

University Senate Agenda September 16, 2016, 2:00-3:15 in Rowan Hall Auditorium
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2:00-2:15

1. Approval of agenda
2. Introduction of visitors
3. Approval of minutes from May meeting
4. President's report
 - a. Introduction of Senate officers: DeMond Miller (Vice President), Christine Larsen-Britt (Secretary), Charlene Williams (Parliamentarian)
 - b. 2016-2017 Senate Schedule (page 3)
 - c. Curriculum deadlines:
 - Fall 2016: Friday, October 28 (Noon)
 - Spring 2017: Friday, February 17 (Noon)
 - Please visit the University Senate Curriculum web page for more information on the curriculum processes, coversheets, and guidelines:
<http://www.rowan.edu/president/senate/curriculum/index.html>
 - d. Update on enrollment: 12,500 FT undergrads

Full-time Freshmen: 2208 (2018 in 2015)
Rowan Select: 548 (515 in 2015)
Rowan Choice: 241
Transfers: 2097 (1800 in 2015)
International: 69 (21 in 2015)
Re-enrolls: 105 (188 in 2015)
Average SAT: 1222 for regular admits
549 students voluntarily tripled. (1549 in 2015)
Total occupancy in University housing is 102% (118% in 2015)

Note: These are not the 10th day of class numbers, so they will change.

- e. Proposed Rowan Global Distributions model (page 4), and separately attached file.
- f. Website problems
- g. 12 month paychecks
- h. Administrative departures: Tobey Oxholm (Executive Vice President for Administration and Strategic Advancement), Paul Katz (Dean, CMSRU), Cindy Vitto (Dean, CHSS), Lorin Arnold (Dean CCCA), Johanna Velez-Yellin (Assistant Vice President, Equity and Diversity).
- i. Tobacco Free Campus Task Force
- j. Update on 3+1 at RCBC and RCGC
- k. Possibility of making Christmas/New Years Vacation optional
- l. Report from Joint Senate-AFT Taskforce on Online Evaluations (separate file)

m. Diversity Report (separate file)

2:15-2:35

5. Open period: Donald Moore, Senior Vice President for Facilities and Operations

2:35-2:55

6. Update on Budget (Chris Simons)
7. First Reading: Proposal to change finals schedule (page 8) Note: this was introduced at the May Senate meeting
8. Senate Committees
 - a. Ratification of Senate Committees (separate file)
 - b. Reminder to Committee Chairs: Please use videoconferencing capabilities if you have committee members who do not work on the Glassboro campus.

2:55-3:00

9. New business
10. Adjournment

University Senate Meetings

Senate Executive <i>Meetings held in the University Senate Conference Room 326 Campbell Library, 2:00-3:15 pm)</i>		University Full Senate <i>(Meetings held at Rowan Hall Auditorium, 2:00-3:15 pm)</i>	University Assembled President Ali Houshmand Tohill Theater – Bunce Hall
Monday, September 2, 2016		Friday, September 16, 2016	October 21, 2016, 2 pm
Monday, October 7, 2016		Friday, October 28, 2016	April 7, 2017, 2 pm
Monday, November 4, 2016		Friday, November 11, 2016	
Monday, December 2, 2016		Friday, December 16, 2016	Commencement
Monday, January 20, 2017		Friday, February 3, 2017	Tuesday-Friday
Monday, February 17, 2017		Friday, March 3, 2017	May 9-12, 2017
Monday, March 24, 2017		Friday, April 21, 2017	
Monday, May 5, 2017		Tuesday, May 16, 2017 (allday meeting)	

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Rowan Global Revenue Distribution, 7/29/16

Members of the Rowan Global Revenue Task Force: Joe Basso (replacing Manny Pontes), Michael Blake, Bill Freind, Darren Nicholson, Liz Seville, MaryBeth Walpole (replacing Sandy Tweedie).

In Fall 2015, Jim Newell charged this task force with developing recommendations regarding the distribution of revenue earned by Rowan Global courses. We have two central recommendations:

1. Currently, true revenue (i.e., gross revenue minus tuition waivers, auxiliary fees, and leasing costs) is split 60%-40% between Academic Affairs and the General Fund. Some of the money going to the General Fund was intended to pay for overhead associated with traditional, in-person classes, such as lighting, heating, cooling, wear and tear on desks and carpets, etc. In subsequent years, the number of in-person courses offered on the Glassboro campus has dropped dramatically, from 96% in FY09, to 60% in FY15, to 52% in FY16. The expectation is that that number will continue to drop.

Consequently, five members of the six committee members recommend that the split be adjusted from 60%/40% to 70% for Academic Affairs and 30% to the General Fund.

Note: We recommend that this change also apply to cost centers.

One member of the committee has written a minority report opposing this change, which is appended at the end of this report.

2. Rowan Global revenue for distribution was previously allocated according to the following percentages:

- Department 50%
- College Dean 20%
- Provost Fund 15%
- Rowan Global Fund 15%

Last summer, the Provost, acting on the advice of the Dean's Council, initially changed the distribution to the following percentages:

- Department 20%
- College Dean 50%
- Provost Fund 15%
- Rowan Global Fund 15%

After consultation with the AFT and University Senate, the Provost agreed that for the 2016-2017 academic year, the split between Departments and the Dean would remain 50%-20% (i.e., the original allocation) for all distributions up to \$50,000 total, or \$25,000 to departments. For all money above those numbers, the split would change to 20% to the department, and 50% to the dean.

The Rowan Global Revenue Task Force proposes the following model:

NOTE: These are marginal rates.

For the first \$60,000 in distributions:

- Department 52%
- College Dean 22%
- Provost Fund 17%
- Rowan Global Fund 9%

Example based on FY15: Chemical Engineering's distribution would increase from \$23,132 to \$24,057 on the \$46,264 generated for distribution since that's below \$60,000. The dean's share would increase from \$9,253 to \$10,178, and the provost's share would increase from \$6,936 to \$7,865.

For distributions between \$60,000 and \$100,000:

- Department 37%
- College Dean 37%
- Provost Fund 17%
- Rowan Global Fund 9%

Example based on FY15: PR/Advertising received \$44,583 on a distribution of \$89,166. Under the new proposal, they would receive \$41,991 (52% on first \$60K + 37% on \$29,166). The Dean's share would increase from \$17,833 to \$23,991 (22% of \$60K + 37% of \$29,166).

For distributions over \$100,000:

- Department 20%
- College Dean 54%
- Provost Fund 17%
- Rowan Global Fund 9%

Example based on FY15: The department formerly known as Teacher Ed received \$129,364 on \$258,728 in distributions. Under the new proposal, they would receive \$77,746 (52% on first \$60K + 37% on next \$40K + 20% on \$158,728). The Dean's share would increase from \$51,745 to \$113,713 (22% of \$60K + 37% on next \$40K + 50% of \$158,728).

Notes:

1. Departments who use Rowan Global funds to pay for graduate assistants, staff, and/or administrators would add that total to the 52% - 22% distribution. For instance, if a department spent \$28,000 on graduate assistants in an academic year, the department would retain 50% of the distribution up to \$88,000.
2. The margins would be adjusted for inflation every three years, based on the cumulative rate of

inflation used to calculate tuition increases for matriculated undergraduate students.

3. This model would not apply to cost centers. However, as stated above, we do recommend that the split of 70% to Academic Affairs and 30% to the General Fund also apply to cost centers.

Minority Report

Rowan University has a diverse revenue stream that is allocated to cover the expenses of the University. The University makes these allocation decisions based on current needs and to fund future initiatives. The Departments, Deans and Provost do not receive a specified percentage of these allocations; instead resources are allocated where there is the biggest need given our limited funds.

As I understand it, the distribution to academic affairs was originally established to incentives faculty to teach Rowan Global courses and to provide additional funding above what the General Fund could provide. In the first meeting of the task force the Provost commented that going forward that new contracts would state that professors would teach traditional and/or online courses. This change will eventually eliminate the need to incentives faculty since it will be part of the position requirements.

While I am indifferent to the proposed changes in the distribution percentages of the dollars that academic affairs receives where the Rowan Global share of the distribution decreases by 40% (from 15% down to 9%) while the academic affairs portion increases by 7% (from 85% to 91%); I do not agree with the proposed arbitrary distribution change from 60% to Academic Affairs and 40% to the General Fund to 70% to Academic Affairs and 30% to the General Fund.

The FY 2017 budget for the University as a whole shows a net amount of \$3.2 million of which the General Fund is budgeted for a \$1.1 million shortfall. When the \$3.2 million is offset by the \$3.6 million funding from reserves for CMSRU the result is a projected \$0.4 million reduction in reserves. The recommended change in the distribution to the Regular University would result in a significant reduction in revenue (approximately \$3.0 million if implemented for FY

2017) to the General Fund which would result in the University needing to cut expenses. A large percentage of those expense cuts would need to come from academic affairs considering it's the largest division.

I propose that we keep the allocation as 60% to Academic Affairs and 40% to the General Fund but the University reserves the right to recommend increasing its allocation going forward considering the additional costs borne by the General Fund for new initiatives.

RESOLUTION TO IMPROVE THE FINALS SCHEDULE

The following suggestions made by the University's Scheduling Committee are for improving the final exam schedule **on the Glassboro campus:**

SUGGESTIONS FROM THE UNIVERSITY SCHEDULING COMMITTEE:

- 1) The current finals schedule will be replaced by designating the last seven calendar days of a semester as the official "Finals Week," which will follow the same class meeting schedule as the prior weeks of the term. (No finals will be scheduled on the Sunday of the last seven calendar days of the semester.)
- 2) Finals will be offered during "Finals Week," during the normal class meeting period (or periods). For classes with multiple meeting days per week, instructors may choose to use any one or all of the periods to administer final exams/activities.
- 3) Combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule will be scheduled on the Saturday of the "Finals Week."
- 4) Pilot this new "Finals Week" for at least one Spring/Fall term, and review feedback, making changes where necessary.

DETAILS OF FINALS SCHEDULING

PROBLEM TO BE SOLVED:

Rowan's student population has grown substantially, which has created difficulty in assigning physical classroom space for finals, and providing a positive finals environment, following the current finals schedule. The current finals schedule assigns classes to finals time blocks that do not match the meeting patterns of the course, resulting in student and faculty confusion, and in some cases, student and faculty conflicts with other final exams in other classes. Also, with exams often scheduled at different days/times than the class meeting pattern, student work schedules and availability to be on campus are affected.

GUIDELINES:

The University Scheduling Committee believes it is necessary to revamp the finals process to provide an improved academic environment for student success. To achieve this objective, the finals schedule would be reworked to follow the current scheduling time slots and guidelines, (as addressed previously by the committee and the subsequently Senate-approved revised scheduling procedure - the goal for the committee was to make a scheduling system that was fair, flexible, and dynamic and would spread classes equitably across approved schedule time slots).

The Committee also wants to ensure that faculty members without specialized finals requirements (combined sections, requests for more time, etc.) know their final exam assignments prior to the start of the semester, and where possible, that students have access to any specialized finals requirements prior to course registration.

These changes would apply to the Glassboro campus only.

ASSIGNING FINALS SLOTS:

Final Exams, (those without special requirements), will be offered in each section's department approved, assigned classroom, in the last week of the term. Finals may occur during any one or all of that section's meeting periods of the week. (Double-period sections already include potential for extra exam time, under this new system.) Like the current final exam schedule, student exam conflicts, (which in a new system should be almost completely eliminated), would be worked out between student and faculty, and an appropriate make-up exam period offered, within the final week of classes. The official conflict day for Finals Week will be Saturday.

DEPARTMENT OF UNIVERSITY SCHEDULING RESPONSIBILITIES:

1. Collect information from departments (ideally, before student registration begins) regarding class sections with special final exam requirements, and assign exam days/times/rooms to meet those special needs. (All other finals, occurring during a course's standard meeting periods, will not need to be coded in Banner.)

ACADEMIC DEPARTMENT CHAIRS RESPONSIBILITIES:

1. Approve individual faculty requests for any special final exam requirements, and transmit this approval to University Scheduling

TIMELINE FOR FINAL EXAM SCHEDULING UNDER THE PROPOSED SYSTEM:

A detailed finals calendar will be provided to colleges/departments prior to the beginning of the scheduling process for a given semester. The goal of the finals calendar will be to provide departments and colleges with ample time to complete their scheduling responsibilities while also attempting to set the schedule early enough for the university.

OLD SCHEDULE:

	FINAL	WEEK	ACTIVITY	SCHEDULE	--	Spring	2016
Faculty are encouraged to provide an end-of-course learning experience for every course. The faculty are encouraged to utilize the time set aside during the final week as published in the Schedule of Courses. Times are provided for every class, and normal meeting times are used for evening classes. <i>"Common examination"</i> times must be arranged with University Scheduling. If a faculty member does not give a final examination at an officially allotted time during final week, he/she is required to use that time for instructional purposes. All efforts will be made to schedule once-per-week double period courses on their normal meeting day, and as close to normal meeting time as possible. Evening classes shall meet during final week at the regular times for the purposes of either a final exam or other instructional activity.*							

8:00am -
10:0

Tuesday, May 3, 2016

For classes with meeting pattern T/R or T/R/F at 8:00am

 For classes with meeting pattern T/R or T/R/F 9:30am

 For classes with meeting pattern T/R or T/R/F 12:30pm

 For classes with meeting pattern T/R or T/R/F 2:00pm

 For classes with meeting pattern T/R or T/R/F 5:00pm

Wednesday, May 4, 2016

For classes with meeting pattern M/W or M/W/F at 8:00am

 For classes with meeting pattern M/W or M/W/F at 9:30am

 For classes with meeting pattern M/W or M/W/F at 12:30pm

 For classes with meeting pattern M/W or M/W/F at 2:00pm
 For classes with meeting pattern
 M/W or M/W/F at 5:00pm.

Thursday, May 5, 2016

Conflict time

For classes with meeting pattern T/R or T/R/F at 11:00am

 1 *Conflict time*

 For classes with meeting pattern T/R or T/R/F at 3:30pm

Friday, May 6, 2016

For classes with meeting pattern W/F at 8:00am

 For classes with meeting pattern W/F at 9:30am

 For classes with meeting pattern W/F at 11:00am

 For classes with meeting pattern W/F at 12:30pm

Saturday, May 7, 2016

Conflict time

Conflict time

Conflict time

Conflict time

Monday, May 9, 2016

Conflict time

For classes with meeting pattern M/W or M/W/F at 11:00am

Conflict time

For classes with meeting pattern M/W or M/W/F at 3:30pm

10:15am-
12:1

12:30pm -
2:3

2:45 pm
-

4:4
5:00pm - 7:0

8:00am -
10:0

10:15am -
12:1

12:30pm -
2:3

2:45pm - 4:4
5:00pm - 7:0

8:00am -
10:0

10:15am -
12:1

12:30pm - 2:3 2:45pm

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8:00a

m -
10:0

10:15am -
12:1

12:30pm -
2:3

2:45pm - 4:4

8:00am -
10:0

10:15am -
12:1

12:30pm - 2:3 2:45pm

8:00am -
10:0
10:15am -
12:1
12:30pm -
2:3

2:45pm - 4:4

If the University is closed during finals week due to inclement weather, the faculty member should reschedule the exam during any available conflict time. If the closure happens on the final Monday, make up exams may be rescheduled for: **Tuesday, May 10, 2016 from 8 - 10 am.**

**For all classes that meet once a week, 5:00pm -7:45pm, the Exam time will be*

**For all classes that meet 6:30pm , the Exam time will be*

**For all classes that meet 8:00pm, the Exam time will be*

9:00pm -11:00pm.

Times	Tuesday, 05/03	Wednesday, 05/04	Thursday, 05/05	Friday, 05/06	Saturday, 05/07	Monday, 05/08
8:00 - 10:00am						
10:15am - 12:15pm						
12:30 - 2:30pm						
2:45 - 4:45pm						
5:00 - 7:00pm						
7:00 - 9:00pm						
9:00 - 11:00pm						

PROPOSED NEW FINALS SCHEDULE:

The proposed new schedule would follow a course’s regular meeting patterns, so no special grids or charts would be necessary. Any sections with special final exam requirements, which have been approved by the respective academic department, would be coded in Banner and appear on the Section Tally, so students are aware that the specific section has a non-standard final exam timeslot.

Finals begin on different days of the week each term, depending on how the calendar falls. This example begins on Monday but can be used for a start on any day of the academic week (M-S). Under the new proposal, the last seven calendar days in the semester would be designated “Finals Week” and finals would be held during the normal class meeting patterns. Saturdays will be used for Saturday classes, as well as combined finals (for classes that do not regularly meet at the same day and time), conflicts, finals which require additional time, or finals that cannot be conducted during the new finals week schedule for practical/pedagogical reasons.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am – 9:15am						
9:30am – 10:45am						
11:00am – 12:15pm						
12:30pm – 1:45pm						
2:00pm – 3:15pm						
3:30pm – 4:45pm						
5:00pm – 6:15pm						
6:30pm – 7:45pm						
8:00pm – 9:15pm						
9:30pm – 10:45pm						