

UNIVERSITY SENATE MINUTES
February 4, 2008, 10:50 am, 3091 Ed Hall

ATTENDEES: Herb Appelson, Krishan Bhatia, Lori Block, Kate Boland, Joe Cassidy, Bruce Caswell, Sheri Chinen-Biesen, Doug Cleary, Jennifer Courtney, Kevin Dahm, Michele DiCorcia, Robert D’Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Dorie Gilchrist, Roberta Harvey, John Hasse, Karen Haynes, Olcay Ilicasu, Allison Krufka, Lili Levinowitz, Phillip Lewis, Janet Lindman, Matthew Lund, Midge Madden, Karen Magee-Sauer, Douglas Mapp, Phyllis Meredith, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Clara Popa, Natalie Reaves, Anthony Robb, Maria Rosado, Adrian Rusu, Tanya Santangelo, Nick Schmelz, Kathleen Sernak, Tony Smith, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach, Sanford Tweedie, Cindy Vitto, Patrick Westcott, Barbara Williams, Tricia Yurak, Ieva Zake

NOT IN ATTENDANCE: (Represented by Alternates) Bonnie Angelone represented by Rory McElwee.

NOT IN ATTENDANCE: Keith Adams, Michael Banutu-Gomez, Joe Basso, Jacqueline Benevento, Tom Doddy, Erick Guerra, Susan Hersh, Ihsan Isik, Candace Kelley, Mark Matalucci, Muhammed Rashiduzzaman and Rob Sterner.

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from December 2007 (**separate file**) motion to approve, second, carried with correction to attendance record as follows: Douglas Mapp should be indicated only once under attendees.
4. President’s Report (**pages 3-4**)

11:10 - 11:45am

5. Standing Committees & Task Forces
 - a. Curriculum Committee Report (**pages 5-7**) – votes on 2 process C proposals – both passed. ‘Internet in the Classroom’ passed unanimously and the ‘minor in Environmental Studies’ passes with one abstention. See curriculum database for further details on these process C proposals plus 1 process B proposal and 69 process A proposals.
 - b. Provost's Task Force on Transfer Agreement
 - i. Rowan Experience Resolution (**page 8**)
Due to new Statewide Transfer Agreement to be in effect fall 2008, transfer students with an Associate’s Degree from a New Jersey community college is considered to have fulfilled “all lower division general education requirements. Task force is proposing that ACE, M/G, WI, LIT, RS and Public Speaking be called “The Rowan Experience Requirements” rather than Gen. Ed. requirements.

Transfer students vs. native students GPA question by Herb Appelson. This was recommended to be addressed by Academic Policies and Procedures Committee.

Cassidy inquired isn’t this law for financial reasons and does this resolution create an extra cost to students? Hopefully departments will try to find room for the 60 credits from county college to fit within their program. Phil Lewis stated that in the College of Business needed courses are included as pre-requisites for courses in the major.

See page 7 for first reading only. Senators should bring this back to their department for feedback.

- ii. Resolution Clarifying the Status of Required General Education Courses under the Comprehensive Statewide Transfer Agreement (**page 9**)

Using Physics major as an example – Need Chem. I and II for Physics major. Get rid of current subcategories of Gen. Ed and Major Requirements. In the University Undergraduate Catalog just call them Required Courses. Provost's office is supportive of this. Make changes in catalog to just a list of Required Courses.

First reading only. Senators should bring back to department for feedback.

- c. Technological Resources Committee
 - i. Resolution for Banner Course registration Service (**page 10**) The University Senate recommends that course descriptions printed in the catalog become available via Banner Self Service for each course offered during registration. Course descriptions should be available as a one-click link.
6. Academic Integrity Task Force <http://blogs.rowan.edu/aipolicy> Barbara is at a conference in New Orleans. See draft on the web, click to download, read and give feedback, can post comments on the blog.
7. Old Business
 - a. Counseling Resolution (**page 11**) Eileen – motion approved, seconded, passed.
 - b. Resolution to Alter the Function of “Professor's Permission To Override A Closed Course” Form (**page 12**) – motion approved, seconded, passed.
 - c. Resolution Concerning Instructor Changes to Syllabi After Distribution (**page 13**) – While making changes to the syllabus after it is distributed is highly discouraged, in cases where alterations are unavoidable, the instructor must inform students in writing (paper, WebCT, or e-mail are acceptable forms) in an expeditious manner. Web CT may need to be changed to Blackboard or something more generic. Motion approved and seconded. Discussion followed. Unfriendly amendment made by Herb Appelson to change *must* to *should*. Motion on the amendment denied, 9 in favor, 35 opposed, 3 abstentions. Resolution passed with majority support.
8. New Business – none. Reminder – get all classroom deficiencies to Eric by e-mail today.
9. Adjournment motion made and passed.

President's Report:

1. Rooms, Furniture, & Scheduling Update – Eric and Karen Siefring have met with the President regarding this problem. By this afternoon, send Eric your list of classrooms that have inadequacies. President has agreed to tour these rooms and offer solutions to the problems this semester. Farish wants to visit “inappropriate” rooms – send Eric your rooms that are not appropriate.

Scheduling Software Committee Charge and Composition: Bob Cart (Chair), Susan Bowman (FPA), Richard Fopeano (EDU), Cindi Hasit (Provost's Fellow), Phil Lewis (BUS/AFT), Walt Martin (Student Affairs), Jeff Maxson (COM), Bob Newland (Senate), Hieu Nguyen (LAS), James Newell (Associate Provost), Joe Orlins (Facilities), Cathy Parrish (LAS), Steve Chen (ENG) Scheduling task force – charge on pink page handed out today.

- a. Bob Newland is our Senate representative. Calls for a minimal percentage of classes to be scheduled on Fridays and before 10 AM. Should we respond to this charge?
- b. Fall 08 schedule Update: First draft of “scheduling issues” – Feb 13th

2. CPCE Dean Search - Sosa is the new Dean of CPCE

3. Light rail presentation by John Hasse - sponsored by Senate - 2/13/08, 10:50 am - Rowan Hall
Pass this info on to departments and encourage attendance. This is something we need. Conflicts with LAS meeting.

4. Chairperson Council & Senate Working Group on developing criteria for retaining low enrolled courses (Roberta Harvey, Skeffington Thomas, Cathy Parrish, Lorin Arnold, Rick Dammers)
Thank you to these people.

5. Senate Climate Survey via Survey Monkey

Should be out next week. To collect longitudinal data, do not need to log in so we will not be tracked as to who completed the survey.

6. Senate Constitution Revision Vote – via Banner (Start: Feb 11, End: Feb 25)

First time to use Banner to do this vote. Start Feb 11th given two weeks to vote – notice to only unit members. Announcement will come out next Monday, needs 50% to pass. Can't track who has voted, but can tell how many have voted.

7. Freshmen move in on Saturday Aug. 30, 2008; Convocation on Sunday August 31st; Convocation to the Sunday of “Welcome Weekend” and remove the Barnes and Lindback awards, along with the research awards, to a revitalized Rowan Day starting in 2008-09

Not 100% final yet – tell Eric if you or department have a strong reaction about this.

8. RU Engaged: Interactive conversations that focuses on your role in shaping our shared future (inform, involve and inspire).

- a. January 29, 2008, 3:00 p.m., Eynon Ballroom
- b. February 25, 2008, 11:00 a.m., Eynon Ballroom (Senate Exec conflict)
- c. March 26, 2008, 9:00 a.m., Eynon Ballroom
- d. April 18, 2008, 2:00 p.m., Townhouse Community Center

First session was well attended.

9. Keep Rowan Safe Website: <http://www.billandsonia.com/keeprowansafe/?cat=9>

Be aware, Eric showed it on the screen, site is getting a lot of hits and lots of press coverage.

10. College of Business Dean Search (Remaining Candidates) Not giving much lead time on interview schedule for COB Dean candidates. Two more to come.
 - a. Dr. James Emore, 6-Feb-08, Senate time is 3:30-4pm (Rob 227)
 - b. Dr. Niranjana Pati, 8-Feb-08, Senate time is 3:30-4pm (Provost Conf Room)

11. Final Event in the Summit Commemorations – Symposium on Nuclear Nonproliferation and Global Politics, Friday April 11 at 4:30 in Pfleeger. Tickets requests for **classes** must be submitted to Dottie Comer, comer@rowan.edu, by Wednesday March 12th with the class and number of students who will be attending. Tickets will be made available to the campus community and the public the following week.

12. 360 Review of Dean Harper available at:
<http://www.rowan.edu/colleges/las/360degreevaluation.html> to read the results.

Report of the Senate Curriculum Committee – February 4, 2008
Prepared by Kevin Dahm

Process C:

SCC #	College	Title	Department
07-08-352	Education	Internet in the Classroom	Ed Leadership
07-08-912	Interdisciplinary	Minor in Environmental Studies	Interdisciplinary

Process B:

SCC #	College	Title	Department
07-08-701	LAS	Add WI designation, change prereqs: Advanced Research in Psychology	Psychology

Process A:

SCC #	College	Title	Department
06-07-117	Business	Marketing Communication and Promotion	Marketing
07-08-100	Business	Chg Prereqs: Human Resource Information Systems	Mgmt/MIS
07-08-101	Business	Designate Human Resource Information Systems as MIS elective	Mgmt/MIS
07-08-104	Business	Chg Prereqs: Managerial Accounting	Accounting/Finance
07-08-105	Business	Chg Prereqs: Principles of Finance	Accounting/Finance
07-08-106	Business	New Course Proposal: MBA Supervised Internship	Mgmt/MIS
07-08-112	Business	New Course Proposal: Professional, Legal and Managerial Responsibilities	Mgmt/MIS
07-08-116	Business	New Course Proposal: Business Practicum	Mgmt/MIS
07-08-117	Business	New Course: Managing Engineering Teams	Mgmt/MIS
07-08-120	Business	Chg Prereqs/Coreqs: Business Management Simulation	Mgmt/MIS
07-08-121	Business	Change catalog description & remove semester designation for Business Systems	Mgmt/MIS
07-08-123	Business	Remove semester designation-Advanced Database Management	Mgmt/MIS
07-08-124	Business	Remove semester designation-MIS Capstone Experience	Mgmt/MIS
07-08-125	Business	Change in prereqs & remove semester designation-Design of Database Systems	Mgmt/MIS
07-08-126	Business	Remove semester designation-Seminar in MIS	Mgmt/MIS
07-08-127	Business	Change catalog description & remove semester designation-Information Systems Perspectives	Mgmt/MIS
07-08-130	Busienss	Changes in prerequisite-Graduate Int'l Marketing	Marketing
07-08-133	Business	The Marketing Plan	Marketing
07-08-135	Business	Changes in BS in Marketing program	Marketing
07-08-201	Communicatio	Public Opinion	PR/Advertising
07-08-206	Communicatio	Writing Basics in PR/Advertising	PR/Advertising
07-08-207	Communicatio	Integrated Marketing Communication Planning (online)	PR/Advertising

07-08-208	Communicatio	Persuasion Writing for IMC (online)	PR/Advertising
07-08-209	Communicatio	Computer Mediated Communication (online)	PR/Advertising
07-08-211	Communicatio	Journalism Field Experience III	Journalism
07-08-212	Communicatio	Journalism Practicum II	Journalism
07-08-214	Communicatio	Prereq Change – Broadcast Journalism	Journalism
07-08-313	Education	Revised credit load-Pathology & Evaluation of Orthopedic Injuries	HES
07-08-314	Education	Revised credit load-Pathology & Evaluation of Orthopedic Injuries II	HES
07-08-315	Education	Revise credit load-Therapeutic Modalities in Athletic Training	HES
07-08-316	Education	Revise credit load-Therapeutic Exercises in Athletic Training	HES
07-08-317	Education	Pathology & Evaluation of Orthopedic Injuries I-Lab Experience	HES
07-08-318	Education	Pathology & Evaluation of Orthopedic Injuries II-Lab Experience	HES
07-08-319	Education	Therapeutic Modalities in Athletic Training-Lab Experiences	HES
07-08-320	Education	Therapeutic Exercises in Athletic Training-Lab Experiences	HES
07-08-323	Education	Rhythmic Activities and Forms	HES
07-08-325	Education	Structure and Function of the Human Body I	HES
07-08-326	Education	Foundations of Fitness and Motor Development	HES
07-08-328	Education	Elementary Physical Education Activities	HES
07-08-330	Education	Exercise Physiology (with lab)	HES
07-08-331	Education	Technology & Assessment in Health and Exercise Science	HES
07-08-332	Education	Field Experience in Teaching Health and Physical Education	HES
07-08-333	Education	Adapted Physical Education	HES
07-08-334	Education	Clinical Practice in Health and Physical Education, Elementary	HES
07-08-335	Education	Clinical Practice in Health and Physical Education, Secondary	HES
07-08-336	Education	Clinical Seminar in Health and Physical Education	HES
07-08-337	Education	Teaching Concepts of Health Education I	HES
07-08-338	Education	Teaching Concepts of Health Education II	HES
07-08-339	Education	Driver Education Concepts and Theory Endorsement	HES
07-08-340	Education	Consumer Health Decisions	HES
07-08-342	Education	Clinical Experience in Athletic Training IV course description & name change	HES
07-08-350	Education	Sociology Requirements of Elementary Educ majors	Elementary
07-08-400	Engineering	Requirements-Math & Physics courses	Civil
07-08-413	Engineering	Structural Mechanics-U	Civil
07-08414	Engineering	Structural Mechanics-G	Civil

07-08-415	Engineering	Fatigue and Fracture-U	Civil
07-08-416	Engineering	Fatigue and Fracture-G	Civil
07-08-601	LAS	Reword course description-Special Topics	Foreign Lang
07-08-603	LAS	Islamist Movements	History
07-08-604	LAS	Course number changes	History
07-08-607	LAS	History major minor curricular changes	History
07-08-608	LAS	World Mythology	English
07-08-700	LAS	Advanced Research in Psychology-add WI designation, change prereqs	Psychology
07-08-703	LAS	Assessment I: Psychometrics, Evaluation & Treatment Planning	Psychology
07-08-704	LAS	Assessment II: Assessment of Career/Vocational Interests, Treatments & programs	Psychology
07-08-710	LAS	Psychopathology I: Diagnosis & Epidemiology	Psychology
07-08-712	LAS	Introduction to Counseling	Psychology
07-08-713	LAS	Legal, Ethical & Professional Issues in Counseling Psychology	Psychology
07-08-911	Interdisciplinary	Environmental Impact Assessment	Interdisciplinary

Creation of all-University “Rowan Experience Requirements”

Whereas: The state of New Jersey has signed the Automatic Statewide Transfer Agreement into law, effective the fall 2008 semester.

Whereas: The Transfer Agreement stipulates that a transfer student with an Associate’s Degree from a New Jersey community college is considered to have fulfilled “all lower division general education requirements” towards a Bachelor’s degree at any state university.

Whereas: A Multicultural/Global course, a Writing Intensive course, an Artistic and Creative Experience course, and a Literature Intensive course are vital components of the Rowan undergraduate experience, and the Transfer Agreement contains no specific requirement that such courses be taken within an Associate’s Degree.

Whereas: The Transfer Agreement specifically requires a Public Speaking course for A.A. degrees, but not for A.S. degrees.

Therefore Be It Resolved:

The ACE, M/G, WI, LIT, RS and Public Speaking requirements will be termed “The Rowan Experience Requirements.”

The new name will reflect the fact that these all-university requirements are essential components of Rowan’s unique program, and will clarify the status of these requirements under the new law, ensuring that transfer students will understand that they need to fulfill these requirements, whether they hold Associate’s degrees or not.

Be It Further Resolved:

- All students will be required to earn a combined total of 42 credits of General Education and Rowan Experience courses, in addition to meeting the minimum number of required credits in each individual course bank.
- The requirement that the Writing Intensive course **MUST** be taken at Rowan will remain.
- The current practice of requiring Rowan Seminar only for freshmen will remain.
- The list of courses that carry the ACE, M/G, WI, RS, and LIT designations, and the process of adding these designations to new courses, will be unchanged.

**Resolution Clarifying the Status of Required General Education Courses
under the Comprehensive Statewide Transfer Agreement**

BACKGROUND: New Jersey has signed the Comprehensive Statewide Transfer Agreement into law effective September of 2008. The Transfer Agreement stipulates that a transfer student with an Associate's Degree from a New Jersey Community College is considered to have satisfied "all lower-division general education requirements" towards a Bachelor's Degree at a New Jersey state university.

This presents a source of potential confusion for programs that require SPECIFIC General Education courses. For example, the catalog description of the requirements for the B.S. in Physics currently reads in part:

General Education

A. Communications

College Composition I
College Composition II
Public Speaking

B. Science and Math

Intro to Scientific Programming or Computer Science and Programming
Calculus I
Chemistry I
Chemistry II

A person familiar with the Transfer Agreement might infer that because the requirements of Calculus I, Chemistry I, Chemistry II etc. are listed as "General Education," they would be waived for a transfer student holding an Associate's Degree.

The position of the Provost's Task Force on the Statewide Transfer Agreement is that because a transfer student with an Associate's Degree is by law considered to have fulfilled "all lower-division general education requirements," he/she is considered to have met the University-wide requirements of 7 credits of Math/Sci/C.S., 6 credits of History/Humanities/Language, 6 credits of composition, etc. However, such a student should NOT be exempted from taking specific courses that are required for degree. In the above example, a transfer student with an Associate's Degree is considered to have met the University-wide requirement of 7 credits of Math/Sci/C.S., but must still meet the requirements of the B.S. in Physics by taking Calculus I, Chemistry I, Chemistry II and one of the listed programming courses, unless equivalent courses were taken at the Community College.

It is also noted that the Transfer Agreement specifically states "It is the responsibility of the senior institutions *to make sure that their specific graduation requirements are clearly announced* in catalogs and other relevant materials."

THEREFORE, BE IT RESOLVED that all Degree programs are encouraged to revise their catalog descriptions as follows:

- ALL required courses, including major requirements and general education courses specifically required for graduation, are listed under a single heading, "Required courses."
- NO reference is made to "General Education Requirements" except a statement to the effect that "In addition to fulfilling the program requirements, all students are required to fulfill the university-wide General Education Requirements and Rowan Experience Requirements."

BE IT FURTHER RESOLVED

The revisions described above are NOT considered Curriculum Changes and do not need to pass through the Senate Curriculum Process.

Technological Resources Committee Resolution
Regarding the Banner Course registration Service

Background/Context:

All Rowan students register for courses using the Banner system.

Resolution:

Whereas: the banner system provides the course number, place, days taught, the professor teaching the course (when known) and enrollment and

Whereas: no course description is available in the course registration process.

Be it resolved that: the University Senate recommends that course descriptions printed in the Course Catalog be made available via Banner Self Service for each course offered during the registration process. Course descriptions should be available as a “one click” link.

COUNSELING OFFICE RECOGNITION

- Whereas tragedy struck the Rowan University Campus and the Farrell family;
- Whereas the Rowan University Counseling Office has been recruiting and training volunteers from across campus in crisis intervention techniques since 2000;
- Whereas the Crisis Intervention Response Team (CIRT) reached out to groups directly involved with Donnie Farrell including his classmates, professors and friends as well as the campus as a whole;
- Whereas, in the wake of this tragedy, the Counseling Center staff has been working around the clock providing help to students in need.

May it therefore be resolved

- That the Rowan University Senate commends the Counseling Center staff and the Rowan University CIRT team for their outstanding effort and hard work in the aftermath of this tragedy.

**Resolution to Alter the Function of
"Professor's Permission To Override A Closed Course" Form**

Draft of November 19, 2007

WHEREAS, unknown to many faculty, an override form not only serves to allow course caps to be waived, it also serves as a prerequisite waiver form, overriding any and all prerequisites that the student may not have met.

BE IT RESOLVED, the "Professor's Permission To Override A Closed Course" form shall serve only to allow students to get into a closed section. It shall not also serve as a "Prerequisite Waiver" form.

Resolution Concerning Instructor Changes to Syllabi After Distribution

Draft of November 30, 2007

Context:

The *Faculty and Staff Handbook* (pp. 32-33) contains the following:

3.17 Course Syllabi

Prior to the end of the drop/add period, faculty shall disseminate to each class section the following written information:

- 1. A statement of course objectives*
- 2. The proposed topical outline, where appropriate*
- 3. The meeting times*
- 4. The attendance policy, within the parameters of the existing University policy*
- 5. Course requirements (e.g., readings, research group work, presentations)*
- 6. The criteria and procedures for evaluating student performance including the availability of a pass/no credit option*

The department will designate where course syllabi will be located.

Faculty are requested to include the following statement on their syllabi:

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact me. Students must provide documentation of their disability to the Academic Success Center in order to receive official University services and accommodations. The Academic Success Center can be reached at 856-256-4234. The Center is located on the 3rd floor of Savitz Hall. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. We look forward to working with you to meet your learning goals.

As can be seen there is no discussion concerning changes to syllabi after they are distributed.

Therefore, it is recommended that the following be added to the *Handbook* between the two paragraphs quoted above:

While making changes to the syllabus after it is distributed is strongly discouraged, in cases where alterations are unavoidable, the instructor must inform students in writing (paper, WebCT, or email are acceptable forms) in an expeditious manner.

In addition, it is also recommended that changes to the *Handbook*, such as this and last year's accommodation statement shown above, be distributed via broadcast message to the University community.