

University Senate Meeting Minutes
March 6, 2015, 2:00-3:15 in Rowan Auditorium

ATTENDEES: Terri Allen, Herb Appelson, Nathan Bauer, Robert Bullard, Nasrine Bendjilalli, Lori Block, Allison Carter, Joe Cassidy, Zachary Christman, Tom Doddy, Jess Everett, John Feaster, Jon Foglein, Barbara Fralinger, Bill Freind, Diane Garyantes, Michael Grove, Steve Hartley, Sean Hendricks, Erin Herberg, Kit Holder, Karlton Hughes, Valarie Lee, Charles Linderman, Deb Martin, Lorenzo Matthews, Tom Merrill, DeMond Miller, JT Mills, Marge Morris, Jennifer Nicholson, Jon Olshefski, Ravi Ramachandran, Robert Rawlins, Beth Rey, Sheri Rodriguez, James Roh, Mariano Savelski, Ted Schoen, Molly Sheppard, Christopher Simons, Michele Soreth, Dawn Specht, McKenzie Suber-Robinson, Uma Thayasivam, Chris Thomas, Skeff Thomas, Harold Thompson, Marilena Vilceanu, Tingting Wang, Charlene Williams, Shari Willis

NOT IN ATTENDANCE: (Represented by Alternates) Thomas Dinzeo represented by Lisa Abrams, Lori Getler represented by Christine Larsen-Britt, Joseph Johnson represented by Carla Lewandowski, Michael Lim represented by Nathaniel Nucci, Chanelle Rose represented by William Carrigan, Laura Shinn represented by Danielle Gougon, Tim Vaden represented by Lei Yu.

NOT IN ATTENDANCE: Terri Allen, Mayra Arroyo, Zachary Christman, Ane Johnson, Roberto Madero, Julie Mallory-Church, Eric Milou, Maria Perez-Colon, Kelley Perkins, Bruce Plourde, Ozge Uygur.

GUESTS: Manuel Pontes, Richard Dammers, Ed Streb

1. Approval of agenda - meeting began 2:02p.m.
2. Introduction of visitors: see above
3. Approval of minutes from February meeting - approved with one spelling correction
4. President's report
 - a. Public safety to begin using body cameras by April - state law is in progress to require body cameras and our police are preparing ahead of this requirement.
 - b. Move to electronic time sheets:
 - Faculty will still be paid if they don't submit a time sheet.
 - The plan is that all employees will receive an automatically generated email reminder if they haven't submitted by the due date.
 - Web Time Entry will run through Banner. Process will start soon for HR. Faculty/Professional staff will begin in fall 2014. For faculty, sick time only needs to be documented.

Q - What if you have a flat tire and miss class - this is not sick time - what is it? Answer – This needs to be clarified with the union.

Q - How often does the time sheet need to be completed? A - Bi-weekly, same as current format. Payroll will send out reminders.

Q - Is this a time check? A - No, Bill has asked that question. Kean University tried that implementation 4-5 years ago and it was self-destructive. Rowan University administration is aware of this.

Q – Does this record teaching time only? A – There will be no checking on research or actual time on campus. This is the same as current time sheets.

Q - How is time recorded during Christmas holidays? Professional staff are required to use comp time or vacation time. What happens with faculty? A – Nothing is different, faculty will be treated same as usual.

Q - Can we tell our faculty now? A- Yes.

Q- What about adjuncts and faculty working during summer? A – These individuals are not affected by this. Q - 3/4 time? A – Yes.

c. Issues with online classes: John Feaster

Tech Resources Committee is focusing on the ambiguity of Rowan's plan for online courses. There is a meeting soon with Jim Newell and Horacio Sosa to review. Deb Martin will be hosting brown bag lunches to represent the faculty. If anyone has questions or concerns they want expressed please tell John. (feaster@rowan.edu). Positive comments welcome too.

Q - Payments have been pushed back and is a different timeline each semester (no money, since the summer). A - CGCE not distributing money until next fiscal year. There is no communication and no transparency with these processes.

d. Job search: Senior Vice President of Advancement

Millions of dollars charged with this position of fundraising. Bill is on the committee. This is a confidential search and Bill will update as much as possible. Search website:

www.rowan.edu/hr/svpadvancement.html

e. Ombudsperson:

Cathy Parrish, parrish@rowan.edu -An Ombudsperson is where two or more people have non-union related difficulties. Cathy can step in as mediator to assist situation.

Q – An email went out today. There is some concern revealed in the contents including possible discriminatory actions where these issues should go directly to HR. A - Cathy has been trained in this and knows what she is doing.

f. Incorrect addresses on AFT ballots:

Some addresses have been wrong and if you don't get it within a few days please let Bill know.

Comment: - Addresses from the state are often incorrect. Answer: HR now has an automatic survey sent out when responding to emails. Human Resources now reports to Tobey Oxholm and he is working with this office. However, it's always a good idea to check on all information - i.e. beneficiaries.

g. Adjunct pay:

Many departments are reporting trouble finding adjuncts. If a department is experiencing trouble finding qualified adjuncts they can make a case for an increase in pay across the board. Although this is not guaranteed, it is a possible way to increase the pay as this directly affects the 4 pillars.

Q: - Does this affect policy that would affect also the adjunct rate – i.e. research? A: Don't know.

5. Open period:

a. Ed Streb: Faculty Athletics Representative -

Ed is a former president of senate and current serves as the Faculty Athletics Representative. Ed will retire soon and is looking for a replacement. If anyone is interested or wants to self-nominate please contact Ed directly.

Q: Should candidates be members of faculty? A: Yes, must have faculty rank. In the spirit of position, the representative should be a teaching faculty member - recommended with having tenure. Sometimes this representative will need to go before administration and it's easier to do this if the representative has tenure.

b. Rory McElwee, Assistant Vice President for Student Retention –Update on Advising Redesign and Retention (*Power Point Presentation was sent to all senators via email*)

Retention Initiatives - Advising redesign team is up and running. 12 new positions and 2 new managerial positions have been filled. Many of these are now are embedded advisors, designed to produce daily communication between faculty and the rest of campus. This supports a dual advising model with the goal to have every student assigned to a professional advisor and faculty mentor. Faculty members will provide career guidance, information on internships, etc. The goal is to enable faculty to do what they do best. University Advising Center will always see students in transition but has expanded services which include: Early Intervention Advisor, Degree Completion Advisor, and University Transfer Services. These positions will provide: consistent protocols, outreach to students, better support for advisors and faculty members.

The percentage of students seeking professional advising is up over 60% this January. How are we managing growth? Looking at data, some areas are easier than others to determine needs. Everyone supports retention but there are still several gaps along with excessive advising loads.

Transfer students - even better. 90% retention.

Q: Does this data compare those with completed associate degree vs all transfers? A: No

Case Study - Megan Kately, Advisor for Psychology department was the first full time professional staff imbedded advisor. Retention rates have improved in this department as a result of her work and students are graduating when they should.

Rowan Select - Retention numbers are higher than those in regular ESP program and this is due to intrusive support and academic advising.

Early Intervention Landscape - Erin Barney – is the new advisor but everyone at RU is involved with retention issues. All teaching faculty can complete a progress survey through Starfish/RSN. Protocol is for advisors to open Starfish and review all student appointments in the morning. Feedback in RSN is being used and is important. Different colleges have different rates of completion but it makes a difference.

Student loan debt is high and the University is looking to try to lower this through a number of methods including degree completion programs like General Studies, Thomas Edison PLAN program, etc.

Q: Starfish, when we flag students, do you reach out to those students? A - Student gets automated email. If 6 or more flags are raised the student gets personalized outreach. With having more professional advisors, the goal is to outreach more. Early Intervention Specialist will be a key player. If you have a student you are concerned about - call Rory or the advisor. We get everyone involved. Richard Jones, Housing, etc.

Q: Has there been an analysis on 3/4 time faculty and student success rates? A - Not aware of an analysis on this. However, passing rates on basic skills courses has increased and this is due to 3/4 time faculty.

Q: Rowan Success vs non-Rowan Success courses. Students are being maxed out in class sizes. We are hurting one group and benefiting another - RS classes are limited. A: This is an academic affairs issue. However, even at 40-48 students we are still smaller than other schools. I am sharing the data with deans and administration to show this crazy time of growth.

Q: Faculty mentor role is a formal relationship? A: I am talking with deans about the concept. It will be up to each department to decide how this is going to work. Example - law/justice majors - with professional advisors, may want to divide into specific areas of expertise - ex. student interested in forensics would see one faculty member and students interested in graduate schools would see another faculty member.

Q: What is NJPlan? A: Sean Hendricks is the liaison for this program. Students tend to think it's a phone call telling us about their years of work experience and expect to get academic credit. However, this program is much more rigorous. Thomas Edison runs this program.

Q: Advising and career mentoring go together but the career placement office is understaffed and going in different directions. A: Advising Redesign team was formed to create an idea of what professional advisor vs. faculty mentor does. This is why we have professional advisors embedded in departments which should work well together. Career management center is being revitalized. The point is to break down silos, and it won't be one person to prepare a student for a career. We also have a career development course piloted to other students as we all know this is needed. We need to do more!

Comment by Bill Freind: Regarding the Career Management Center Director position - committee has been formed.

Q: Comments in Starfish – can students view these? A: Everything in Starfish is FERPA compliant. Students have access to everything. If there are other concerns - mental health, academic integrity, disabilities, etc. - this should not go into Starfish. Best practices are to ask the student for permission to add to Starfish and document this approval.

6. Budget Report: Chris Simons

This year, RU will either end with a small deficit or surplus, but mostly a balanced budget. Governor has announced approximately 7% cut in aid. Exact numbers will be out next week. This is a significant cut and either will be filled by cost cutting or cost revenue with possible increase in students. This will be a long-term problem. There is less state aid than in 1996 and this is not adjusting for inflation. Direct state aid is continuing to disappear. President has promised to not cut academic affairs or raise tuition above the cost of living. We are already at 100% capacity but there is no guarantee they will stop taking students. Governor's address does not reflect pensions either.

Q: Alternative benefits like TIAA/CREF- could this be a potential problem? A: No

7. Rowan Core update: Mike Grove
Revisions are coming out from last meeting. Committee is currently working on it. Once complete, it goes to provost.

8. Curriculum updates: Erin Herberg (see pink handout)
 - 14-15-6003 – CUGS in Spanish – Approved
 - 14-15-6004 – CUGS in French – Approved
 - 14-15-6005 – CUGS in German – Approved
 - 14-15-6006 – CUGS in Italian – Approved
 - 14-15-6007 – CUGS in Japanese – Approved
 - 14-15-6008 – CUGS in Chinese – Approved
 - 14-15-7007 – Public Policy Specialization in BA in Political Science – Approved
 - 14-15-7008 – Specialization in the Politics of Race, Class and Gender – Approved

9. New business: Skeffington Thomas - campus aesthetics – RU is looking to make the campus a tobacco free environment.

10. Other new business: none

11. Adjournment: 3:08 pm