

**University Senate Meeting Minutes
December 1, 2003
Student Center 221**

Senators in Attendance: Herb Appelton, David Applebaum, Bryan Appleby-Wineberg, Lorin Arnold, Greg Biren, Lori Block, Carl Calliari, Bruce Caswell, Julia Chang, Jay Chaskes, Eric Constans, Steve Crites, Joanne Damminger, Gini Doolittle, Tom Fusco, John Gallagher, Kathy Ganske, Dorie Gilchrist, Jim Haugh, Gabriela Hristescu, Karlton Hughes, Olcay Ilicasu, Martin Itzkowitz, Frances Johnson, David Klassen, Lee Kress, Kristyn Kuhlman, Denyse Lemaire, Phillip Lewis, Mary Marino, Mark Matalucci, Jeff Maxson, Robin McBee, Stuart McGee, Ellen Miller, Janet Moss, Pat Mosto, Bela Mukhoti, James Newell, Terry O'Brien, Joe Orlins, Julie Peterson, Anne Phillips, Robi Polikar, Charles Schultz, Karen Siefiring, Edward Smith, Sonia Spencer, Skeff Thomas, Sandy Tweedie, Cindy Vitto, Barbara Williams, Faye Zhu

Not in Attendance – Represented by Alternate: Jim Abbott represented by Mary Gallant, Janet Lindman represented by Lee Talley

Not in Attendance: Joe Bierman, Joe Davey, Judy Holmes, Diane Hughes, Robert Sterner, Eileen Stutzbach, Hal Vogel, Tricia Yurak

Note: If anyone was omitted from attendance list and you were in attendance, it indicates that you did not sign in and/or did not retrieve name tag. Please notify the Senate office and the minutes will be corrected.

Call to Order: President Cindy Vitto called the meeting to order at 10:50 AM.

- I. Motion to approve agenda as amended, seconded and passed.
- II. Motion to approve minutes of November 10, 2003, seconded and passed.
- III. The number of students (SGA representatives) permitted to attend a Senate meeting is three. There were six students in attendance for this meeting, fulfilling a journalism course requirement. There was no objection from the Senate, and all students remained in attendance.

IV. Committee Reports:

Academic Policies & Procedures: Martin Itzkowitz

The Senate floor was opened to a general discussion regarding our current pass/no credit policy and possible changes to that policy.

(1) Should the pass/no credit option continue? It affects a small percentage of courses (less than one per cent); the committee will probably recommend, in its end-of-year report, expanding such offerings. The Senate concurred that the pass/no credit option should be retained.

(2) Should the pass/no credit option be changed to pass/D/no credit, pass/D/F, or left as it is? It was noted that study abroad programs would require the pass/no credit option because of the way in which financial aid is structured. In addition, several senators spoke of the need to preserve the current system as a way of encouraging students to attempt courses that they might ordinarily bypass because of grade pressures. The

consensus was that the grading designations should remain as pass/no credit; however, there was interest in the possibility of raising the “pass” grade from D to a C-.

(3) The committee proposed having the pass/no credit status be established between student and registrar before the end of the drop/add period, with no notification to the faculty member required. Although consensus was generally favorable, questions were raised: If the faculty member were to write a letter of recommendation and mention a course grade when the student’s transcript did not reflect a letter grade, would that create difficulties? Would it be advisable to have a pass/no credit form signed by the professor or a form generated from the registrar so that faculty members would know, by the end of the drop/add period, which students had chosen the pass/no credit option? Will the new Banner system make a difference in this regard?

Cindy Vitto suggested that Martin discuss the policy with the Registrar in an effort to clarify issues of concern. Martin withdrew the motion until more information is available. Cindy also urged senators to bring the issue back to their individual departments to get a consensus from faculty members about the issues raised in this discussion, especially whether faculty members wish to know which students are taking a course on a pass/no credit basis.

University Budget & Planning: Sandy Tweedie

The committee met with President Farish last week to discuss the issues that he had brought forward at the University Assembled in October, and requested feedback from this committee. The President would like to see increased spending in fiscal year 2005, which includes SBRs, \$245,000 in increased costs; SBS (separately budgeted service awards), \$20,000 in increased costs; decreased course load for new faculty in first two years, \$150,000 in increased costs; full pay for one-semester sabbaticals, \$200,000 in increased costs. When the committee members were asked to rank the priority level of these items, they moved unanimously to accept as high priority all but the restoration of full funding for one-semester sabbaticals until we have a clearer sense of this year’s budget. Sandy asked if the Senate agreed that the committee’s decision was within the scope of Resolution #031110-1 passed at the November meeting listing the three highest priorities for the Senate this year (reallocation of workload, increased funding for technology, and increased funding for library). Specifically, does the first section of the resolution (“the immediate equitable adjustment of the faculty teaching load for pursuit of scholarly activity, instructional improvement and development, and service to the university”) include sabbatical leave? A show of hands to clarify whether the above statement should include sabbatical leave resulted in a vote of 25 yes, 23 abstain, 3 no. The issue will require further discussion.

Several questions and concerns were raised: (1) What about career development funding? If this is suspended for a second consecutive year, doesn’t this pose a disadvantage for eligible faculty? Sonia Spencer, chair of the Career Development Committee, indicated that her committee will insist that last year’s candidates receive priority this year. (2) What impact will reallocation of workload for newly hired faculty have on recontracting? Will research expectations increase? (3) Is there discussion of increasing professional staff grant development funding? (4) Is it true that the current budget allows only \$90,000 for upgrading of faculty computers, including new computers for newly hired faculty? (5) If the SBR funding will increase and full-year SBRs will be possible, how will this information be disseminated, considering that the deadline for submitting SBR proposals occurs this week for most Colleges? (6) Does administration see increased SBR funding as a temporary solution while negotiating with the AFT on workload issues?

There is also concern about SBR's and sabbatical leave being separate issues when making a recommendation. Those on chronological year sabbatical are disallowed, for two years, to apply for an SBR. Those on regular academic year sabbaticals who want to secure external funding are frequently informed that they cannot apply for an SBR, in order to ensure that some individuals are not receiving too much funding. In the past faculty were able to combine an SBR, Career Development, and sabbatical leave, making it financially possible to conduct a meaningful project. The current system of creating categories does not reflect the reality of gaining external funding to make a project financially possible. It is unclear whether the Sabbatical Leave Agreement stipulates that faculty on sabbatical leave are not eligible to apply for an SBR.

Sandy reminded the Senate that the University Budget and Planning Committee is strictly a recommending body. A particular concern was that SBR applications are due, and so the President asked the committee to designate priorities so that he could bring the committee's recommendations to the table during his meeting with the Provost.

Chairs Council: Pat Mosto

Creating a Chairs Council as an All-University Committee will require amending the Senate's bylaws. In order to initiate that process, Pat Mosto announced the intention to create a Chairs Council at today's meeting. The Senate will vote on this matter at its January meeting.

Pat briefly outlined the structure and purpose of the Chairs Council as an All-University Committee. (See attached document.) There would be approximately thirty-five members, with one department chair elected by the others to chair the council. Although this is a large group, they would probably meet infrequently and conduct business electronically.

Some areas of this proposal may need clarification before the Senate can make a decision on this request. Senators were instructed to send their questions and comments to Pat Mosto before the next Senate meeting and also to discuss the Chairs Council with their constituents before a vote is taken at the January meeting. It was requested that the Senate Office distribute to all senators any comments that are e-mailed to Pat.

Due to time constraints, the remaining committee chairs that had reports were asked to send them to the Senate office for inclusion with the minutes.

World Education: Mickey Smith

At the November 21 meeting of the World Education Council, the final version of the charter was presented and unanimously approved:

"The Senate World Education Council brings together faculty and staff from all areas of the University who share an interest in and a commitment to international education at Rowan. It both initiates and serves as a resource to the University Community on a variety of matters, including scholarly and social activities, the globalization of the curriculum, and administrative procedures that facilitate study abroad and international student life at Rowan."

Learning Outcomes Assessment: Anne Phillips

The LOAC held two meetings since its last report.

I. The first meeting on October 22, 2003 was with the Provost, Helen Giles-Gee. The following timeline for the submission of the Middle States Interim Report on Student Learning Outcomes Assessment was developed:

1. Each Department Chair prepared a report on the learning outcomes assessment activity in his/her department that will have been submitted to the Dean of the College by Tuesday, Nov. 3.
2. Each Dean consolidated the Department reports from his/her college into a College summary report. The College summary report will have been submitted to the Provost by Tuesday, Dec. 2.
3. The Provost will consolidate the College summary reports into a University summary report. The University summary report will be submitted to the Middle States Steering Committee by Friday, Dec. 12.
4. The Periodic Report will be available for campus comment and discussion in January 2004.

The Provost explained that assessment must become an institutionally embedded process at Rowan. A systematic, ongoing process will provide data "to assure that our students learn and learn better" because it is a way to document student learning. Assessment provides faculty with decision-useful data. At the program level, the Provost pointed to the need for cyclical review of the relevance of course materials, of how students learn/demonstrate learning, and of best practices. The Provost urged the LOAC to contribute to the work of developing a University Timeline for the new assessment process. This work will require resources. The Provost indicated that, at some point in the future, the assessment effort would link to the budget and planning process. Departments will identify and document specific needs pertaining to assessment and learning outcomes. The department-identified needs will become some of the issues and priorities addressed in budget discussions.

2. During the second LOAC meeting on November 12, 2003 the committee reviewed the status of the department reports of student learning outcomes assessment. These reports will be placed on the LOAC web site and will be accessible only to members of the committee.

Career Development Committee: Sonia Spencer

To date, there is no list of those undergoing career development this fiscal year nor any word on those who submitted the required files in the last fiscal year.

Recruitment, Admissions & Retention: Jay Chaskes

The committee met and discussed a proposal to be considered by the Enrollment Management Committee. This plan would make a Rowan Seminar available to every new first-year student in the Fall semester.

Special sections of the Rowan Seminar would be designed exclusively for undecided students. As much as is possible, sections of the seminar will be homogeneously enrolled by major. The RAR committee approved the plan as presented. The next meeting will review the recommendations of the previous committee.

Open Period - President Farish:

President Farish addressed questions raised earlier, as a result of the University Budget and Planning Committee report. With respect to funding for Career Development and Professional Development Grants, these issues have not been brought to the table yet because other decisions need to be made immediately. President Farish would like to budget about half a million dollars for increased SBR funding, reduced teaching load for new faculty for four semesters, and SBS (separately budgeted service) funding. Budget

requests are being submitted by the vice presidents and will be reviewed by the committee as well.

If decisions are not made soon, having additional funding for SBR's next year would be futile. The President and the Provost will discuss how to handle an application process for the additional funding and should be able to announce that before the winter break.

President Farish believes that if we keep in mind the best interests of both faculty and students, we will be able to handle the budget process and adjust faculty workload. This will involve both negotiation with the AFT and discussion with the Senate. The President, the Provost, the AFT President, and the Senate President will meet next week to begin discussion on this matter.

In response to a question about timing, President Farish indicated that he would like to see a redefinition of faculty workload by Fall 2005. The question is what will happen with academic year 2004-05; do we do nothing or take a step toward that redefinition by doubling the funding for SBR's? At the same time, other budget requests must be evaluated.

A concern expressed to the President was in regard to the resolution passed by the Senate. Would funds devoted to construction and capital projects take away funds that could be devoted to adjusting faculty workload? The President indicated that we should not have to sacrifice the master plan in order to achieve our priorities, yet we will have to handle debt service as new buildings come on line. The upcoming bond issue will also have an effect. As currently structured, the bond is linked with restructuring higher education in New Jersey, but President Farish could not comment on the bond issue because there is no definite information at this point.

On a different topic, the President has completed the charge for the Diversity Task Force. He has also consulted with Tim Michener, Director of Public Safety, regarding the investigation of the racial flyer incidents. Students were interviewed, and although no additional information was gained, another flyer appeared and Public Safety now has a suspect. The Black Coalition has made a number of requests to the President, including that he send out a statement regarding the recent incidents.

Contrary to what was indicated at the first working session of the Senate on October 31, the President reported that the University would not be appointing an ombudsman at this time. Students have indicated that they are not sure they would make use of an ombudsman. There will be further discussions regarding the issue, and the Diversity Task Force may be asked for a recommendation, but the administration does not want to pursue the matter if it becomes viewed as a symbolic act with little validity.

Plans to purchase the land in Harrison Township for a West campus are still being pursued through negotiations with Walmart, but the President could not comment further due to legal repercussions. The recent auction held this past weekend had no bearing on the University's negotiations.

The Thanksgiving dinner held in the Newman Center for international students and faculty, and attended by President Farish, was a great success, and the President thanked Cindy for her planning and efforts to make the event possible.

Motion to adjourn, seconded and carried.