

University Senate Notes

Tuesday, May 16, 2017

8:30-9:00

**1. Coffee and new senator orientation**

9:00-9:05

**2. Approval of agenda-Motioned, Seconded, Approved.**

**3. Introduction of visitors-None**

**4. Approval of minutes from April meeting-Motioned, Approved.**

9:05-9:20

**President's Report**

a. AFT Update-Negotiations with the state are not going well. Issues with compensation for LAB & Studio courses. The Senate exists because of the union. T&R is better than at the majority of institutions.

b. Tobacco task force update-Skeff Thomas. Committee conducted a survey this semester. Largest area of concerns were academic buildings and outside these buildings, followed by student housing facilities. Now in the phase of developing policy and procedures.

Current policy known as the "Smoking Policy". Proposing change name to "Smoke and Tobacco Free Environment". Tobacco use is much more than just smoking. Need to look at enforcement issues in order to change policy. Students belonging to Colleges Against Cancer, brought forward a grant application to assist in implementing a Tobacco Free Campus.

c. Change in Carnegie Classification: Doctoral University Moderate Research (old R3) status-classification recently updated. Carnegie did not notify Rowan or Middle States. May affect grant applications, but no immediate changes.

d. Curriculum software-Current software is over 12 years ago by a computer science student. Search has happened for new software, needs IRT support. As of September 1<sup>st</sup> IRT will not support current software. This will hopefully force a change to new software, that includes possibly catalog software.

e. Conference and Event Services fees and policies (page 3)

*1. Submit space requests as far in advance as possible. Large spaces book up very quickly.*

*2. Lots of these policies are created by Legal Counsel, nor University Conferences & Events Services*

*3. Conference & Events Services is a Cost Center Model*

Jessica Porch (Conference & Events Services)-The guide aims to clear up differences in event types, services, and fees. Office has created a waiver for facility rental costs for certain events (does not include other fees, insurance, and changes).

*Q-Does this apply to student groups and organizations?*

*A-Student groups are generally supposed to go through SGA. But each even may be different, depending on other attendees and other details.*

*Q-Does this represent a change for departments who need a classroom or other room reservation.*

*A-No, only may affect events that include outside organizations or that are externally co-sponsored.*

*Q- If a department hosts a speaker, is that considered internal or external?*

*A-If Rowan is sponsoring or inviting the speaker, it is purely an internal event.*

*Q- You mentioned that waivers are possible. How far in advance do you need the waiver?*

*A-We would like them at least 60 days out.*

*Q-Does this apply to the medical schools?*

*A-They have their own offices.*

*Q- How long prior to the event do we need to book?*

*A-At least 60 days to address any issues that may pop up.*

*Q- Does your office also work with parking?*

*A- Yes, we coordinate with most campus services, and give advice on your event. Parking is a huge challenge for outside groups visiting campus. Satellite parking is used and a shuttle fee applies.*

*Q-Does this apply to the Enterprise building?*

*A-No, they have their own rate structure.*

*Q-Is the minor waiver the same as last year that was rushed out? We may need to take another look at this. The waiver seemed to offend some conference goers by some of the language included.*

*A- Yes, this is really a University Legal Counsel issue. We always try to provide the best quality customer service.*

*Q-Can we have legal come out and do a series of workshops on this issue? There are many events involving minors coming to campus.*

*A-We have let legal know that we need to have information sessions to communicate the policy clearly.*

*Q-Are the current policies available online?*

*A-We plan on overhauling our website at the end of the summer and plan to upload all these documents and waivers.*

f. Tentative Senate and AFT meeting dates 2016-2017 (page 8)-Two dates that AFT Exec and Senate Exec are on the same day.

g. Tentative T&R dates: Not Official. Make sure your Dean and the Provost sign off on your T&R Criteria. Make them as specific as possible. You may also do individualized criteria for certain faculty member.

*Q-Can you encourage the Provost to enforce the timeline for developing T&R criteria for new hires?*

*A-Yes, I agree*

*Q-Do faculty keep their initial document for T&R from when they were hired?*

*A-Yes, there should be an archive in the department and the Senate Office.*

Fourth year packets are due to the Senate on September 18.

Tenure and fifth year packets are due to the Senate on October 9.

Second year packets are due to the Senate on October 30.

Candidates should submit their packets to their departmental committee at least two weeks before the Senate due date.

9:40-10:00

## **6. Open session: Nyssa Taylor, Title IX Manager**

Title IX-1972 (See forwarded PowerPoint)

Rowan has a Title IX Coordinator, Manager, and several Deputies across campus.

If a student comes to faculty or staff to discuss an incidence of sexual assault/harassment, that employee must report to the Manager of Title IX.

*Q-Is there a requirement to notify your immediate supervisor?*

*A-No, you can come directly to the Office of Equity & Diversity?*

*Q-How do you become a Title IX Investigator while still completing your job duties?*

*A-There is a daylong training and then The Title IX Manager will contact you for a case and if you can make the time in order to investigate a case.*

*Q-What about information revealed in academic writing or class journals?*

*A-It's a good idea to put a Title IX statement on your syllabus.*

*Q-Are freshman taught about Title IX during Orientation?*

*A-Yes, Orientation & Leadership and Healthy Campus Initiatives address this at orientation.*

*Q-What if we live in the area and see students have this happening?*

*A-Call the police. However, off campus you are not obligated to report, but can call the Title IX Manager for advice and feedback.*

10:00-10:20

## **7. Open session: David Rubenstein, Associate Vice President for Student Wellness**

14.5 Counselors, 4 Psychiatrists will be on staff for Fall 2017. Waitlist down from last year. Services increased from last year, including roughly 15 different counseling groups. "Let's Talk" on sites throughout campus, including academic buildings, including 20 minute sessions/consultations.

Specialized treatment teams for Eating Disorders, Self-Injury Behaviors, and Alcohols/Drugs.

Please feel free to call X4222 and ask to speak to the counselor on call (24/7), if you have any student concerns. See flow chart and Faculty & Staff Emergency Guide.

18-25 age range is the age of emergence for many mental health disorders, as well as drug & alcohol issues. Additionally, Veterans are at elevated risk of mental health issues.

*Q-What do you have in Camden?*

*A-We have nothing on the Camden Campus. Cooper has some services.*

*Q-Would it be possible to send out a short statement for syllabi for Title IX and the Wellness Center?*

*A-We need to know the best way to reach the faculty. Having it on the syllabus is a terrific idea.*

*Q-Do you do evaluations for anxiety or send students out for evaluation?*

*A-We do a triage evaluation, then assign the student to a therapist who will perform a complete Psych/Social Evaluation. We refer students out if they need intensive, inpatient treatments or when we run up against a longer waitlist.*

*Q-As a faculty member, how do we accommodate students who self-identity?*

*A-Disabilities Office and John Woodruff can assist and provide notifications of accommodations required.*

*Q-What do you do with students that run out of medication?*

*A-In order for a student to get medication from the Wellness Center, they need to have an evaluation from a counselor, before they are referred to a psychiatrist. In certain cases, the student may be referred to the Emergency Room if specific medications are needed ASAP.*

*Q-How much information is appropriate to put on RSN?*

*A-Contact the Wellness Center about specifics, they keep their own confidential information and HIPPA compliant system. If we determine that the reporter needs to be involved in treatment, the counselor will ask the student and have them sign a release of information, if the student agrees.*

10:20-11:30

**8. Elections-motioned, approved**

a. President

Bill Friend-motioned, seconded, approved.

b. Vice President

Demond Miller-Motioned, seconded, approved.

c. Secretary

Christine Larsen-Britt-Motioned, seconded, approved.

Parliamentarian

Charlene Williams-- Motioned, seconded, approved.

d. Standing Committees-

i. Academic Integrity - Dan Folkinshteyn- Motioned, approved.

ii. Academic Policies & Procedures-Eddie Guerra--Motioned, approved.

iii. Campus Aesthetics & Environmental Concerns-Matt Gendreau Motioned, approved.

iv. Career Development-Not Needed-No Contract

v. Committee on Committees- Tejinder Kaur BillingMotioned, approved.

vi. Curriculum-Marci Carrisquillo- Motioned, approved.

*Chair is supposed to be a Senator. Need to vote to make an exception.*

*Motion made to make the exception to have a non-senator serve as a committee chair - Motioned, seconded, approved.*

vii. Diversity-Jeanne Lewis- Motioned, approved.

viii. Graduate Education and Global Learning and Partnerships-Monica Kerrigan- Motioned, approved.

ix. Intercollegiate Athletics- Erin Barney- Motioned, approved.

x. Learning Outcomes Assessment-Carla Lewdowski- Motioned, approved.

xi. Professional Ethics & Welfare-Makenzie Suber-Robinson- Motioned, approved.

xii. Promotion-Unfilled Currently

xiii. Recruitment/Admissions/Retention-Israel Laguer- Motioned, approved.

xiv. Research- Bob D'Intino - Motioned, approved.

xv. Rowan Core-Currently unfilled

xvi. Sabbatical Leave- Subash Jonnalagadda - Motioned, approved.

xvii. Student Relations-Michael Schillo- Motioned, approved.

xviii. Technological Resources- Nadeem Shalзад

xix. Tenure & Recontracting-Kevin Dahm

*Chair is supposed to be a Senator. Need to vote to make an exception.*

*Motion made to make the exception to have a non-senator serve as a committee chair - Motioned, seconded, approved*

xx. University Budget & Planning-Chris Simons

*Chair is supposed to be a Senator. Need to vote to make an exception.*

*Motion made to make the exception to have a non-senator serve as a committee chair - Motioned, seconded, approved*

***Committee Draft: Tuesday, May 24, 1:00 PM, Location TBD***

e. Senator Executive Committee At-Large Members Nate Bauer and Skeff Thomas-Motioned, Approved.

f. Senate Representatives to Board of Trustees Committees

i. Academic Affairs- Subash Jonnalagadda - Motioned, Approved.

ii. Budget and Finance -Chris Simmons- Motioned, Approved.

iii. Facilities-Skeff Thomas- Motioned, Approved.

iv. Audit-Skeff Thomas- Motioned, Approved.

v. Advancement-Eddie Guerra- Motioned, Approved.

**11:30-11:50 9. Open period: Monika Shealey, Dean College of Education**

CAPE and US Department of Education. In 2015, new regulations required:

1. GPA must be 3.0 or higher

2. Parameters for Clinical Internship and Clinical Practice (yearlong residency)

3. Change in teacher work sample assessment to EDTPA (comes from Stanford University Scale). Now required in the NJ for certification starting next year. Students must pay \$300 for EDTPA. COE has spoken with Financial Aid about calculating this into to aid need amount.

COE is committing to have students graduate in 4 years. COE needs to communicate better with other stakeholders and students.

*Q-Looking a data from the new STEM education changes and the number of Math majors have gone down?*

*A-Math & Science indicated they were ready to move forward to the 4+1 changes. English, Social Studies, and Foreign Language decided they were not ready yet.*

*Q-Are there other options for students to cover the EDTPA fee?*

*A-Not that I know of. They also have to pay for and pass Praxis Core and Praxis II as well.*

*Q-What percentage of the students graduate in 4 years?*

*A-A small percentage. The dual major makes it very difficult to complete during this time. This is not required by the state.*

11:50-12:50 Lunch

12:50-2:00

### **10. Curriculum report: Erin Herberg (page 9)**

Process Q

16-17-10.016-Motioned, Approved

16-17-10.017-Motioned, Approved

16-17-8.034- Motioned, Approved

16-17-3.076-Motioned, Approved

16-17-8.042- Motioned, Approved

16-17-10.021- Motioned, Approved

16.17-10.036- Motioned, Approved

Process E

16-17-2.009- Motioned, Approved

16-17-2.012- Motioned, Approved

16-17-2.017- Motioned, Approved

16-17-2.027- Motioned, Approved

16-17-2.059- Motioned, Approved

16-17-3.070- Motioned, Approved

16-17-3.077- Motioned, Approved

Q-Is the CUGS 12 or 15 credits?

A-This is 15, that had a rational.

16-17-4.026- Motioned, Approved

16-17-5.001- Motioned, Approved

*Q-I thought we weren't creating concentrations anymore?*

*A-concentrations became minors and specializations became concentrations.*

16-17-5.005- Motioned, Approved

16-17-6.002- Motioned, Approved

16-17-6.003- Motioned, Approved

16-17-6.010- Motioned, Approved

16-17-6.013- Motioned, Approved

16-17-6.017- Motioned, Approved

16-17-6.023- Motioned, Approved

16-17-7.016- Motioned, Approved

16-17-7.019- Motioned, Approved

16-17-7.020- Motioned, Approved

16-17-7.022- Motioned, Approved

16-17-8.004- Motioned, Approved

16-17-8.006- Motioned, Approved

16-17-8.009- Motioned, Approved

16-17-8.010- Motioned, Approved

16-17-8.011- Motioned, Approved

16-17-8.012- Motioned, Approved

16-17-8.016- Motioned, Approved

16-17-8.028- Motioned, Approved

16-17-11.005- Motioned, Approved

16-17-11.011- Motioned, Approved

*Q-Is there a place where all these CUGS, minors, etc. where all these are listed together?*

*A-There should be but probably not. The Dean's should be reaching out to the Chairs for an inventory.*

*Q-There is confusion with the creation of codes and not having proper coding, how do we fix this?*

*A-Talk to the Registrar's Office and then if they do not have a solution, then talk to Bill.*

*Q-Will the Curriculum Database be updated with the Provost's approval?*

*A-It should be the most recent one and should have a status.*

*Q-Is the Registrar's Office doing the codes for new programs? Should they house the information?*

*A-There is a list prepared that goes to the Board of Trustees.*

*Q-Are CUGS built in GRAD?*

*A-They show up in GRAD as if they were a major.*

*Q-Are there changes coming for structure of Fall proposals?*

*A-They should use the current guidelines, but check for changes in September.*

## **12. End of year committee reports**

a. Standing Committees

b. All University Committees

Comment about the Awards Committee-the task was monstrous and involved a lot of administrative support involved. The Senate will handle the committee differently in the future.

## **13. Old business**

## **14. New business**

Carnegie Research Reclassification-would like to form a working group to coordinate with Administration to define what this means for the future of Promotion, T&R, adjusted load, grants, policies, resources, etc. We can start this informally first, and then convene a taskforce if necessarily.

## **15. Adjournment -1:37 PM**