

UNIVERSITY SENATE MINUTES
April 14, 2008, 10:50 am, 3091 Ed Hall

ATTENDEES: Bonnie Angelone, Michael Banutu-Gomez, Joe Basso, Jacqueline Benevento, Krishan Bhatia, Lori Block, Kate Boland, Bruce Caswell, Sheri Chinen-Biesen, Doug Cleary, Jennifer Courtney, Kevin Dahm, Michele DiCorcia, Robert D’Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Dorie Gilchrist, Eric Guerra, Roberta Harvey, John Hasse, Karen Haynes, Susan Hersh, Olcay Ilicasu, Candace Kelley, Allison Krufka, Lili Levinowitz, Matthew Lund, Midge Madden, Karen Magee-Sauer, Julie Mallory-Church, Douglas Mapp, Mark Matalucci, Phyllis Meredith, Eric Milou, Bob Newland, Clara Popa, Mohammed Rashiduzzaman, Natalie Reaves, Anthony Robb, Maria Rosado, Adrian Rusu, Nick Schmelz, Kathleen Sernak, Tony Smith, Rob Sterner, Pat Alexy-Stoll, Eileen Stutzbach, Sanford Tweedie, Cindy Vitto, Patrick Westcott, Barbara Williams, Tricia Yurak, Ieva Zake

NOT IN ATTENDANCE: (Represented by Alternates) Tanya Santangelo represented by Frank Epifano.

NOT IN ATTENDANCE: Keith Adams, Herb Appelson, Joe Cassidy, Tom Doddy, Ihsan Isik, Phillip Lewis, Janet Lindman, Anne Phillips, Robi Polikar and Don Stoll.

1. Approval of Agenda – moved, seconded, approved.
2. Introductions of Visitors – Jay Kuder
3. Approval of Minutes from March 2008 (**separate file**) moved, seconded, approved.
4. President’s Report (**pages 3-9**)
5. Open Period
 - a. Dr. Kuder on Grants Salary Policy (**pages 10-11**) Rowan Graduate School is undergoing 2 major audits this year, internal audit and A-133 audit. Auditors have told us we need to move existing/established procedures into written policies. Need salary policy to reflect federal law, state law and union contract. The Grants Salary Policy must be approved by the Board of Trustees.
 - b. Dr. Hasse on West Campus (**page 12**) John spoke very knowledgeably regarding land use in New Jersey. South Jersey is developing very rapidly. The land equivalent of 40 football fields are being developed per day. At this rate, it will be only 40 years until New Jersey runs out of land to develop. Rowan Blvd, if it goes as planned, will be one of the first green neighborhoods in US. West Campus is a different story, modeled after Cambridge University but Rowan’s west campus is six times the size, without the big companies involved. What role should Senate take? Can we use this land effectively as a land reserve, with some ecological use? Perhaps we should ask students for their opinions/input.
6. Standing Committees & Task Forces
 - a. Curriculum Committee Report (**separate file**) A total of 16 process C curriculum proposals were moved, seconded, and approved: The new B.S. in Athletic Training, a minor in MIS, a new track within the BA Liberal Studies Hum/SBS program, some new COGS, and several modifications to existing programs. See Curriculum Database for complete list.

- b. Academic Policies and Procedures
 - i. Background (**page 13**) AP&P has created a modified version of a 1998 proposed policy. New modified version clarifies both the policies and procedures, involves the Office of judicial Affairs.
 - 1. Attendance Policy Resolution (**page 14**) first reading
 - 2. Classroom behavior policy resolution (**pages 15-17**) first reading
 - c. Recruitment, Admissions, And Retention
 - i. Resolution Concerning Freshman Enrollment Increases (**page 18**) first reading, with note that the proposed increase of enrollment by 100 new students per year for five years beginning Fall 2007 has not happened yet for Fall 2008.
 - d. Academic Integrity Task Force (separate file) Barbara Williams presented a form to be used as a way of tracking minor violations. A review board would handle more serious violations or repeated violations. First reading.
7. Other Resolutions
- a. Turnitin.com resolution (Matt Lund) - (**page 19**) first reading. Use of Turnitin by faculty is voluntary but if faculty member chooses to use Turnitin then 5 steps are proposed as well as a suggested statement for the syllabus with the opt out option.
 - b. Commuter Rail resolution (John Hasse) - (**page 20**) first reading. Resolution to strongly support the NJ-3 route for Conrail tracks which would pass through Rowan campus and to recommend that the University administration make a similar endorsement and actively engage in promoting the benefits of selecting the NJ-3 route.
8. Old Business
- a. Academic Policies and Procedures
 - i. Resolution to Add Professor's Signature to "Prerequisite Waiver" Form (**pages 21-22**) due for a final vote but motion was made to table this until the May meeting.
9. New Business
10. Adjournment motion made and passed.

1. Rooms, Furniture, & Scheduling Update
 - a. Open Period remains on Mondays at 10:50am, after lengthy discussion with President Farish
 - b. Enrollment Cap vs. Room Cap – Enrollment caps are set by departments. Room caps are set by facilities. No one can violate the room cap due to fire codes. Because Banner doesn't indicate room caps currently, the normal sign-in process has been stopped. Now faculty must contact the Registrar's Office to increase enrollment cap only up to the room cap, never to exceed it.
2. Graduate School Model (**page 4**) model by provost.
 - a. Open forum to be held – scheduled for May 5th from 2-4 PM to discuss proposal.
3. Summer School Proposal (**pages 5-6**) union has not passed it yet. The salary cap of 20% of yearly salary could be a problem for lower salaried instructors.
 - c. Discount on tuition for summer 2008
 - d. Undergraduate tuition \$262/credit – down from \$282/credit, Fees \$88/credit – down from \$118.50 per credit.
 - e. Graduate tuition \$562/credit, Fees \$88/credit – also a decrease. See page 2/3.
4. Alternative Period for Faculty Workload Agreement (**page 7-8**) has been passed by union. Now in effect. Is voluntary. Can spread out workload to include summer but not with the intent to skip a fall or spring semester. Exactly how this effects 12-month faculty must still be clarified. This will not affect overload.
5. Camden Campus – Provost Task Force (**page 9**) Tyrone McCombs, is Interim Assistant Provost, currently overseeing the Camden Campus.
6. Senate Constitution Revision Vote (Next step is the BoT)
 - a. Voted Yes 376.....62.4%
 - b. Voted No 11.....1.8%
 - c. Blank "Ballot" 2.....0.3%
 - d. Did not vote 214.....35.5%
 - e. TOTAL 603.....100.0%
7. Provost Task Forces to Examine the Development of New Interdisciplinary Degrees
 - a. Interdisciplinary Bachelor Degree in Hospitality Management, Hotel and Restaurant Management, Tourism and Hospitality
 - b. Architecture Degree
 - c. Interdisciplinary degree in System Engineering/Engineering Management/Industrial Engineering/Information Engineering/Financial Engineering
 - d. Pharmacy School
 - e. Allied health programs (Nursing, Holistic health, Music Therapy, Health-Care Management)
 - f. MFA in Comm. Arts
8. Provost Fellow – no candidates have applied for 08-09
9. 2008-09 Senate Executive Committee Selection is May 20th at 9am
10. Senate 40th anniversary celebration is May 20th at 11am (RSVP to Linda Daley at daley@rowan.edu)

GRADUATE SCHOOL MODEL

Operations

- Maintain the current operations of the Graduate School with the current level of support staff
- Establish Graduate Council consisting of one representative from each college to:
 - a. Formulate policies, and suggest new curricula/degrees
 - b. Represent the graduate education of each college
 - c. Oversee graduate program reviews
- The Graduate Council representative for each College should be elected by the faculty AND be approved by the Dean of that College.
- Create a position of Director of Graduate School who will report to the Provost Office, with a close collaboration with the Dean of CPCE

Δ -phase revenue sharing

- During the Δ -Phase and the Self-Funded Phase, the revenue split will be determined based on the overall college MGFTE production, rather than at individual department/program level. This will allow for more flexibility in cases of enrollment volatility at the department/program levels.
- The baseline Fall08 SCH (or FTE) production for each college will be established based on recent data by the deans, the Graduate Council members, and the Provost.
- During the Δ -phase, the deans can negotiate to borrow (or to loan) certain number of SCH from (to) each other to provide cushion for possible drop in SCH below their baseline numbers.
- Only the Δ is split. The base amount of just under \$3.2 million per semester will be paid to the General Fund.
 - Provost 5% - Investment in new program development
 - Graduate School 10% - Supplement and enhance graduate assistantships
 - Dean 10% - Invest in new programs and faculty/staff development
 - Department 33% - Instructional expenses, faculty development, new programs
 - CPCE 27% - Pay-off debt to the University, marketing, and other administration expenses
 - General Fund 15% - To recover the staff salary and operating expenses

Self-funded phase (revenue must double current level of 3.2 million)

- General Fund 50% - No more contribution for graduate assistantships. No more contribution for the staff salary of the Graduate School
- Academic 50%
 - CPCE 13.5% - staff salary and marketing
 - Departments 16.5% - Instructional expenses, faculty development, new programs
 - Deans 5% - Invest in new programs and faculty/staff development
 - Provost 5% - Investment in new program development
 - Graduate School 10% - Graduate Assistantship support

Those departments that only serve graduate education will continue to do so. The University (G.F.) will continue providing the faculty/staff lines commensurate with their enrollment, and scholarly/research productivity.

Summer School Model

The University and the Union agree that the Campus is severely underutilized during the summer. Further we agree that we need to make the Summer School a partnership between the departments/faculty and the University by sharing the tuition revenue equally. In order to ensure the integrity of the process, we agree to the following policies and procedures which include adherence to the revised Summer Load Assignment (C-80) and the revised Summer and Overload (Distribution of) (C190).

1. Summer Assignments shall be voluntary and consistent with the normal university procedures. Summer session assignments shall be distributed on an equitable basis.
2. Complete flexibility in delivery mode and the length of sessions (term) including but not limited to: on-line, hybrid or face-to-face. Three, four, five, six, eight or 16 week sessions may be considered by the departments.
3. The revenue split will be as follows:
 - a. All the fees will go into the General Fund (G.F.)
 - b. Net Tuition revenue will be distributed as follows:
 - i. Up to \$7M: 50% to G.F., 40% to Depts.
 - ii. Over \$7M: 45% to G.F., 45% to Depts.
 - iii. 5% to Provost for academic investment
 - iv. 5% to CPCE for staff salary (administration) and marketing
4. The department's revenue under this model may be carried forward from one fiscal year to the next. There will be no reduction in a department's budget due to this carryover.
5. Faculty working under the Alternative Period for Faculty Work Load are not included in this summer school model and neither are any profits from the courses taught by a faculty member under this program.
6. Faculty summer salaries under this model shall be paid from the department's share of revenue.
7. The balance of department revenue after the summer salaries are accounted for, shall be split between department budget and a salary incentive for the faculty who teach summer school under this model.
8. The split will be implemented as follows:
 - a. The full balance will go to the department budget in 2008
 - b. Three quarters of the balance will go to the department and the remaining quarter will go into the faculty salary incentive in 2009.
 - c. In 2010 it will be evenly split between the department and the faculty salary incentive.

9. The disposition of the department revenue shall be decided by a democratic process within the department.
10. The faculty salary incentive revenue shall be distributed to the eligible faculty teaching summer courses proportional to the credit hours taught under this model.
11. Under this model the decision whether a course will run is to be determined according to the department's pre-determined summer model policy.
12. The Administration and the Union agree to review the status of the processes and procedures relating to this agreement annually. Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.

ALTERNATIVE PERIOD FOR FACULTY WORKLOAD (2)

The Master Agreement between the State and the AFT in LETTER OF AGREEMENT XVII states that:

“It is agreed by and between the State and the Union that notwithstanding the provision of Article XII (Faculty Responsibilities) which sets forth the basic academic year teaching load and teaching credit hours, if a State College or University determines that it is in the best interests of the College or University, the students it serves and/or certain academic programs to schedule the twenty-four (24) teaching credit hours and the thirty-two (32) weeks of instruction for a particular faculty member or members over a period other than between September 1 and June 30, the College or University shall negotiate with the local Union a procedure for changing the twenty-four (24) teaching credit hours and the thirty-two (32) weeks of instruction to a period other than between September 1 and June 30. If a local procedure is negotiated and a faculty member performs his or her responsibilities over such a period, the faculty member shall not suffer any penalty as a result of such election, including but not limited to the right to receive pension and health benefits as if he or she worked between September 1 and June 30. Participation in an alternate period program shall be on a voluntary basis only.”

Building upon the language of the Master Agreement set forth above, the University and the Union agree that the following provisions shall apply:

1. Full time faculty members may make an application to their chairperson for a voluntary alternate workload period for their 24 teaching credit hour load. Permission will not be unreasonably denied.
2. Alternative load as defined by the “Statement of Principles and Guidelines of the Faculty Workload Adjustment” agreement counts towards the contractual 24 teaching credit hours.
3. This alternative workload period under LETTER OF AGREEMENT XVII may include either semester, intercession or any of the Summer sessions. The alternate workload period may be anywhere from one semester (with teaching not to exceed 1.5 of the established load per semester) to an entire year in any course/credit hour combination.
4. This applies to all credit bearing courses taught regardless of mode of instruction or worksite location.
5. Summer may count towards either the current or the coming academic year and must be so identified in the application.
6. The equivalent of no more than two courses, as defined by the discipline, may be accumulated (banked) for a period of no more than one academic year. This intent must be identified in the application. This may be extended upon the written, mutual agreement of the parties.
7. Each Dean and chairperson, for the purposes of accountability, shall maintain the data regarding the status of each faculty member participating. This shall include the name, start date, end date, banked credit hours, if any, and annotation when the annual workload is completed. Faculty member must receive a copy of this record.
8. Teaching in the Alternate Period for Faculty Workload shall not be counted in or towards the Summer School model.
9. The alternative schedule and the voluntary nature of the agreement must be attested to in writing by all the parties with the parties signing the approved application.
10. No faculty member shall be forced to work more than half their annual load in any given semester without this voluntary agreement.

11. The form at a minimum shall contain the following:

_____, the undersigned, voluntarily agrees to an Alternative Period for Faculty Work Load for the academic year _____. The faculty members 24 hour load shall be fulfilled as follows for the academic year:

Signature of the faculty member: _____ date: _____

Approved: _____ Dean's signature: _____ date: _____

Denied: _____ Dean's signature _____ date: _____

Reason for denial: _____

12. The Administration and the Union agree to review the status of the processes and procedures relating to the adjusted faculty workload period annually. Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.

February 28, 2008

Provost Task Force to Review and Strengthen the Rowan Camden Campus

The Provost's office and the University Senate are jointly forming this task force and charge it as follows:

1. Perform an exhaustive inventory of the current curricular offerings at Camden
2. Investigate possible additional curricular offerings including, but not limited to, teacher preparation (especially for Camden City paraprofessionals) and executive education for professionals in Camden City
3. Determine the state of the Rowan facilities on the Camden Campus

The task force will issue a full report with recommendations to the University Provost and Senate President by July 1, 2008.

Committee Members:

1. Jackie McCafferty
2. Jay Tran
3. Jodi Bornstein
4. Jay Schiffman
5. Patrick Spearman
6. Beth Wassell, Co-Chairperson
7. Tyrone McCombs, Co-Chairperson
8. Bob Fleming
9. Horacio Sosa

The purpose of these guidelines is to clarify the procedures that should be followed in charging salary costs to government grants in order to comply with federal rules for grant accounting (e.g. OMB-A-21) and with audit requirements.

These guidelines apply to all Federal and most State grants. They do not apply to sponsored projects (i.e. industry contracts) where salary can be negotiated with the sponsor.

1. Salary Charges to Grants: When salary is charged to a grant, the *full cost* of that salary (not “replacement costs”) must be charged. **The cost can be paid by the sponsor, by the university (through cost sharing), or by a combination of those sources.** The salary savings realized by the university by not having to pay that portion of Professor X’s salary may be used to offset the costs of instruction or for any other valid university purpose.

Example A: Professor X has a grant from the National Science Foundation that provides 10% of her yearly salary (\$5,000 per semester) to be paid by the grant. The entire \$5,000 is charged to the grant. If Professor X is released from a teaching assignment, the university can use salary savings funds to replace Professor X. Any remaining funds can be used by the university as determined by the Provost and Vice President for Finance.

Example B: Professor X has a grant from the National Science Foundation that provides 10% of her yearly salary (\$5,000 per semester) to be paid by the grant. Fifty percent of the salary cost (\$2,500 per semester) is charged to the grant. The remainder of the salary is cost shared by the university. Professor X completes the “Cost Share” form as part of her grant transmittal to the Office of Government Grants and Sponsored Projects.

2. Compensation Above the Base Salary: The contract between the American Federation of Teachers and the State of New Jersey states (in Article XX) that an employee can receive up to thirty percent (30%) of his or her base salary or \$18,000, whichever is greater for outside-funded activities, including grants. This compensation applies to funds for the contractual period of employment (i.e. 10-month contract).

Although the State contract provides for compensation over base salary, some federal sponsors may not permit salary to be charged in this way. It is best to check with the sponsor to see if they will allow supplementary salary payments.

If faculty/staff wish to receive compensation that exceeds their base salary from grant funds during the academic year, they must indicate this in their proposal and receive permission from the sponsor (in writing) to do so. Under the contract between the State and the AFT, the university has the option to grant an alternate assignment within load in lieu of additional compensation (Article XX).

Example: Professor X proposed and was approved to devote 10% of his effort to a NASA grant during the period September 1-June 30. Most of the work will be performed in June. His base salary is \$100,000. NASA gave written permission to pay supplementary compensation on this grant. Therefore, he can receive \$10,000 (10% of \$100,000) for the work performed in June.

3. **Summer Salary:** In some cases, researchers may request that salary for work performed on a grant be paid in the summer. This should be stated in the proposal and the sponsor must agree to this arrangement. OMB A-21 (section 10.2 (a)) states that, “Charges for work performed by faculty members on sponsored agreements during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates, and will be limited to charges made in accordance with other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment.”

Since most faculty at Rowan are on a ten-month contract, summer compensation would generally be limited to no more than two-tenths of their base salary. **In accordance with federal policy, faculty cannot exceed this amount even if they have multiple grants. If faculty have other professional responsibilities in the summer (e.g. teaching, administration) they can not commit to providing 100% of effort on grants in the summer. If a faculty member accepts additional responsibilities in the summer months, their salary and effort must be adjusted to reflect the entire compensation (see Example C):**

Example A: Professor X proposed and was approved to receive salary compensation for two months in the summer. His base salary is \$100,000. He proposed to devote 100% of his effort in the summer on this grant. He has no other professional responsibilities for which he is receiving compensation through Rowan in the summer. Therefore, he can receive \$20,000 (100% of \$20,000) in the summer.

Example B: Professor Y has two grants that pay her summer salary. Her base salary is \$100,000. She has proposed to devote 25% of her effort on Grant A and 50% of her effort on Grant B. She can receive up to \$5,000 from Grant A and up to \$10,000 from Grant B, for a total of \$15,000. She can accept additional professional responsibilities in the summer if she wishes to so.

Example C: Professor Z proposed and was approved to receive salary compensation for two months in the summer. His base salary is \$100,000. He planned to devote 100% of his effort in the summer on this grant. Later, he accepted an assignment to teach a summer course for which he will receive \$5,000. He must reduce his effort on the grant below 100% and salary should be reduced proportionally. Any unused salary funds in the grant account could be used to compensate other grant employees or used for other purposes in the grant, with the permission of the sponsor.

4. **Student Compensation**

Students who receive compensation for work on sponsored projects should be compensated at the prevailing university rates. Fringe benefit rates should not be included in determining the salary paid to students working on grant-funded projects.

Concerns Regarding West Campus

- Rowan West Campus is a bold idea, but is it necessary? A bigger campus is not automatically a better campus. Main Campus could absorb many additional buildings without moving any sports fields. Infill of additional housing and additional academic buildings would actually improve the Main campus which is currently a poorly coordinated scattered collection of buildings. Many other beautiful campuses have a substantially higher building density than Rowan's main campus.
- How many millions of dollars has been spent to date? (acquisition, consultants, improvements)? How has Rowan's educational mission benefited from that expenditure? How will it benefit in the future?
- Why 600 acres? (Rowan Main Campus is only 200 acres.) At 800 total acres (1.25 square miles), Rowan is now larger in land area than 106 towns in New Jersey.
- Is it fiscally sound for Rowan's west campus construction to be reliant on commercial income? (There has been no market analysis to date).
- How much will operation and maintenance cost for a whole new campus?
 - Security
 - Facilities
 - Grounds keeping
 - Snow plowing
 - Shuttle
 - Etc.
- How will Rowan's West Campus commercial shopping center affect/undermine the success of Rowan Boulevard and Richwood Town Center?
- How will splitting the campus affect campus culture?
- How will west campus impact traffic on RT 322?
- A Rutgers study found that traffic congestion and the inconvenient university BUS system linking campuses were the greatest issues of concern to Rutgers students and faculty. Aren't we recreating the exact same problem here at Rowan?
- What is the role the Campus Master Planning? Has Opus become our master-planning agent?
- Will any West Campus development follow the Campus Master Planning Committee Guiding Principles?
- Eminent Domain (used to acquire some of the West Campus land) is intended to be used only for a clear public benefit. Is it ethical/legal to use that land for commercial development?
- Will we really fill 3,000 beds with paying students? It will NOT be "on-campus" housing. Who would want to live out there? How much will the rent be?
- If Rowan is going to increase its student body, with what faculty will we teach these new students? With even more adjuncts? How does this tie into an academic master plan?

The Rowan Technology Park has, to date, been far less than successful. Why would the Opus plan be any more successful given the track record thus far?

Background on the two AP&P resolutions being introduced

Classroom Behavior Policy

The Senate passed a classroom behavior policy in 1998. The Provost at the time never signed it. Current University practice is similar to that expressed in the policy. Because of this and because it would help support the proposed Academic Integrity Policy, AP&P has created a modified version of this policy, one that clarifies both the policies and procedures, and involves the Office of Judicial Affairs, as that didn't exist when the prior policy was passed.

Attendance Policy

Jim Newell in the Provost's Office asked for an attendance policy and sent what is below to the committee. The Provost's office proposes a policy that we feel isn't very organized or coherent. Our proposed policy is an attempt to clarify and put into place an acceptable policy. It has been made clear to us that the Provost will institute a policy if the Senate doesn't send forward a resolution of our own.

Existing Policy – enacted February 7, 1997

Students are expected to be present at each scheduled class for which they are officially registered. Rowan's "community of learners" can be realized only when teachers and learners interact in the ways deemed appropriate for any particular class. Because Rowan recognizes diversity in both teaching and learning styles – and even course design and delivery – rules may vary with the learning experience, e.g., on-line or distance learning courses. Faculty establish the parameters of a particular learning experience and are expected to maintain the efficiency of the community and keep accurate attendance record. Faculty are expected to counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern of absences continues. Students who are absent for reasons of illness, death in the family, inclement weather, religious observances, official college activities, or for matters of personal conscience should inform their instructors, ideally with a written excuse, before the fact or as soon as possible thereafter. Except in cases where classroom activities cannot be repeated, faculty may provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In any event, faculty are under no obligation to make special provisions for students absent for reasons other than those listed above. Faculty may establish additional attendance criteria which are consistent with the above paragraphs. In learning communities where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.

Problem(s) with the current policy:

The policy sets no policy whatsoever, but rather makes suggestions. A faculty member who chooses to fail a student for missing a final exam because of documentable illness or religious observance has violated no existing policy, yet their behavior is unacceptable. The policy must be modified to provide protection for students who miss a class or graded activity for legitimate reasons. The policy also has lots of theoretical language that are a nice part of a resolution, but are not really policy.

Provost's proposed new policy

Students are expected to be present at each scheduled class for which they are officially registered. Faculty establish the parameters of a particular learning experience and are expected to maintain the efficiency of the community and keep accurate attendance records. Faculty are expected to counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern of absences continues.

Students who are absent for reasons of

- ∞ Illness,
- ∞ death in the family,
- ∞ inclement weather,
- ∞ religious observances,
- ∞ official college activities,
- ∞ or matters of personal conscience

must inform their instructors and provide their instructor with written documentation before the fact (in cases of religious observances, official college activities, or matters of personal conscience) or as soon as possible thereafter in the case of illness, inclement weather, or death in the family.

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. Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above. Faculty may establish additional attendance criteria which are consistent with the above paragraphs. In learning communities where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.

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
 - Matters of personal conscience
 - Documented illness
 - Death of a family member or loved one
 - Inclement weather

must inform their instructor with written documentation before the fact in cases of religious observances, official University activities, and matters of personal conscience, 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.

Proposed Classroom Behavior Policy and Procedures

Introduction

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

What Constitutes Disruption?

Disruptive behavior can be classified into two levels.

Level I disruptive behavior can include:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students

Level II disruptive behaviors can include:

- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

Some disruptive students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Procedures

Level I Disruptive Behavior

- a) The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- b) If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Public Safety at 256-4911. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, the dean of the college where the course is held and the provost's office using the Classroom Behavior Report form.
- c) In the event the student is directed to leave the classroom, the instructor and student must meet before the next class in an attempt to resolve the issue.
- d) If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- e) If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of the Student Code of Conduct or the disruptive behavior becomes a Level II situation, the chair *must* refer the matter to the Office of Judicial Affairs. The dean of the college where the course is housed and the provost's office will also be notified when this occurs. *This process must be conducted in a timely manner so the student does not miss more than one week of class.*

Level II Disruptive Behavior

- a) All Level II violations *must* be referred to the Office of Judicial Affairs using the Classroom Behavior Report form. The department chair, the dean of the college where the course is housed, and the provost's office will also be notified.
- b) The student will be notified in writing by the Office of Judicial Affairs concerning violations of the Student Code of Conduct and will have a hearing opportunity before being sanctioned for misconduct. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the department chair, the dean of the college where the course is housed, and the provost's office.

Classroom Behavior Report Template (to be completed by instructor)

On (date) in (course name and CRN), which meets on (meeting days and times), (student's name) was directed to leave class.

(Describe incident in detail.)

(Instructor's name)

(Signature and date)

RECRUITMENT, ADMISSIONS, AND RETENTION
Resolution Concerning Freshman Enrollment Increases 4/4/08

Whereas: Rowan’s Administration has initiated a plan¹ to increase freshman enrollment by 100 new freshmen per year for five years beginning in Fall 2007, amounting to a net increase of 1500 students over five years:

100 (new freshmen relative to 06-07 level) –	AY 07-08
200	AY 08-09
300	AY 09-10
400	AY 10-11
+ 500	AY 11-12
<hr/>	
1500 additional students	

Whereas: AY 07-08 has been characterized by severe shortages in classroom space.

Whereas: The full-time faculty/student ratio, adjunct budget, tutoring budget, housing, support services, and advising capacities are already insufficient.

Whereas: Increasing the size of the freshman class without corresponding increase in university resources will lead to a lower retention rate.

Whereas: Certain Departments and Colleges are put under special pressure to staff freshman courses. In some cases, the pool of qualified adjuncts has been exhausted.

Whereas: The new freshmen will put a strain on course availability for upper division courses as they proceed with their education.

Therefore Be It Resolved:

If the University intends to increase enrollment as projected, the University must increase the number of faculty (full-time tenure track and adjunct), classroom space, support services, tutoring, housing, and advising resources accordingly **at least** to match pre-Fall 2007 levels.

Be It Further Resolved:

The University will implement an Enrollment Management Strategy, utilizing recommendations from the Strategic Enrollment Taskforce, that provides a mechanism for recruiting, enrolling, and retaining students such that student populations are suited to the resources and goals of the university and its individual programs.

¹ “Rowan Ups Enrollment as Campus Expands”, *Gloucester County Times*, June 24th, 2007.

University Policy: Rowan University has a license agreement with Turnitin, an online service that can be used to detect and prevent plagiarism in student assignments. Student papers are protected by the Family Educational Rights and Privacy Act (FERPA) as they are educational records that may contain ~~with~~ personally identifiable information. The following policy should be in effect to be compliant with FERPA

The use of Turnitin by faculty is entirely voluntary. If a faculty member chooses to use Turnitin:

- a. The faculty member must notify students on the official syllabus of the following:
 - 1) the use and purpose of Turnitin
 - 2) the rights of the student to not submit personally identifiable information to Turnitin. Students must be informed that this will have no impact on their success in the class.
 - 3) the options that the faculty member and student have with respect to the students' right to privacy and the faculty member's right to evaluate student work for academic honesty.
- b. The faculty member must receive explicit written consent from the individual student to use Turnitin. We're waiting for a judgment from Barbara Kleva about the necessity of this.
- c. If a faculty member personally submits student work to Turnitin or other plagiarism detection sites, the faculty member must remove all personally identifying information from the work. This includes the student's name, social security number, and/ or Rowan ID number.
- d. If a faculty member receives information from Turnitin that leads the faculty to judge that a student has plagiarized, the faculty member must follow the University policy for Academic Honesty.
- e. Faculty may not give out any information about student work to a faculty member from any other institution than Rowan University. All requests from faculty at other institutions should be forwarded to the Provost's Office.

Suggested statement for the syllabus with the opt out option: Note: this should be modified according to the professor's specific use of Turnitin in a class.

Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you do not wish to use Turnitin you must notify me by e-mail within two weeks of today's date. If you object to the use of Turnitin I will use other procedures to assess originality.

Suggested statement for the syllabus with the opt in option: I don't think we need the form here. Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you object to the use of Turnitin I will use other procedures to assess originality.

Resolution Promoting Commuter Rail to Rowan

Whereas: The Delaware River Port Authority is evaluating various routes for extending commuter rail into Gloucester County,

Whereas: One of the three corridors being considered is the Conrail railroad tracks which pass through Rowan campus (known in the study as NJ-3),

Whereas: Compared to the other routes under consideration, NJ-3 will provide substantially more benefits including: significantly better pedestrian accessibility to Gloucester County's population; walkable access to many more Gloucester County institutions and businesses; potential revitalization of the historic towns through which it passes; and many environmental and sustainable benefits while lessening traffic on Gloucester County roads,

Whereas: NJ-3 will best provide Rowan University students, staff and faculty a safe, convenient and environmentally beneficial alternative for transportation in the region and to Philadelphia,

Be it resolved that: The Rowan University Senate strongly supports the selection of NJ-3 as the preferred corridor and recommends that the University administration make a similar endorsement as well as actively engage in promoting the benefits of selecting the NJ-3 route.

**Resolution to Add Professor's Signature to
"Prerequisite Waiver" Form**
Draft of February 19, 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.

