

UNIVERSITY SENATE MINUTES  
March 3, 2008, 10:50 am, 3091 Ed Hall

**ATTENDEES:** Keith Adams, Bonnie Angelone, Herb Appelson, Michael Banutu-Gomez, Jacqueline Benevento, Krishan Bhatia, Lori Block, Kate Boland, Kate Boland, Bruce Caswell, Sheri Chinen-Biesen, Doug Cleary, Jennifer Courtney, Kevin Dahm, Robert D’Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Roberta Harvey, John Hasse, Karen Haynes, Olcay Ilicasu, Ihsan Isik, Candace Kelley, Allison Krufka, Lili Levinowitz, Phillip Lewis, Janet Lindman, Matthew Lund, Midge Madden, Karen Magee-Sauer, Julie Mallory-Church, Douglas Mapp, Mark Matalucci, Phyllis Meredith, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Clara Popa, Mohammed Rashiduzzaman, Natalie Reaves, Anthony Robb, Maria Rosado, Adrian Rusu, Tanya Santangelo, Nick Schmelz, Kathleen Sernak, Tony Smith, Rob Sterner, 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)** Susan Hersh represented by Keeley Powell.

**NOT IN ATTENDANCE:** Joe Cassidy, Michele DiCorcia, Dorie Gilchrist, Erick Guerra.

1. Approval of Agenda – moved, seconded, approved.
2. Introductions of Visitors – none
3. Approval of Minutes from February 2008 (**separate file**) motion to approve, second, carried. Minor change submitted concerning changes to the syllabus resolution: since we no longer officially have WebCT, voted to replace it with “course management software.”
4. President’s Report (**pages 3-6**)
5. Open Period: Dr. Houshmand (Provost) on Summer School Model – PowerPoint presentation on Provost’s new plan for summer school. Currently too few upper level courses are offered, many summer courses are taught by adjuncts. New summer school plan is designed to encourage faculty to get engaged in 3, 4, 5, 6, 8 or maybe even 16 week sessions. Would be managed through CPCE/Provost. Plan allows for split of tuition between the University, department and faculty. See PowerPoint available from Eric or Provost for details.
6. Standing Committees & Task Forces
  - a. Curriculum Committee Report (**separate file**) Two process C communication proposals and two process C education proposals – moved, seconded and approved. See curriculum database for further details on these four process C proposals plus 1 process B proposal and 7 process A proposals.
  - b. Academic Policies and Procedures
    - i. Resolution to Add Professor’s Signature to “Prerequisite Waiver” Form (**pages 7-8**) – Sandy Tweedie presented resolution and responded to concerns that might occur when instructor is not available to sign waiver, particularly during transfer orientation. The proposed resolution will be taken back to the committee for additional consideration.

- c. Academic Integrity Task Force <http://blogs.rowan.edu/aipolicy> Barbara has done lots of hard work on this – please check out blog address for policy and discussion of details.
7. Ad-Hoc Committees
- a. Ad-Hoc Committee on the 40<sup>th</sup> Anniversary of the Senate (**page 9**) May 20<sup>th</sup> at 11:00AM in Eynon Ballroom. Jane Oates, Executive Director of the Commission on Higher Education will be keynote speaker. Presidents of all state college senates will be invited to participate in roundtable.
  - b. Ad-Hoc Committee on the SCI Report (**page 10**) The committee plans to have a report for the University Senate by early May.
8. Old Business
- a. Provost's Task Force on Transfer Agreement
    - i. Rowan Experience Resolution (**page 11**) moved, seconded, approved with friendly amendment as follows: *“The two courses that fulfill the Public Speaking requirement (Public Speaking and Sophomore Engineering Clinic II) will be unchanged.”*
    - ii. Resolution Clarifying the Status of Required General Education Courses under the Comprehensive Statewide Transfer Agreement (**page 12**) moved, seconded, approved
  - b. Technological Resources Committee
    - i. Resolution for Banner Course registration Service (**page 13**) – Senate recommends that course descriptions be available through Banner as a “one-click” link. Moved, seconded, and passed.
9. New Business
10. Adjournment motion made and passed at 12:06PM

President's Report:

1. Rooms, Furniture, & Scheduling Update
  - a. Current draft of FALL 08 schedule has approximately 70 classes with no rooms – most recent update now shows this number down to 25-30 classes without rooms
  - b. Classroom Renewal, Scheduling, & Utilization Report by J. Orlins (**separate file**)
  - c. Open Period to Friday? – Room utilization chart shows a reverse spike during open period. Discussion of possible Friday open period and other alternatives. Eric is promoting with administration that the open period should remain at 11:00AM on Mondays.
  
2. Strategic Plan & White Paper on Graduate Education – can be obtained on-line and reactions should be e-mailed directly to Christy.
  - a. <http://www.rowan.edu/open/usp/>
  - b. Email comments to Christy Faison [faison@rowan.edu](mailto:faison@rowan.edu)
  
3. Grants Salary Policy (page 4) – to clarify procedures to be followed in charging salary costs to government grants in order to comply with federal rules for grant writing and audit requirements. Discussion pursued and it was suggested that Jay Kuder be invited to next meeting.
  
4. Library Book Budgets (page 5) – Library book budgets are frozen through the end of this fiscal year. Very small orders of single book requests may be honored but no large orders.
  
5. Senate Constitution Revision Vote – may go down, less than 40% have voted, apparent apathy, only 230 or 240 votes so far, 300 have not yet voted, will extend voting deadline to March 14<sup>th</sup>. Please encourage colleagues to vote.
  
6. Joseph Barnes Award (page 6) now soliciting nominees
  
7. Ad-Hoc Committee to review Facilities Usage Policy – current practices regarding groups using rooms on campus seems to vary significantly. Music faculty member paid insurance out of own pocket. Seeking increased consistency through policy review/revision.
  
8. University-wide policy on the use of turnitin.com – one student has said they don't want to use it which raises questions. They, turnitin.com, have had several law suits against them and they haven't lost a case yet.
  
9. Learning Community on Student Ratings Report Presented to the Rowan University Community (**separate file**) Frances Johnson reports that there are 21 different student evaluations used at Rowan to evaluate faculty performance and assess student learning. A series of meetings are scheduled to discuss report on Student Ratings. See separate file for details.
  
10. Alternate Time Period for Faculty Workload – 24 credit hour workload to include summer school teaching – waiting for response from union regarding compliance with current contract.

Grants Salary Policy  
(02/01/2008) Grants Salary Policy

DATE: February 1, 2008

The purpose of this policy 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.

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 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: Professor X has a grant from the National Institutes of Health that provides 10% of her yearly salary (\$5,000 per semester) to be paid by the grant. The entire \$5,000 must be 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. Funds from grants budgets cannot be used to pay the cost of instruction since this is not a research activity.

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 applied to the contractual period of employment (i.e. 10-month contract).

Although the AFT contract provides for compensation over base salary, federal sponsors may not permit salary to be charged in this way. For example, according to National Science Foundation policy, compensation within the term of a faculty member's appointment must be within the faculty member's "regular organizational salary." In addition, the policy states that, "Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment." Requests for "overload" compensation may only be allowed if they are explicitly permitted by the program solicitation and are approved by NSF.

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

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 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. Faculty cannot exceed this amount even if they have multiple grants.

Example 1: Professor X proposed and was approved to receive salary compensation for two months in the summer. Her base salary is \$100,000. She proposed to devote 50% of her effort in the summer on this grant. Therefore, she can receive \$10,000 (50% of \$20,000) in the summer.

Example 2: Professor Y has two grants that pay him summer salary. His base salary is \$100,000. He has proposed to devote 25% of his effort on Grant A and 50% of his effort on Grant B. He can receive up to \$5,000 from Grant A and up to \$10,000 from Grant B, for a total of \$15,000.

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.

## LIBRARY BOOK BUDGETS

Eric,

Book budgets are frozen through the end of this fiscal year. If there are a few titles you need for classes or research we will be happy to obtain them for you but large orders are being held by acquisitions for processing in the new fiscal year.

We are also awaiting the passage of two bills, one assembly and one senate, that the governor has promised to sign when the combined version gets to his desk. This will give us the assurance we need to proceed with a radical review of our databases. There are opportunities to minimize title redundancy and save some money. We will also be looking at alternative ways to improve the delivery of services while reducing outlay of funds. For example, E-ZBorrow allows for the delivery of book titles from over 60 libraries, including five ARL libraries in just three of four days. A new service, in place as of this week, call RAPID will dramatically reduce the delivery time of articles requested through ILL.

Ultimately, with the budget situation in the State of New Jersey, we will have to be looking at ways to reduce costs. At the moment collaboration through our various consortia seems to offer the best opportunity to reduce costs and stretch the funds we do have. Not the best answer but an honest one.

Regards,  
Bruce

## **Joseph Barnes Award Nominations**

The Joseph Barnes Award is intended to recognize the outstanding contributions of a current member of the faculty or professional staff. The recipient should be an individual who has provided consistent, extraordinary, and longstanding contributions to Rowan University. Such contributions shall include, but are not limited to, campus leadership, service on Senate and union committees, service on departmental and college committees, service to student organizations and activities, and service to the University as a whole.

### **Nominations**

Nominations must include a "service resume" and a letter or statement describing the significance of the individual's service contributions. Very specific details of the candidate's service and the significance of that service will allow the selection committee to make an informed choice.

Any member of the faculty and professional staff may nominate a candidate. Self-nominations are also encouraged. Please submit nominations to the Senate office on or before April 14th.

### **Selection Committee**

The selection committee will consist of the following:

President of the University Senate

Vice President of the University Senate

President of the AFT

Vice President I of the AFT

Librarian (to be chosen in an election held by the Library Staff)

The Senate President will serve as the chair of this committee and will convene all meetings. Committee members may nominate candidates, but are not eligible to receive the award.

### **Criteria for Selection**

This award is intended to recognize the outstanding contributions of a current member of the faculty or professional staff. In any year in which the committee deems that there are no acceptable nominees from this group, no award may be given or the award may be given to an individual who previously served on the faculty and staff.

The recipient should be an individual who has provided consistent, extraordinary, and longstanding contributions to Rowan University. Such contributions shall include, but not be limited to, campus leadership, service on senate and union committees, service on departmental and college committees, service to student organizations and activities, and service to the university as a whole.

**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.



**Report**  
**AD Hoc Committee on 40<sup>th</sup> Anniversary Celebration for University Senate**  
**February 25, 2008**

The committee has communicated by email and met once. The committee consists of Bruce Caswell (Political Science,) Cindy Vitto (English,) Edward Streb (Communications Studies,) Karen Siefiring (Business,) Julie Mallory-Church (Counseling Center,) Frances Johnson (Faculty Center,) and Nicholas Schmelz (Education – Student Service Center). The committee actively seeks other volunteers.

The committee agreed upon a program focusing on shared governance at all levels of the system. Towards this end, the committee decided to invite the Executive Director of the Commission on Higher Education, Jane Oates, as a keynote speaker; the presidents of all the state college senates to participate in a roundtable, and a recognition of service of Rowan senators. Part of the program would be a luncheon. It was also agreed that there would be a written report coming out of the meeting on the role of the senates at the state colleges.

The tentative date was set at May 20, 2008, in the Ballroom, from 11 AM- 2PM. (This is the same day as the committee membership assignment meeting. The Ballroom has been reserved. Invitations have gone out to the keynote speaker and the state college senate presidents. University administration --- president, vice president, and deans – have also been invited.

**PROGRESS REPORT**  
**AD HOC UNIVERSITY SENATE TASK FORCE ON SCI**  
**02/25/2008**

The committee membership consists of Bruce Caswell (Political Science,) Natalie Reaves (Economics,) and Yvonne Rodriguez (Teacher Education.) The committee actively solicits other volunteers.

The committee has met twice and communicated through email. Each member read the committee charge from Eric Milou as well as the full SCI Report. The report is massive and uneven. The committee has decided to prepare an annotated list, with page numbers for easy reference, that accomplishes the following:

1. Identifies and explains the specific references to Rowan University.
2. Identifies and explains references to practices that may involve Rowan University but not by name.
3. Identifies any additional information required of the University or the SCI in order to do the work of this committee effectively.

*With regard to this question, the committee has requested information on lobbying fees paid by the university. The committee has also asked whether anyone at the university is assigned to coordinate follow-up*

4. Determines if there are any changes in Rowan practices or policies that are indicated in the report.

Having completed this inventory, the committee will:

5. Follow-up with the university administration to determine what steps they are taking to respond to the report.
6. Make recommendations to the University Senate on a possible resolution on the SCI report and individual recommendations.
7. Determine if the governor or state legislature has plans to follow up on the SCI report.

*With regard to this question, The Higher Education Committee of the General Assembly held hearing on Monday, February 25, 2008. An audio file of this hearing is available at:*

*[http://www.njleg.state.nj.us/media/archive\\_audio2.asp?KEY=AH1&SESSION=2008](http://www.njleg.state.nj.us/media/archive_audio2.asp?KEY=AH1&SESSION=2008)*

8. Since the SCI Report raises many questions about the appropriateness and supervision of university revenue enhancement activities not directly related to the original public mission of the institution, the committee will consider whether to request additional information on CPCE, West Campus development, and other university activities geared primarily to revenue generation rather than traditional academic activities.

The committee plans to have a report for the University Senate by early May.

## 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.
- ***The two courses that fulfill the Public Speaking requirement (Public Speaking and Sophomore Engineering Clinic II) 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.