATIONS: - Promotion, 2015-16

1. Make the MOA pdf text searchable.
2. Clarify if supplemental goes to senate office, then to Provost/President.
3. Correct numbers on checklist (there were two section 8's this time).
4. Provide a separate signature form for the college committee or create a single document with checkboxes to identify it as a department, office, or college signature form.
5. Make all promotion forms available on website as Word Doc

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Recruitment, Admissions, and Retention (2015-2016)*

Number of Meetings Held this Year: 2

Committee Chair: Sean Hendricks

Committee Members: (list here)

Joe Cassidy	Susan Browne	Tiffany Fortunato
Aileen Bachant	JoAnne Bullard	Daniel Cleary
Alicia Groatman	Barry Hendler	Dan Drutz
Laura Mangini	Amanda Cox	Nancy Vitalone
Jennifer Tole	Jessica Prach	Rolf Mikkelson
Robin Hester (SGA)	Nicole Linder (SGA)	

Purpose of/Charge to Committee:

Reviews and evaluates recruitment and admissions policies and procedures, specifically those which relate to curriculum, programs and instruction, and academic standards affecting progress toward a degree; recommends needed change.

Summary of Activities this Year:

Our committee met twice this year (once in the fall semester and once in the spring semester) and discussed issues related to admissions and retention. At our first meeting, guest speaker, Jessica Prach, Assistant Director of Admissions, provided our committee with updates regarding Rowan Choice, Rowan Select, and other recruiting initiatives. At our second meeting, we discussed new retention initiatives, including new advisor positions and retention initiatives like “15 to Finish”. Several members of our committee provided information pertaining to changes and updates in their area of recruiting and retention.

SUGGESTIONS & RECOMMENDATIONS - Recruitment, Admissions, and Retention (RAR) Committee,

2015-16

SUGGESTIONS:

- Increase communication to Rowan University community regarding new access programs.
- Increase communication regarding programs and initiatives with RCGC and RCBC.
- Examine the merit scholarship program currently in place at Rowan.

RECOMMENDATIONS:

No recommendations for 2015.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Research Committee, 2015-2016

Number of Meetings Held this Year: 1 – 04/06/2016, Several e-mail discussions

Committee Chair: Subash Jonnalagadda, Chemistry and Biochemistry, CSM

Committee Members: (list here)

1	Subash Jonnalagadda	Chair, Faculty - CSM
2	Mary J. Gallant	Faculty-Humanities/SS
3	Carol Thompson	Faculty-Education
4	Robert D'Intino	Faculty-Business
5	Sun Young Park	Faculty-Comm/Creative Arts
6	Davide Ceriani	Faculty-Performing Arts
7	Yusuf Mehta	Faculty- Engineering
8	Gustavo Moura-Letts	Faculty-Math/Science
9	Charlene J. Williams	Faculty-CMSRU
10	Jun Liu	Faculty-SOM
11	Eric Gregory	IRB rep/AFT
12	Lark Perez	IBC rep
13	Alison Krufka	IACUC rep
14	Michelle Kowalski	Professional Staff/Librarian
15	Crowther, Rebecca	SGA

Purpose of/Charge to Committee:

The research committee monitors research and research services on campus to identify and address issues of research interest. The committee makes recommendations for (I) promoting research and research awareness on campus; (II) meeting resource needs for research; and (III) establishing policies to ensure that research related issues on campus are addressed appropriately. The committee solicits, compiles and disseminates input from the campus community to ensure that the faculty, staff, students, and administration are aware of current research efforts, resources, and challenges.

Summary of Activities this Year:

Research committee members worked together and consulted with members from the Colleges, professional staff, students, and the Office of Research throughout the academic year. The committee participated in the following activities:

1. **Basic Research Support** Issues were discussed with Office of Research personnel: Dr. Shreekanth Mandayam, Vice President for Research and Stephen Robishaw.
2. Provided feedback on the **RU Seed Funding** proposal guidelines for 2016 with particular emphasis on deliverables of the proposals.
3. Provided feedback on the RU Seed Funding review guidelines with regard to the peer review process.
4. Reviewed **RU Seed Funding** application materials. Performed the RU Seed Funding review process and provided reviews and feedback to the Office of Research. Awards will be announced in May 2016.

SUGGESTIONS & RECOMMENDATIONS – Research, 2015-16

SUGGESTIONS:

1. Continue discussion on basic research support issues with all the relevant stakeholders including faculty at Rowan Glassboro, SOM, and CMSRU campuses.
2. The committee should facilitate and encourage efforts to foster new inter-disciplinary and cross-disciplinary collaborations so as to advance Rowan University's mission as a 'research university'.
3. Discuss ways to engage and enhance undergraduate/graduate student research opportunities on all the campuses.
4. Work collaboratively with Technological Resources Committee and discuss efforts to improve research support especially in terms of technology and computing.
5. Explore the possibility of updating the RU Seed Funding program guidelines – with particular focus on (a) the role of the peer reviewers as well as the eligibility criteria for identifying the peer reviewers for the proposals and (b) reporting requirements for the deliverables and outcomes of successfully funded proposals.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Sabbatical Leave* 2015-2016

Number of Meetings Held this Year: **3**

Committee Chair: **Christopher Thomas**

Committee Members: (list here)

Amanda Almon, CCCA	Terry O'Brien, CSM
Christine Davidian, Library	Bethany Raiff, CHSS
Claire Falck, CHSS	George Romeo, COB
Zenaida Gephardt, COEng	Christopher Thomas, CPA
Philip LaPorta, CSM	Rob Wieman, COEd
Dilip Mirchandani, AFT Rep	

Purpose of/Charge to Committee:

The Sabbatical Leave Committee shall conduct its review of applications for sabbatical leave and make its recommendations to the President in accordance with the current contractual agreement.

Summary of Activities this Year:

- The committee met three times on 11/11/16, 11/18/16, and 12/4/16.
- 31 semesters of sabbatical leave were requested from 22 candidates (down from 36 requests from 26 candidates the previous year)
- Breakdown of Sabbatical Leaves recommended by College:
 1. COB (4)
 2. CCCA (2)
 3. COEd (3)
 4. COEng (1)
 5. CHSS (4)
 6. CSM (7)

7. COPA (1)

- After review at the Provost level, 13 of the 22 applicants were recommended for sabbatical leave. All applicants, whether recommended or not recommended, were notified in writing by the Provost's Office on 1/7/16.
- Recommendations were accepted and approved at the BOT meeting on 2/17/16.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Student Relations Committee: 2015-2016

Number of Meetings Held this Year: 2

Committee Chair: Melanie Alverio

Committee Members: (list here)

Amy Accardo	Annette McCully	
Jane Bean-Foulkes	Faye Robinson	
Christina Davidson-Tucci	Edith Bair	
Craig Dillon	Samuel Duren	
Nicole Edwards	Robin Hester	
Barry Hendler	Jenna Dickinson	
Jonathan Jiras	Kaila Beckam	
Jennie Kay		

Purpose of/Charge to Committee:

To evaluate existing and proposed relations and procedures and initiates recommendations for changes

Summary of Activities this Year:

Students raised the following issues:

1. Affordability of text books and text book return policy
2. Lack of computer labs on campus
3. Accessibility of microwave ovens on campus for commuter students
4. Lack of parking and high parking costs

-Faculty and staff are also concerned about the mental health needs of students – how are employees and students communicated about resource and options available.

-Departments responsible for some of these issues were contacted and committee members were updated.

SUGGESTIONS & RECOMMENDATIONS – Student Relations Committee, 2015-16

SUGGESTIONS:

- Research ways to improve awareness of and access to mental health resources on campus for students. Also, we should better inform faculty and staff as to how to appropriately suggest varying options to students proactively and as circumstances arise.
- Research Barnes & Noble's textbook return policy. Students are concerned that current policy does not allow sufficient time to attend first class and return book if necessary, with Rowan Global courses now starting at multiple dates throughout the semester.
- Contact IRT about the future of computer labs. Students are concerned about the limited number of computer labs on campus.
- Continue communication with parking services and facilities regarding timelines for additional parking locations and parking costs.

RECOMMENDATIONS:

- Recommend that faculty include ISBNs for required textbooks on their syllabi – enabling students to find alternate and frequently less expensive sources for purchase or rent.
- Create survey for commuter students on shuttle service and Shutter Tracker App.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Technological Resources AKA Technology Committee* 2015-2016

Number of Meetings Held this Year: 2

Committee Chair: Dawn M. Specht

Committee Members: (list here)

Nathan Bauer	Faculty-Humanities/Social Sciences
Joohe Lee	Faculty-Business
Kristine Johnson	Faculty-Communication/Creative Arts
Jill A. Perry	Faculty-Education
Tom Fusco	Faculty-Performing Arts
Osvaldo Lopez	Faculty-CMSRU
Subhasis Biswas	Faculty-SOM
Jenahvive Morgan	Faculty-Engineering
Mehmet Uygur	Faculty
Laura Schultz	Faculty
Patrick McKee	Faculty
Josh Grochowski	Professional Staff
Marybeth Hegel	Professional Staff
Tom Kloseky	Professional Staff
Daniel Marzin	Professional Staff
William Cook	Professional Staff - Camden
Sharon Whitfield	Librarian
Joshua Grochowski	AFT
Christine Collins	SGA

Purpose of/Charge to Committee: Technological Resources Committee Charge

Monitors technological resources to insure that the services and resources meet the needs of the campus community in research and academic pursuits. By soliciting and compiling input from the campus community, the committee attempts to insure that the faculty, staff and students are aware of the current services on campus that can and do support these efforts. Responses to a periodic faculty and staff survey will insure that a collaborative effort exists in developing recommendations to enhance the University vision in the areas defined by the committee charge.

Summary of Activities this Year:

This committee met twice in an effort to improve communication amongst all members and prioritize efforts to make small changes in the technology opportunities on campus. Each member functioned as an integral part of the solution to the following prioritized issues. 1- Security concerns and initiatives ie FERPA vs HIPPA. 2-Appearance of public accessible websites 3- Intranet access, development and education.

RECOMMENDATIONS:

Website issues need to be addressed with a team that includes students, faculty, and administration. This should be a priority for 2016.

There needs to be follow up amongst senate, IT, and administration that includes a monthly IT update webinar.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Tenure and Recontracting* 2015-2016

Number of Meetings Held this Year: 32

Committee Chair: Rick Dammers

Committee Members: (list here)

Issam Abi-Al-Mona	John Feaster	Umashanger Thayasivam
Melanie Basantis	Elizabeth Hostetter	Faye Robinson (AFT Observer)
Tejinder Billing	Joe Johnson	
Ron Block	Subash Jonnalagadda	
Nancy Buhner	Robert Krchnavek	
David Clowney	Rick Marmon	
James Coaxsum	Phyllis Meredith	
Kevin Dahm	Mary Salvante	

Purpose of/Charge to Committee:

Develops procedures ensuring equitable treatment for all faculty/professional staff, screens candidates not under tenure or multi-year contracts, and recommend to the University President those qualified for retention.

Summary of Activities this Year:

Fall 2015

Presented workshops for candidates

Reviewed and made recommendations on 53 faculty and 29 professional staff recontracting/tenure applications.

Conducted deliberations on October 12-16; 2015

Conducted five hearings on October 22, 23, 26, 28; 2015.

Spring 2016

Presented workshops for candidates and Dept. T&R Committees

Reviewed and made recommendations on 40 faculty and 28 professional staff recontracting applications.

Conducted deliberations on April 18,19,22,23,24; 2016

Conducted one hearing on October 21, 2016

SUGGESTIONS & RECOMMENDATIONS – Tenure & Recontracting, 2015-16

SUGGESTIONS:

1. Add clarification to the MOA regarding timeline for selection of external reviewers for tenure packets
2. Add information to the MOA for the 2017-2018 review calendar (i.e. three cycles of review in the fall)
3. Add to the MOA a process to allow for candidate initiated (and mutually agreed upon) modification to the Departmental T&R documents.

RECOMMENDATIONS:

AII UNIVERSITY COMMITTEES

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: _____ *Awards* _____ 2015-2016

Number of Meetings Held this Year: _____ We met in cyberspace, via email _____

Committee Chair: ___Kathryn Quigley_____

Committee Members: (list here)

Ryan Barrett		
Heather Carter		
Christine Davidian		
Jeanine Dowd		
April Ellerbe		
Sangita Uday Phadtare		
Bradford Fischer		

Purpose of/Charge to Committee:

AWARDS: selects the students whose names are submitted as nominees by their sponsors to receive honors for outstanding achievement in various areas, most of which are related to the curriculum. Total 9 members.

What is NOT stated in the Committee Charge is actually the biggest function of the committee: selecting and awarding 80 Medallion Awards.

Summary of Activities this Year:

The committee selected and awarded 80 Medallions to students and alum in the areas of academics, leadership and courage in adversity. For ten previous years, the committee was capably chaired by Prof. Claudia Cuddy. Upon her retirement, a void was left.

I (Kathryn Quigley) stepped in as chair, not quite realizing what a huge amount of work it is to be in charge of the Medallions.

SUGGESTIONS & RECOMMENDATIONS – Awards Committee, 2015-16

SUGGESTIONS:

I strongly - with every fiber of my being - suggest that the Medallion Awards be REMOVED from under the Faculty Senate Committees and instead, be given to a paid support staff person.

There are now 80 Medallion Awards. There are multiple Medallions in multiple academic departments, not to mention awards for leadership, courage, having a high GPA and being a good humanitarian.

No where in the Awards Committee's charge by the Faculty Senate does it say "in charge of the Medallion Awards." But it has been that way for at least ten years or maybe more.

That must change. The chairman of the Awards Committee is a full-time professor with a full course load. I was scrambling to handle the Medallions in addition to teaching three courses and advising The Whit student newspaper. There is no way to distribute duties to other committee members because there is one main database and certain aspects – like certificates, engraving etc. – must remain uniform.

I was lucky enough to have the assistance of a fabulous department secretary, Sue McMahon Flynn from the Journalism Department. She must have put in at least 80 hours assisting me with the Medallion Awards and that was in addition to her other duties as department secretary.

I did my best but managed to annoy faculty members who thought I should be doing things better/quicker/their way. Several Medallion winners had to be changed at the last minute including one change that was made three days before Commencement.

It is a complicated, meticulous and annoying job. Being in charge of the Medallion Awards means coordinating with faculty, staff, University Publications, donors, University Relations and Development.

Does that sound like it should be done by a faculty member with a full course load? No. It is practically a full-time job in the spring semester.

On the other hand, my committee members were very helpful in selecting the five Medallion Awards that are solely under the discretion of the Awards Committee. They gave thoughtful consideration to the nominees and gave timely feedback. We picked some great Award winners.

RECOMMENDATIONS:

1. Hire retired Prof. Claudia Cuddy to do the Medallion Awards as a freelancer Pay her \$2,000. She LOVED doing it. It made her happy. She was GOOD at doing it. I, on the other hand,

sprouted extra gray hair. It got so bad that my secretary Sue and I started referring to it as “that M word.” We did not say it in a nice tone.

2. Turn the duties over to a professional or support staff person, perhaps in Student Life. This task is perfect for someone who is meticulous, detail oriented and good at dealing with the various departments on campus.
3. Keep it under the Faculty Senate but give release time.

And now that my time as head of the Medallion Awards is over, excuse me while I go scream in relief.

--Kathryn Quigley, Associate Professor of Journalism. quigleyk@rowan.edu

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Bookstore* 2015-2016

Number of Meetings Held this Year: 2

Committee Chair: Anthony Hostetter

Committee Members: (list here)

Tighe, Karla L.	Sun, Qian	Sacchetta, Robert J.
Ranganathan, S.	McGlynn, Charles D	Jahn-Clough, Lisa Ellen
Duren, Samuel Robert	Carrasco, Gonzalo A.	Tanya Harmer
John Styles		

Purpose of/Charge to Committee:

Mediates faculty, student and bookstore relations and concerns. This committee provides an ongoing evaluation of staffing levels of the bookstore, works on improving the perceptions about the bookstore’s work, both within the bookstore and externally among the rest of the campus, and facilitates cooperation of the faculty with bookstore needs and the bookstore with faculty and student needs.

Summary of Activities this Year:

At our first meeting held on November 30, we elected Anthony Hostetter as chair and discussed our concerns with the bookstore and textbooks.

At our 2nd meeting, John Styles and Tanya Harmer addressed our concerns. They presented information from the Higher Education Opportunity Act Textbook provision. They also discussed the Barnes and Nobel website. They provided a list of available textbook options including: new, used, digital, and rental options. These options allow students to choose how they get textbooks. They stressed the importance of getting early book orders, which allows them to shop early for used textbooks. The local store can lose their inventory if orders are not in early, which leads to higher prices for students.

SUGGESTIONS & RECOMMENDATIONS – Bookstore Committee, 2015-16

SUGGESTIONS:

The committee suggests that faculty should do their best to get book orders to the bookstore as early as possible. This allows the bookstore to secure used books before inventory runs out. Also, it allows the bookstore to keep used inventory currently in stock.

RECOMMENDATIONS:

Given that the bookstore is a private enterprise, no longer run by the university, the charge of this committee should be edited. It seems that, "This committee provides an ongoing evaluation of staffing levels of the bookstore, works on improving the perceptions about the bookstore's work, both within the bookstore and externally among the rest of the campus," is no longer relevant. Is this committee needed at all?

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *Chairs Council*____ 2015-2016

Number of Meetings Held this Year: Four_____

Committee Chair: Dilip Mirchandani_____

Committee Members: (list here) All (Elected) Department Chairs

Purpose of/Charge to Committee:

To discuss issues pertaining to the governance of departments including academic and faculty issues as well as administrative and budgetary issues and their impact on departments.

Summary of Activities this Year:

Four meetings were held, two in the Fall and two in the Spring. In addition to these meetings, Chairs were invited twice, once in the Fall and once in the Spring, to attend the Chairs / Leadership breakfast.

The primary topics discussed at Chairs Council meetings were:

- 1) The unilateral change in the model/formula to significantly reduce the CGCE/GLP revenue share to departments. The Chairs sent a memo to the Provost requesting a process, similar to the one used in 2010, to review the revenue share model. A work group, that included a Chairs representative, was convened and is currently finalizing its recommendations.
- 2) The use of Appointed Department Heads in eight departments as an experiment during a two year period (2015-17). Discussion among Chairs and consultation with legal counsel to AFT resulted in identifying the need to clearly define and codify bargaining unit work so that such work may be protected from administrative infringement without

negotiation. This will proceed in the coming months as Chairs create a detailed account of bargaining unit work.

- 3) The February 2016 meeting, where President Houshmand met with Department Chairs only, resulted in wide ranging discussions about many issues including the urgent need for many more full time tenure track faculty given the sharp rise in the student population, the various forms of planned collaboration with Community Colleges (CCs) including upper level courses being offered by CCs, the urgent need for additional classrooms and labs, better services and support for programs and students, and budgetary issues. The President said he would like to have more such meetings with Chairs to continue discussions.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: International Education Council 2015-2016

Number of Meetings Held this Year: 4

Committee Chair: Tingting Wang (Co-chair) & Kelly Bryant (Co-chair)

Committee Members: (list here)

Corinne Blake	Thomas Dinzeo	Marketa Fantova
Mary Gallant	Ai Guo Han	Anthony Hostetter
Ihsan Isik	Ane Johnson	Bokyoung Kim
Maria Mas Serna	Asadeh Nia-Schoenstein	Nancy Ohanian
Edward Smith	Marilena Vilceanu	Tingting Wang
Hong Zhang	Shan An	Hector Rios
Kelly Bryant		

Purpose of/Charge to Committee:

Improves the internationalization of Rowan University; plans and presents programs related to education in all countries; recommends practices and policies that will enhance the internationalization at Rowan; and assists in the development and establishment of such practices and policies

Summary of Activities this Year:

Met with the International Center director, Ms. Jacqueline McCafferty, to discuss the issues and problems of developing the partnership with overseas institutions.

Invited Ms. Jacqueline McCafferty and Advisor for Study Abroad, Ms. Laura Kahler to present and share with the committee regarding the developmental goals of the internalization of Rowan University.

Discussed possible promotion strategies for increasing Study Abroad.

Discussed the co-operational opportunities with Asian Cultural Heritage Month.

Discussed approaches for helping international students, recruiting more international students, as well as improving the international reputation of Rowan University.

SUGGESTIONS & RECOMMENDATIONS – International Education Council, 2015-16

SUGGESTIONS:

For recruiting more international students:

- With Rowan's current reputation, some programs are highly attractive to international students (e.g., MBA, RTF, finance, engineering, medical others). Exchange or oversea cooperation programs such as 3+1 or 2+2 model can be established and promoted at the university.
- In cooperation with the International center, help to identify overseas institutions that are reputable and that would be good as partners with Rowan

For helping international students:

- Contribute to a mentorship program for international students. International students often feel the lack of support during their stay at an oversea institution. Mentors from students' home countries or those with international interests, experiences, and/or origins at Rowan are to be invited to volunteer for mentoring international students.

For promoting Rowan students to study abroad:

- Partner with International Studies, organize an event that would feature returned study abroad students.

RECOMMENDATIONS:

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: Library 2015-2016

Number of Meetings Held this Year: 2

Committee Chair: Jennifer Tole (Writing Arts)

Committee Members: (list here)

Jiyeon Lee	Judith Copeland	Karla Tighe
Harriet Benevidez	LuAnn Maslanik	Rolf Mikkleson
Marjorie Morris	Bruce Whitman	Dorothy Knauss
Katherine Luet	Lorenzo Matthews	Jennifer Tole

Purpose of/Charge to Committee:

“Reviews available learning resources of the University including those in the Campbell Library, the Camden Campus library, the music library and educational media. The committee also reviews the policies regarding the management and use of these centers and materials and makes appropriate recommendations.”

Summary of Activities this Year:

-One of our primary objectives during our two meetings this semester was to revise the language of the official committee charge (above) to better reflect the growth and technological developments associated with the University libraries. Discussions of this revised charge are ongoing, with several committee members providing very valuable suggestions via a shared Google Doc. We hope to decide on a final revised charge in our next meeting (Fall 2016) and then bring the revised charge to the Senate Executive Committee for a vote.

-Scott Muir, the Associate Provost of Library Information Services, was present in both meetings held this year and updated the committee in regard to issues concerning changes to the physical layout of the library, the work of the newly-formed Library Research Advisory Committee, and the services and resources available to faculty and students at Rowan.

-Beyond getting the revised committee charge passed by the Senate Executive Committee, our plans for the future include soliciting input from faculty and students regarding their research and library needs and making recommendations based on that feedback to best serve the University community.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: *University Scholarship* _____ 2015-2016

Number of Meetings Held this Year: _____ 3 _____

Committee Chair: Douglas Mann _____

Committee Members: (list here)

Melanie Alvernio	Xiao Hu	
Gina Gondos	Nancy Ohanian	
Mildred Rodriguez		
Nancy Buhner		
Greg Biren		
Janet Lindman		
Jay Tran		
Laurie Haines		

Purpose of/Charge to Committee:

Award scholarships for the foundation

Summary of Activities this Year:

The committee met in October to review the process and introduce the charge and committee members. The scholarship process was completely re-done this year with the addition of awardspring. Much of the fall semester was done prepping the committee for the new system. In the spring semester awardspring was reviewed and the committee graded applicants. The committee met in early April to deliberate on the scholarships that the committee was responsible for.

SUGGESTIONS & RECOMMENDATIONS – University Scholarship, 2015-16

SUGGESTIONS:

1. We will need to re-examine rubric for understanding and for adjustments, particularly to the recommendation section.
2. All reviewers will need access to award spring as administrators
3. We will need to set up groups so they can identify applicants who are eligible for each sub-category of scholarships, prior to the final deliberations.

RECOMMENDATIONS:

See above