

University Senate Agenda February 3, 2017, 2:00-3:15 in Rowan Auditorium

2:00-2:15

1. Approval of agenda
2. Introduction of visitors
3. Approval of minutes from December meeting
4. President's report
 - a. New Director of Career Advancement: Bob Bullard
 - b. Diversity in hiring:
http://www.philly.com/philly/education/Diversity_at_colleges_Not_at_the_front_of_classroom.html
 - c. Move from Linden targeted to be completed by end of Spring Break
 - d. Discussion of full-time, tenure-track faculty
 - e. RFP for applicant tracking software

- f. Update on buildings
- g. Next Full Senate meeting: Friday, March 3 at CMSRU
- h. Please take the tobacco-free campus survey:
https://rowan.co1.qualtrics.com/SE/?SID=SV_6PBPxVTJNojLdEF

2:15-3:05

- 5. Parental Leave Task Force (page 2)
- 6. Second reading: Proposed changes to Registrar's policies and procedures
(page 3 – Beki Golihur, the Registrar, will answer questions and concerns)
- 7. Curriculum report (Marci Carrasquillo, page 12)

3:05-3:15

- 7. Old business
- 8. New business

Parental Leave Senate Task Force

Description of Charge: The ultimate goal of the task force is to recommend a parental leave policy for tenure track and tenured faculty to replace current practices and better meet the needs of faculty. To do this, the task force should assess existing inconsistencies in how parental leave is taken, investigate the policies of peer and aspirant institutions, and determine potential benefits and costs to the university. The task force should also coordinate with the union to ensure that recommendations align with all applicable labor agreements and law.

Committee Makeup: A group of 8-10 members who are diverse with respect to gender, tenure status, and childcare experiences (especially including experience with Rowan's maternity/family leave). The committee will include Bob Zazzali, Senior Vice President, Community & Economic Development; Eileen Scott, Associate Vice President for Employee & Labor Relations; and at least one AFT representative.

Suggested Timeline: Group will be convened by February 1, 2017. Report of findings by December 1, 2017.

Recommended Updates from the Registrar and the Registrar Academic Board (RAB) to Existing Registration-related Policy

As of 04/22/16 – DRAFT – updated 10/2016 by request – SEE COMMENTS FOR UPDATES

Rationale for Updates to Existing Registration Policy

As of January 4, 2016, the Registrar's Office and the Registrar's advising board, RAB, have been charged by the Provost's Office to assess and evaluate registration-related policies, practices, and processes, to ensure that they:

1. are fairly and consistently administered across campus, regardless of academic program or college;
2. are compliant with recent Financial Aid audit-related findings;
3. are up to date and easily found; (For example, currently, several differing versions of registration-related policy are found on many locations throughout the web.)
4. are student-centered, serving our current student population in the best possible ways, taking into account changes in that population such as online and off-site students, our office's shift to include graduate students, and the addition of Rowan Global's multiple Parts of Term and drop/add sessions;
5. written policy and office practice align, and that any changes therein are well-communicated to students, faculty, and staff. (For example, no policy or form allows advisor signatures for overrides, registration, etc.; however, there has been a significant shift in the way advisors function on this campus and, based upon the desires of many academic departments, it had been the practice of the Registrar's Office to accept advising signatures.)

RAB Board Members

1. One representative from the Dean's Office of the College of Communication & Creative Arts:
Olga Vilceanu

2. One representative from the Dean's Office of the College of Business: **Margaret Van Brunt**
3. One representative from the Dean's Office of the College of Engineering: **Steve Chin/Maria Perez-Colon**
4. One representative from the Dean's Office of the College of Science & Mathematics: **Eve Sledjeski**
5. One representative from the Dean's Office of the College of Performing Arts: **Melanie Stewart**
6. One representative from the Dean's Office of the College of Education: **Lisa VernonDotson/Beth Wassell**
7. One representative from the Dean's Office of the College of Humanities & Social Sciences: **Stephen Fleming/Larry Butler**
8. One representative from the Honor's College: **Kristen diNovi**
9. One representative from GSBS: **Diane Worrada**
10. One representative from Rowan Global: **Kelly Yanek/Georg Watt/Marie Dionosi**
11. One to three representatives (as needed) from SEM/Advising: **Lori Getler and Beth Rey**
12. One representative from Student Life/Orientation: **Drew Tinnin**
13. One representative from University Scheduling: **Steve Kessel**
14. One representative from ASA: **Jeffrey Fields**
15. One representative from the Senate Academic Policies & Procedures Committee: **Mike Grove/Eddie Guerra**
16. **Rebecca Gollihur**, University Registrar or designee, which will often be **Melissa McKenna**

Update Plan/Goals

- Part III of this document is our recommended set of updated registration-related policies that we are asking to be reviewed and approved by the Provost's Office (and AP&P/the Senate if needed).

Current registration-related policy information currently appears in many locations (with differing information/formats) including the Registrar website and forms, the Provost's website, the confluence page (pasted below), and, in some cases, on individual academic college sites. With assistance and input from the Registrar Academic Board (RAB), which includes representation from each academic college, we found, consolidated, and wrote appropriate updates to the major registration-related policies. Once approved, we will work to remove outdated policies and coordinate with the Executive VP as needed to ensure that the policies appear in their full format in the confluence policy site: <https://confluence.rowan.edu/display/POLICY/Home>, and also as policy summaries on our Registrar forms and website – but always linking back to the one official policy site.

The need for appropriate updates is urgent, given the confusion with multiple co-existing policies and practices, and the fact that most current policies do not address (or address fully) the needs of our online, off-site, and graduate students.

Our hope is that these suggested updates can be approved and communicated in the summer 2016 term so that we may implement them no later than fall 2016. (In practice, many have already been implemented for years, but they have not and do not align with written policy, or no policy exists to support the practice which is causing confusion for students and staff - another reason for urgency.)

Chart outlining suggested policy updates from RAB

Items highlighted in yellow have already been implemented due to shifts that occurred between RG and Registrar.

Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
Late registration period and fee	Extended registration is usually conducted prior to the beginning of a semester or summer session. Final registration is conducted prior to the first week of a semester or summer session at which time a late registration fee is charged.	<ul style="list-style-type: none"> “extended registration” is a term we no longer use Call “late registration” instead of final Timing has varied - past calendars show it was often about one week after the posted Bursar due date for the term – but the “final registration” suggests it is one week prior to courses – and Sp16 it was day after payment due - it has not been consistent. 	<ul style="list-style-type: none"> remove “extended registration” and use “late registration” to indicate period after payment due date make timing “after the payment deadline” but the actual date the fee will be charged we’ll work out with Bursar – so we can normally allow a one-week grace period to students 	<ul style="list-style-type: none"> “late registration” accurate since “final” implies registration ends soon and it does not – at that stage Need consistent deadline and grace period so Bursar and students have time to work out payments before charging fees

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [1]: When I took over the role of Registrar, we already had conflicting policies and practices in place. It is confusing to our students and staff and we want to update as soon as possible. We had been told 10/28 would be the latest we had to wait for approvals so we are still hopeful that will be our date – especially as most on this form overlaps and we have to launch all together.

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [2]: Roberta Harvey, RAB, and Mike Grove agreed that these were allowed to be implemented and were FYI only. This leaves only 6 items.

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Timeline for Updates

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		Topic	Old/current Suggested	policy new and	Actual policy practice	practice if Rationalefor change
		▪	differs from policy	▪	▪	
		few are outlined below): ○ Pre- req: instructor and chair ○ P/NC: instructor ○ Duplicate Crse. Waiver: chair ○ Course repeat: chair ○ Hardship Withdrawal: instructor,chair, and dean Ultimately, <u>all</u> registrationrelated forms should go through this process.				

Topic	Old/current	Actual practice if differs from	Suggested new and	Rationale for change
Regular Drop/Add Period	<ul style="list-style-type: none"> The dates full term have reflected 5 business days from the 	<ul style="list-style-type: none"> Same with the addition of Rowan Global drop/adds: If the course length/Part of Term in which the course appears is 3 weeks or shorter: <ul style="list-style-type: none"> Regular Drop/Add dates are the first 2 business days of the session/Part of Term in which the course appears If the course length/Part of Term in which the course appears is over 3 weeks and up to 6 weeks: <ul style="list-style-type: none"> Regular Drop/Add dates are the first 3 business days of the session/Part of Term in which the course appears If the course length/Part of Term in which the course appears is over 6 weeks and up to the full term (12-16 weeks): <ul style="list-style-type: none"> Regular Drop/Add dates are the first 5 business days of the session/Part of Term in which the course appears 	<ul style="list-style-type: none"> See practice" 	<ul style="list-style-type: none"> This is change policy practice, but are cutting Rowan Global and in campus/Registrar dates together, making easier to add and Need add dates course length

			Topic	Old/current Suggested policy	Actual policy practice	practice if Rationale for change
				differs from	and	

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [3]: Adds would always need the instructor AND another signature - but from whom - depends on the situation. If it is an aid issue = they need Aid. If it is an academic issue, they would need the chair. If it were a housing issue, they would need Housing. The Registrar would work hard to make this clear on the form and to properly advise about this.

Most late add/drops are administrative and not academic - and so we would accept appropriate University Officers.

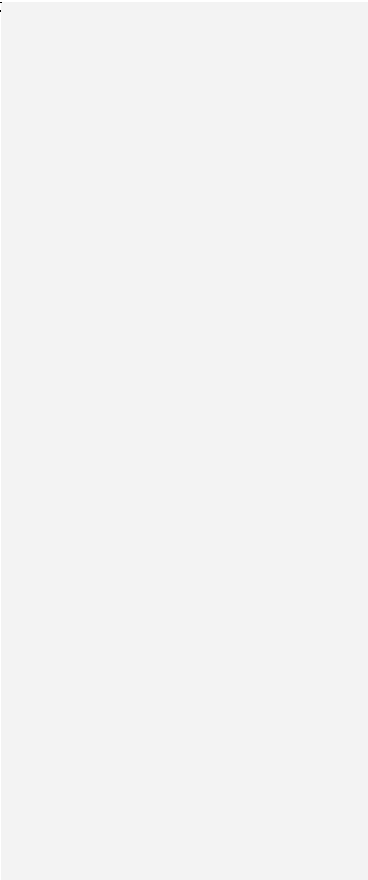
If a drop were confirmed (by the appropriate Univ Officer) to be due to an administrative issue or error (usually aid or bursar related) then we would not require an instructor signature but we would advise them to notify the instructor and we are working on automated emails for even better notification

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [4]: Late adds would have to have a valid reason: like the course met for the first time after the drop/add period. There was a weather delay. It was an internship that started late anyway. Essentially, the currently practice of allowing special late adds with special reason has already been happening and is not changing.

Topic	Old/current policy	Actual practice if differs from policy	Suggested policy new and practice	Rationale for change
Late start registration and adjustment form/process	<ul style="list-style-type: none"> There was no real policy or process – students who wanted to take late-start courses had to complete the cumbersome late drop/add process, that technically, required hardship documentation and had to be completed within 2 weeks of start of term – even though the course in question still had registration open. 	<ul style="list-style-type: none"> Same- except the deadline is violated constantly for legitimate reasons. 	<ul style="list-style-type: none"> Establish a late start registration and adjustment policy and form that allows students to easily register for latestart courses (those that begin in October/March) that have availability and/or to drop those same courses within the appropriate drop/add periods Establish and better communicate that the drop/add periods for latestart courses differ from full-term courses. 	<ul style="list-style-type: none"> Need formal form process and so stud don't ents and complete unnec staff and class that ha ssarily add Eliminate co form for need for a not s mul t begun yet Working to begun nfusion and t registr title signatures online but in ry put to late-manual proc type is tion process the need to meantime, anyone goin notifies Aid packaged/a ess of with the d. some of pro credits d. ensure that through this so that are ljusted correctly per number of

		Topic	Old/current Suggested	policy new and	Actual policy practice	practice if Rationalefor change
			differs from	policy		



		Topic differs from	Old/current Suggested policy	policy new and	Actual policy practice	practice if Rationale for	change
Withdrawal Form/process		Same	ascy.	Change weeks/terms to of Part keeping overall timelines the	Deadlines have to and not		
				Remove the hardship withdrawal make a process	There is confusion being able to academic reasons and		
				Have withdrawal for Regular Late and those processes and signatures for each (as under current policy column)	would like to withdraw process more streamlined and hardship from to clear that students withdraw for any 75% to the course (See hardship		
				In recommending students consult with their we are student verification section where they confirm they spoken with offices around campus so student is aware of financial aid consequences this	With 6 that colleges address hardship possible to consistent across the and currently, it they that a withdraws from 2 different allowed to withdraw in and not		
				Clarifying that signature is verifying last of "grade" as to Confirm withdrawals stage should guaranteed for student who follows proper process and deadlines	Since students no receive a d with withdrawals at and they must the course and appear on their with no suggested during financial aid should not be withdrawing, and that at least stage, withdrawals be		

Golihur, Rebecca J 11/9/2016 8:03 AM
Comment [5]: % would be 25-50%, 50-75% and then the last 25 %. This % follows the current date practices.

Golihur, Rebecca J 11/9/2016 8:03 AM
Comment [7]: Many of these changes are necessary based upon direct feedback from the recent audit and designed to allow us to be compliant with process and timelines.

Golihur, Rebecca J 11/9/2016 8:03 AM
Comment [6]: The W would be for the 2550% period and the WP/WF is for after that. This is not changing.

Currently, there are 3

		Topic differs from	Old/current Suggested policy	policy new and	Actual policy practice	practice if Rationale for change
	<ul style="list-style-type: none"> withdrawal periods that reference weeks of the course Regular Withdrawal is after drop/add and before mid-term & requires instructor signature only and uses a W grade Late Withdrawal is between mid-term & last 4 weeks and requires instructor and chair signatures and uses either a WP or WF Hardship Withdrawal is last 4 weeks of term, requires instructor, chair, and dean signatures and uses either a WP or WF AND can only be used in documented hardship cases 					

		Topic	Old/current policy	Actual practice	Actual practice if change differs	Suggested from policy
			new and practice	policy Rationale for		
Hardship Form/process	▪	Currently hardship withdrawal is final/latest course withdrawal which is pasted below:	▪	Same as we often need exceptions documentation not attached there isn't documentation, which puts individual academic colleges in position.	▪	Like withdrawal
	○	Hardship Withdrawal 4 weeks requires instructor, chair, and signatures and uses either or WF only be documented hardship cases	is		▪	long
			a		▪	enable
					▪	ensure timelier
					▪	

period/process, use
% instead of weeks

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	Topic	Old/current policy and practice	policy Rationale for	Actual practice if change differs	Suggested from policy	
aged						between the Registrar and Student Life VP to
better/faster/more consistent processing of forms/request take place						will to
completion of entire process and adjustments which is necessary per audit and return of Title IV funds which must be done within 45 days						
Deadlines have not been reference term) in many courses separating form, it will						percentages and must of Term serve differing lengths. Comment [8]: The idea was to recognize that mean
By withdrawal fewer forms and less of any length and in any audit, if there is a process acknowledges hardship could any time of course/term) provide more options to the hardship cases across colleges Student Life) withdrawals well!						hardship can happen in the first week or the last session => including winter and summer. This was and important to note b/c due to the New request to finalize return of Title IV \$ so we have to that be diligent year-round.
The above also AM better streamline for Student Affairs, Dr. Hand and I and RAB will work together to decide who oversees which portions to make sure it is audit-compliant, fair, and timely. It is likely this will be a university/term committee – which was one of RAB's suggestions. withdrawals Otherwise, processing we suggest will be the same.						Comment [9]: This is actually already need to flexibility change would make that consistently of VP of university/term process as
This change also removes UPDATE: I still have to talk to Dr. Hand, BUT we will ensure we follow best practice and that a process the course withdrawal for oversight and review will be developed in process and therefore, is consultation with						

		Topic	Old/current new and policy practice	policy Rationalefor	Actual practice if change differs	Suggested from policy
		all academic colleges/Dean's again, more	Office. financial aid audit findings			
		in line with the				

		Topic differs from	Old/current Suggested policy	policy new and	Actual policy practice	practice if Rationale for change
P/NC grade requests	<ul style="list-style-type: none"> Only according to established list of eligible courses Only allowed to request during drop/add period 		<ul style="list-style-type: none"> Registrar has processed at instructor requests consistently after the published policy deadline – even (and often) up to the end of the course 	<ul style="list-style-type: none"> Follow what the needs of the university/faculty seem to be - which – according to practice is to allow students to request P/NC grades (still only for eligible courses) but up to the 75% point of the course Establish that, if for an eligible course, and requested properly within deadline, the P/NC is guaranteed to the student. 	<ul style="list-style-type: none"> Meet needs of faculty/students Instructors could ask for exceptions to be made even after the 75% period, but because the student record would need to be updated by the Registrar in order for the proper grade to be entered, we believe the best deadline Most assume a P/ already guaranteed student if requested properly and with deadlines, but we make this official there is no confusion 	

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [11]: We are truly already are (and have been for years) processing any signed requests throughout the term – so this is not really a true change and we would never process without signatures.

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [12]: The last 25 % of each term is reserved for hardship only – which is in line with the current withdrawal process

Gollihur, Rebecca J 11/9/2016 8:03 AM

Comment [13]: 1. All forms will include consult advisor. 2. The current policy is 10% of courses and that will not change.

Curriculum Senate Report February 3, 2017
Prepared January 27 by Erin Herberg Senate Curriculum Chair

The following proposals are being submitted for Senate Approval

Process Q: Quasicurriculum Proposals

Proposal #	College	Department	Proposal
16-17-	CCCA		
	the		
	Master	of	
	in	Public	
	with	"Master	
			Rename "Arts Relations"

PR/Advertising

2.002 of Arts in Strategic Communication" 16-17- CCCA PR/Advertising Rename
"Advertising Minor" with "Strategic Communication Minor"
2.006

The department of Public Relations and Advertising requests the name change for these two programs as it better reflects the nature of the breadth of the courses in the curriculum and the applicability of the master's degree and minor.

Process F: New Degree Proposals (*Approved by the Senate Curriculum Committee Pending Revisions)

Proposal #	College	Department	Proposal
16-17-1.001*	COB	Management/Entrepreneurship MS	in Organizational Leadership
A 30	credit hour	master's program designed to	prepare students for organizational leadership positions in corporations and institutions and to become effective leaders.
16-17-3.018*	CoED	Ed Services and Leadership	BA in Leadership Social Innovation
		&	
A 36	credit hour	interdisciplinary undergraduate program designed to	prepare students to work in newer industries and with newer technologies, such as start-ups, foundations, non-profits, and community organizations, as well

as business, government and policy institutions. Students will come to understand leadership and organizations, diversity, the design and evaluation of organizational initiatives, and grant acquisition and management. The program requires 18 credit hours of CoEd Leadership coursework and the selection of one 18-hour concentration. Concentrations for this program are drawn from existing CUGS and Minors across the university with the approval of the related programs/departments.

16-17-3.026* CoEd

STEAM Ed

Technology

MA Educational (Graduate)

A 33 hour credit hour master's program designed for students who desire to take leadership roles in their school organization. This program serves students who seek, or desire to continue, employment in P-12 schools and districts as teacher leaders or wish to pursue coordinator or supervisor positions. The program provide expertise in using technological tools and resources to support learning.

16-17-10.019*	Earth and Environment	Environmental Science	BS in Environmental Science	
A 68 credit hour undergraduate program designed to prepare students to become professional environmental scientists (STEM professionals). It includes an environmental science core, concentration, and restricted electives. Students in this program become Environmental scientists (industry or government agency) and are prepared for graduate study in environmental science.				
16-17-10.020*	Earth and Environment	Environmental Science	BA in Environmental Science	
A 39 credit hour undergraduate program designed for students who wish to become part of the STEM-able workforce. These students would be prepared to join non-STEM Professions that ending of the require an understanding of the human impact on It includes an environmental science core and free s that provide elective double majors, minors, or CUGS in related options for subject areas.				

16-17-11.012*	Health Professions	HES	BA in Health Promotion and Wellness			
A	68 credit hour undergraduate program that replaces the	in Health and Exercise Scie Health Promotion	concentration	with a		in
	B.A. and Wellness with a stand-alone degree.					