

## University Senate Annual Committee Reports 2016-17

Included	15- Standing Committees	Chairperson	Suggestions	Recom.
✓	Academic Integrity	Dan Folkinshteyn	✓	
✓	Academic Policies & Procedures	Erick Guerra	✓	
✓	Campus Aesthetics & Environmental Concerns	Mat Gendreau	✓	
✓	Committee on Committees	Tejinder Billing		
✓	Diversity	Jeannie Lewis	✓	✓
✓	Intercollegiate Athletics	JoAnne Bullard		
✓	Learning Outcomes Assessment	Allison Novak	✓	✓
✓	Professional Ethics & Welfare	McKenzie Suber-Robinson	✓	
✓	Promotion	Scott Morschauer	✓	
✓	Recruitment, Admissions & Retention	Israel Laguer	✓	
✓	Research	Robert D'Intino	✓	
✓	Rowan Core	Mike Grove	✓	✓
✓	Sabbatical Leave	Subash Jonnalagadda	✓	✓
✓	Student Relations	Kristine Johnson	✓	✓
✓	Tenure & Recontracting	Rick Dammers	✓	
Included	4 - All-University Committees	Chairperson	Suggestions	Recom.
✓	Awards	Asadeh Nia-Schoenstein/ Marie Esther MasSerna	✓	✓
✓	Bookstore	Anthony Hostetter	✓	✓
✓	Library	Sheri Chinen Biesen		
✓	University Scholarship	Douglas Mann	✓	

## UNIVERSITY SENATE ANNUAL COMMITTEE REPORTS

**Committee Name:** Academic Integrity 2016-17

Number of Meetings Held this Year: 2 (via email)

Committee Chair: Daniel Folkinshteyn

Committee Members: (list here)

Biren, Gregory	Thompson, Carol	Lewandowski, Carla
Kennedy, Samantha	Bazemore, Dawn	Lopez, Osvaldo
Mallouk, Kaitlin	Hendler, Barry	Mas Serna, Esther
Haynes, Julie		

***Purpose of/Charge to Committee:***

This committee's charge is to work with the Provost's Office on the matter of academic integrity by offering workshops and seminars to students who have committed violations.

***Summary of Activities this Year:***

For the fall semester, the committee has conducted 4 seminars and 3 workshops.

For the spring semester, the committee has conducted 4 workshops and 4 seminars, with an additional workshop scheduled for the beginning of May.

At the request of the provost's office, the committee has also written and submitted brief descriptions of the seminars and workshops as far as their content and distinguishing characteristics.

## **SUGGESTIONS & RECOMMENDATIONS** - 2016-17

### **SUGGESTIONS:**

Students very commonly claim unawareness of the major and fine points of academic integrity, and often suggest that all students be required to complete a brief academic integrity tutorial as a general requirement. Perhaps something similar to the ONL 00100 course could be implemented for this purpose.

It has also been suggested to use existing online materials for either preventive instruction, or for seminars/workshops, such as the plagiarism tutorial from Indiana University (<https://www.indiana.edu/~academy/firstPrinciples/>, thank you Kaitlin Mallouk for the reference).

**RECOMMENDATIONS:** None

**Committee Name: Academic Policies & Procedures - 2016-17**

Number of Meetings Held this Year: 1

Committee Chair: Eddie Guerra

Committee Members: (list here)

Behling, Kathryn	Shen, Yide
Blake, Corinne	Stutzbach, Eileen
Cleary, Douglas	Michener, Catherine
Fortunato, Tiffany	Mason, Cristine
Fusco, Thomas	Garyantes, Dianne

***Purpose of/Charge to Committee:***

Reviews and recommends academic policies and procedures of the University, including grading policies, academic dismissal and academic warning procedures, honors and dean's list policies

***Summary of Activities this Year:***

Reviewed the following interim policies and recommended approval:

- Combination of Grading System, Grade Dispute, and Change of Grade policies into one document with no changes in policy
- Academic Honors revision to clarify language regarding transfers and the number of hours at Rowan required for honors.

Forwarded the following Registrar policies and procedure that were approved by the full Senate

- Withdrawal Form/process
- Hardship Form/process
- Late registration period and fee
- Define "Primary Part of Term" to show major registration deadlines for term
- Approvals for registration-related forms
- Regular Drop/Add Period
- Late Drop/Add Period and Form
- Late start registration and adjustment form/process
- P/NC grade requests

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### SUGGESTIONS:

As discussed with the chair of Graduate Education & Global Learning Committee, identify overlapping work and prevent redundant efforts. Three classes of policies and procedures are:

- Policies and procedures reviewed by Academic Policies & Procedures that do NOT require review by Graduate Education & Global Learning Committee
- Policies and procedures that require review by BOTH Academic Policies & Procedures and Graduate Education & Global Learning Committee
- Policies and procedures that require substantive review by Graduate Education & Global Learning Committee, but that require minimal or no review by Academic Policies & Procedures.

### RECOMMENDATIONS:

Ensure regular attendance by a liaison to the Registrar Advisory Board.

Ensure regular attendance by a liaison to the Academic Integrity Board.

Establish liaison(s) between Academic Policies & Procedures and Graduate Education & Global Learning Committee

**Committee Name: Campus Aesthetics and Environmental Concerns - 2016-17**

Number of Meetings Held this Year: 4

Committee Chair: Mathieu Gendreau

Committee Members: (list here)

Mat Gendreau	James Heinzen	Joe Monahan
Fred Adelson	Gabriela Hristescu	Kevin Muldoon
Rebecca Altermatt	Katrinka Somdahl-Sands	Daniel Cardona
Keith Brand	James Heinzen	Melissa Shore
Fred Adelson	Mary Salvante	Stephanie Farrell
Patrick Barbro	Brian Calio	Armstrong, Beth
Patrick Crumrine	Bruce Whitham	Paule, Michael James
Jill Gower	Arijit De	

**Purpose of/Charge to Committee:**  
The Committee reviews and recommends proposed changes that affect the aesthetic quality of the campus environment; recommends acceptance or rejection of proposals to the university president; reviews existing aesthetic qualities and recommends needed changes and addresses campus environmental concerns that affect the health and well-being of the university community and/or the natural environment.

- Summary of Activities this Year:**
- The Tobacco-Free Campus task force continued its research activities. All members of the Rowan University community were invited to participate in an online research survey entitled “Tobacco Free Campus Initiative” to address where and how people use tobacco or tobacco-like products at Rowan.
  - The committee made suggestions to make improvements to underutilized spaces around campus.
  - The committee researched classroom needs to help plan the construction of a new building on the Linden Hall site. the
  - The committee is exploring the possibility of changing its name.
  - The committee is in the process redefining the committee’s charge.

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### SUGGESTIONS:

- The committee made the following suggestions to make improvements to underutilized spaces around campus:
  - Rehab of the outdoor Westby plaza
  - Addition of more outdoor seating in proximity to the business building
  - Look into developing the Pfleeger Concert Hall lobby as a café/concession stand
- The committee researched classroom needs to help plan the construction of a new building on the Linden Hall site. Suggestions included the following:
  - Install clocks in all classrooms
  - Install light dimmers that can control the row of lights directly in front of the projection screen
  - Design to prevent sound leakage between classrooms
  - Add a TV screen at the back of the classroom that mirrors the projections from the front screen
  - Provide swipe card access to secure classrooms

### RECOMMENDATIONS:

*None*

**Committee Name:** Committee on Committees - 2016-17

Number of Meetings Held this Year: Virtual Meetings were held initially via emails

Committee Chair: Tejinder Billing

Committee Members: (list here)

Marci Carrasquillo,	Fatma Olcay Illicasu	Sharon Whitfield
Cam Capser	Carla Isabel Lewandowski	

***Purpose of/Charge to Committee:***

Polls eligible faculty/professional staff on committee membership choices; prepares a balanced list of suggested members for each committee and submits the lists for Senate approval; reviews the existing committee structure and recommends changes; oversees the following special committees to which the Senate appoints members: Awards Committee, University Scholarship Committee, Library Committee, Bookstore Committee, International Education Council, Interdepartmental Promotion/Tenure and Recontracting.

***Summary of Activities this Year:***

***We initially exchanged emails to discuss committee on committees charge, As most of this committees work is done is early Fall semester, there was no need to meet in person.***

***The committee chair handled all other requests for inter-departmental tenure committee requests.***

**Committee Name:** Diversity Committee 2016-17

Number of Meetings Held this Year: 9

Committee Chair: Jeanne Lewis

Committee Members: (list here)

Lisa Abrams	Rachel Shapiro	Timothy Schwartz
Israel Laguer	Karen Stesis	Seran Schug
Julie Mallory	Tomas Varela	Nadia Rahin
J T Mills	MaryBeth Walpole	
Babis Papachristou	Denise Williams	

***Purpose of/Charge to Committee:***

Monitors diversity throughout all areas, and for all members of the Rowan University community, with special attention to issues of social justice; recommends practices and policies that will enhance diversity at Rowan, and assists in the development and establishment of such practices and policies.

***Summary of Activities this Year:***

1. Revisited the 2010 GAP Report of the Educational Trust Fund and Rowan's GAP status- with Dr. MaryBeth Walpole, College of Education.
2. Held the ***Open Minds and Shared Voices Forum***. To elicit thought-provoking and insightful, civil discussions, in the spirit of "we can agree to disagree", regarding the 2016 post presidential election results.
3. Invited panelist Mike Cantnor, Assistant VP of Public Safety and Emergency Management, Reid Latent; Nyssa Taylor, Title IX Coordinator, to address/discuss ***Timely Warning and Immediate Notification Language/Policy, Clery Act*** and ***Title IX***.
4. Sponsored the ***4<sup>th</sup> Annual Excellence in Diversity Awards Ceremony/Dinner***, for Faculty, Professional Staff and Students.

5. Reviewed research and draft of a proposed ***transgender bathroom policy statement*** developed by Dr. Rachael Shapiro, Assistant Professor, Writing Arts department, for future institutional approval.
6. Established Diversity related events/activity calendar (developed by Nadia Rahin and Karen Stesis (2016-2017 Diversity Committee members).

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### SUGGESTIONS/RECOMMENDATIONS

1. Diversity Committee should continue review and research regarding **faculty/staff hiring practices**. We are concerned that diversity in faculty/professional staff is not representative of student population.
2. The Diversity Committee should follow-up with review/proposal for official institutional transgender bathroom statement. Also, the Diversity Committee will develop 'open voice' opportunities for LGBTQ faculty/staff to discuss concerns and issues the committee.
3. The Diversity Committee should explore the establishment of the Green Dot program for students experiencing persecution, and discrimination. To provide education on the ways that bystanders and witnesses can act to support faculty, staff, and students who are being hurt or abused.
4. The Diversity Committee should engage in research on developing ways to promote listening, acknowledgement, and understanding by the administration, faculty, staff and students regarding issues related to discrimination, marginalization and safety.
5. The Diversity Committee should explore the idea of building mentorship and support systems for underrepresented groups.

6. The Diversity should explore the use of Rowan's Art Gallery, as a space for multi-media installation of various expressive arts and narrative projects about diversity on Rowan's campuses.
7. The Diversity Committee should maintain the diversity related calendar of campus events/activities developed by Nadia Rahin and Karen Stesis (2016-2017 Diversity Committee members); with committee members rotating coverage/support.
8. The Diversity Committee should revisit the **2010 and 2016 GAP Report of the Educational Trust Fund** – with Dr. MaryBeth Walpole and Dr. Rory McElwee, with special attention given to Rowan's GAP status, and anticipated improvement variables and future suggestions.
9. The Diversity Committee should invite Dr. Newell to discuss/address the university's commitment to diversity and developing a cooperative relationship for future diversity initiatives.
10. The Diversity Committee, because of student award opportunities, should continue to be the sponsor of the Excellence in Diversity Award Celebration. Further: The committee should organize a sub-committee to address the need for a 'Diversity Budget' to include, but not be limited to the Excellence in Diversity Awards, such as various kinds of functions or activities (guest lecturers/speakers, etc.)

**Committee Name:** Intercollegiate Athletics 2016-17

Number of Meetings Held this Year: 2

Committee Chair: JoAnne Bullard

Committee Members: (list here)

JoAnne Bullard- Senate Appointment/ Administrator	Jordan Howell Faculty Humanities/Social Sciences
Brian Calio- Professional Staff	Seth Bergmann Faculty Science/Math
Ryan Barrett- Professional Staff	Adam Kolek Faculty Performing Arts
Yang- Faculty Business	Lorenzo Matthews AFT Representative
Kristine Johnson- Faculty Communication/Creative Arts	Jason Dear SGA Representative
Michael DiSanto Faculty CMSRU	SGA AVP SA SGA Representative
Kara Ieva Faculty Education	Joe Stanzione Faculty Engineering

***Purpose of/Charge to Committee:***

***Monitors the entire operation of intercollegiate sports on the campus***

***Summary of Activities this Year:***

***Met to discuss current status of the athletics program, problems with existing facilities and plans for the West Campus Athletics Complex development.***

***Learned that Athletics is starting new programs such as Coaches in the Classroom and also received a NCAA Innovations in Research and Practice Grant.***

***We have no suggestions or recommendations at this time, but are putting forth a letter to express our concerns regarding the conditions of the Esby Men's Locker Rooms.***

**Committee Name: Learning Outcomes Assessment 2016-17**

Number of Meetings Held this Year: 3

Committee Chair: Alison N. Novak

Committee Members: (list here)

Alison N. Novak	Bethany Gummo	Andrew Johnson
Sangita Phadtare	Ravi Ramachandran	Seran Schug
Kevin Daus	Tiffany Gonzalez	

***Purpose of/Charge to Committee:***

Engages in the ongoing review of the University's assessment principles and observes the application of the principles in practice; reviews and recommends assessment plans from academic programs, general education, and student development; assists in the establishment of a process for the systematic review of assessment information collected each year.

Eligibility: (Committee Chair is not calculated in the committee total) 6 Faculty (one from each College), 1 Curriculum Committee Rep, 1 Institutional Research Rep (non-voting), 1 AFT rep, 1 Professional Staff, 1 Academic Policies/Procedures Rep, 2 SGA Reps

***Summary of Activities this Year:***

This committee met three times this year to review and discuss current assessment procedures and beta-test a secondary analysis of assessment reports. Members brainstormed ways to clarify assessment goals and messages across the university, analyzed reports from three disciplines, and revised and developed a new purpose reflective of committee needs (located in recommendations report). Members met with Jeff Bonfield to discuss challenges identified within departmental and program annual reports. During this meeting, a new committee mission and purpose was proposed and drafted.

In the spring semester, the committee undertook a beta test of a secondary analysis of three departmental reports to identify challenges and opportunities for future analyses. The goal was to investigate the potential of this committee investigating and

reviewing reports from across the university for additional feedback. The committee reviewed annual reports from Art, Chemical Engineering, and Computer Science. The following observations were reported from the group:

- Direct observation methods (including the use of rubrics to evaluate student success within each learning outcome) yielded stronger results than reports of student surveys and in-direct professor feedback.
- Reports that yield all 3's (or above expectations) should revise observation methods to strengthen the analysis and provide detailed instructions of concepts or outcomes to focus upon.
- Remediation plans for outcomes listed at "1" (or below expectation) should be provided by departments.
- Outcomes that are assessed based on online and in-person classes provide an additional challenge for observations.
- Departments providing rubrics within TracDat would help reviewers understand the assessment method.

The beta-test and results (described above) confirm that the committee is interested and able to perform a secondary analysis of annual reports. While the committee is concerned that they would not have the time or resources to review all reports generated during a year, by identifying a few that Bonfield would like additional feedback from, could help the committee and individual departments.

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### **SUGGESTIONS:**

Overall, the committee makes the following suggestions for the next academic year:

- Propose changes to clarify existing purpose statement. The current statement is very unclear and lacks direction. We suggest the following:
  - The committee assists through observing and identifying current departmental and university trends in the assessment process; reviewing departmental and program reports; providing feedback on annual reports; assisting in the implementation and modification of existing and upcoming assessment techniques (such as direct observations, online systems-

TracDat, and secondary analysis of annual reports); and collaborating with assessment directors, chairs, and reviewers to produce quality and helpful reports.

- Continued work with Jeff Bonfield would help the committee address University needs
- Implementation of a *secondary analysis of departmental assessment reports* next year will also help formalize the responsibilities of the committee. This procedure identified and used this year during the beta-test of the secondary analysis is as follows:
  - a. Departmental reports are identified and assigned for committee reviews
  - b. Individual members read the report privately, and answer the following questions:
    - i. What similarities exist between the learning outcomes and assessment tools across all three reports?
    - ii. What trends/patterns emerge as strengths between departments (i.e. Are writing or research assessed as “meeting expectations?”)
    - iii. What challenges did you face when reading the reports (i.e. language, concepts, or layout difficulties)
    - iv. What challenges did you face when analyzing the reports (i.e. are the outcomes difficult to compare across departments?)
    - v. What method or process did you use to analyze the reports (i.e. did you use a statistical or qualitative method?)
    - vi. What recommendations can you make regarding the assessment process and a secondary-level of analysis?
  - c. Individual members make recommendations for report improvements.
  - d. Committee meets to combine observations and recommendations
  - e. Committee reports findings to Bonfield
- Improved consistency within committee membership from year-to-year would help sustain the momentum of the committee and implement changes. This year, Alison Novak, Bethany Gummo, and Sangita Phadtare have requested to stay on the committee for the following year.

## RECOMMENDATIONS:

- The committee sees a need to develop a culture of assessment on campus. While assessment is conducted at the department level, there are few opportunities for departmental assessment chairs to interact with each other over the course of each year. By providing workshops or college-wide meetings, increased interactions and conversations between chairs may produce a community of practice and improved dedication to the assessment process.
- Improved communication between the committee and departmental chairs may improve with the secondary assessment process detailed above. The LOA committee can directly provide feedback on departmental reports, thus providing an opportunity for chairs and the committee to interact, brainstorm partnership uses, and trouble-shoot problems.

**Committee Name:** Professional Ethics & Welfare 2016-17

Number of Meetings Held this Year: \_\_\_\_\_

Committee Chair: McKenzie Suber-Robinson

Committee Members: (list here)

Charissa Burgos	Mary Staehle	Jeanne Lewis
Thomas Dinzeo	Sharon Whitfield	Brianne Morettini
Michael DiSanto	Jessica Porch	Faye Robinson
Nicole Edwards	Oswaldo Lopez	Carla Lewandowski

***Purpose of/Charge to Committee:***

Evaluates conditions under which faulty/professional staff function; recommends rules to ensure fair treatment for all faculty/professional staff members.

***Summary of Activities this Year:***

- Thursday February 23 – A CMSRU faculty member requested a meeting with the Professional Ethics and Welfare Committee chair regarding an alleged breach of trust by a colleague who shared confidential information in a meeting.
- Friday March 03 – The Professional Ethics and Welfare Committee chair met with the faculty member and Committee member Oswaldo Lopez to discuss the incident and any potential next steps.
- Wednesday March 29 – The CMSRU faculty member submitted, per Formal Grievances policies and procedures, a formal complaint letter to the Professional Ethics and Welfare Committee chair
- Friday April 21 – The Professional Ethics and Welfare Committee chair and Senate President Freind reviewed the letter and recommended that more detail go into it before the Chair calls the committee to convene a meeting on the incident.
- Tuesday April 25 – The Professional Ethics and Welfare Committee chair notified the CMSRU faculty member via email to provide a more detailed

accounting of the events leading up to and including the incident before the chair takes the issue to the full committee.

- Upon receipt of the letter, the chair will reach out to the committee members to convene a meeting to discuss the matter.

**SUGGESTIONS & RECOMMENDATIONS - 2016-17**

SUGGESTIONS:

It would be helpful if the procedures for addressing grievances could be easily accessible online.

RECOMMENDATIONS: N/A

**Committee Name:** Promotion 2016-17

Number of Meetings Held this Year: 1

Committee Chair: Scott Morschauser

Committee Members: (list here)

Morschauser, Scott	Schoen, Edward	
Wang, Sia	Rizi, Hashim	

**Purpose of/Charge to Committee:** Facilitate election of college committees. Provide guidance to candidates, and answer inquiries of committees. Collect all applications and send to Provost. Identify candidates in receiving favorable votes at the department and college levels, and provide their names to the Provost. Review portfolios of applicants who received mixed votes, or who request a review. For those candidates, determine if approved and established procedures were followed and transmit the findings to the Provost.

**Summary of Activities this Year:**

The Chair and Bonnie Angelone gave a presentation on the promotion process to candidates.

The Chair and Bonnie Angelone revised the "User Manual" on Promotion on the Senate web-site.

The Chair and the Senate Office facilitated the Election of College Committees.

The Chair verified applicants who withdrew from the promotion process.

The Chair reviewed all candidate packets and identified those candidates receiving unanimous favorable votes at the department and college levels.

The committee reviewed the portfolios of one candidate that received mixed votes.

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### SUGGESTIONS:

1. Urge candidates who have signed up for promotion, but who decide to opt out, to notify the Senate office of their decision.
2. Clarify the logistics of the process regarding the transfer of printed documents to the Senate office, i.e. who is responsible for bringing portfolios to the Secretary.

### RECOMMENDATIONS:

1. Begin the election/selection of college committees early in the fall.
2. Ensure that CMSRU is represented by, or on a college committee.

**Committee Name: Recruitment, Admissions, and Retention 2016-17**

Number of Meetings Held this Year: 5

Committee Chair: Israel Laguer

Committee Members: (list here)

Charissa Burgos	Amanda Cox	Alieen Bachant-Pritch
Jessica Prach	Cynthia Finer	JP Hash
Allison Wendell	Joe Cassidy	Dan Drutz
Jennifer Tole	Alicia Groatman	Gabriela Hristescu
MaryBeth Walpole	Emily Hyde	Daniel Cardona
Jason Dear	Kevin Daus	

***Purpose of/Charge to Committee:***

***Reviews and evaluates recruitment and admissions policies and procedures, specifically those which relate to strategies, programs, academic standards affecting progress toward degree; and makes recommendations for change that are needed.***

***Summary of Activities this Year:***

Our committee had a total of 5 meetings this academic year (three times in the Fall and twice in the Spring). We discussed a plethora of topics that revolved around the progressive as well as the challenges Rowan University offers as it pertains to recruitment, and retention. At our first meeting we spoke about the various things our institution was currently doing, and synthesized what our committee yet needed to learn more about. At our second meeting more attention was focused updates from Ms. Jessica Prach, Assistant Director of Admissions and Alicia Groatman, as they offered information pertaining to Rowan Choice, Rowan Select, 4 + 1 Initiative, and other recruitment partnerships. We met again for the third time and were able to have Ms. Lori Getler talk about the retention program that is Starfish and how it has evolved and has been embraced by the Rowan Faculty/Staff and students since its inception. During our 4<sup>th</sup> meeting we were able to turn out effort toward investigating more of what was being offered to specific student populations that sometimes hover

under the radar at Rowan (i.e. student with families, veteran students, and students with hardships needing summer housing). At our final meeting, we secured a guest, Mr. Grady Guiteau, to join us to help us better understand the critical and important work he and his staff spearhead and impacts the recruitment and retention of many diverse students.

**Committee Name: Research**

2016-17

Number of Meetings Held this Year: 2 full committee meetings; 3 chair meetings with research office and library research staff

Committee Chair: Robert S. D'Intino, Dept. Management & Entrepreneurship

Committee Members: (list here)

Harriet Hartman	Faculty-Humanities /Social Sciences
Stephanie Abraham	Faculty-Education
Robert D'Intino	Faculty-Business
John Feaster	Faculty-Communication /Creative Arts
Sarah Ferguson	Faculty- Engineering
DJ Angelone/Papachristou, B.	Faculty-Science/Math
Charlene Williams	Faculty-CMSRU
Yelena S. Shifman	Faculty
Xia Liu	Faculty
Greg Hecht	Faculty
Hieu Nguyen	Faculty
Michelle Kowalski	Librarian
Eric Gregory	AFT Representative
Danielle Davis	SGA Representative

***Purpose of/Charge to Committee:***

The research committee monitors research and research services on campus to identify and address issues of research interest. The committee makes recommendations for (I) promoting research and research awareness on campus; (II) meeting resource needs for research; and (III) establishing policies to ensure that research related issues on campus are addressed appropriately. The committee solicits, compiles and disseminates input from the campus community to ensure that the faculty, staff, students, and administration are aware of current research efforts, resources, and challenges.

### **Summary of Activities this Year:**

Research committee members worked together and consulted with faculty and professional staff members from the Departments, Colleges, students, and the Office of Research throughout the academic year. The committee participated in the following activities:

**Discussion of Institutional Research Support** at Rowan University as a R3: The committee members worked to better understand the current state of faculty research support and resources.

#### **Division of University Research**

- Proposal Development
- Sponsored Programs
- Research Compliance
- Graduate Research Services

**Status of Research Compliance Committees** was examined and discussed:

- Human Subjects – *Institutional Review Board* (730 studies)
  - No violations, no complaints, program is compliant with all regulations
- Animals – *Institutional Animal Care and Use Committee* (32 studies)
  - No violations, no complaints, program is compliant with all regulations
- Biological Safety – *Institutional Biological Safety Committee* (56 studies)
  - No violations, no complaints, program is compliant with all regulations

**Basic Research Support** Issues were discussed with Office of Research personnel: Dr. Shreekanth Mandayam, Vice President for Research and Stephen Robishaw, Manager, Office of Proposal Development, and other research office professional staff.

Provided feedback on the **RU Seed Funding** proposal guidelines for 2016 with particular emphasis on deliverables of the proposals and improvements for the 2017 Seed Funding program. 26 Seed funding grant proposals were submitted in 2016. The committee recommended additional Rowan University notices go out for the 2017 Seed Funding program to increase faculty participation. We succeeded as there were a total of 40 Seed Funding submissions for 2017.

Provided feedback on the RU Seed Funding review guidelines with regard to the peer review process. The workload for the committee peer review process for 2017 increased due to the increased submissions total. Three reviews are scheduled per submission.

Reviewed **RU Seed Funding** application materials. Performed and completed the Seed Funding review process and provided reviews and feedback to the Office of Research. Final awards will be announced in May 2017.

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### **SUGGESTIONS:**

1. Continue faculty and professional staff discussion on basic research support issues with all the relevant stakeholders including faculty at Rowan Glassboro, SOM, and CMSRU campuses.
2. The committee should facilitate and encourage efforts to foster new inter-disciplinary and cross- disciplinary collaborations so as to advance Rowan University's mission as a R3 'research university'.
3. Discuss ways to engage and enhance undergraduate/graduate student research opportunities on all the campuses. Discuss the effects of the new MA, MS, and PhD degree programs on research compliance committee workloads.
4. Work collaboratively with Technological Resources Committee and discuss efforts to improve research support especially in terms of technology and computing.
5. Continue to discuss office of research proposals to improve the research presence on the Rowan web and work to improve data management of faculty researchers and their research interests and resources.
6. Continue to explore how Rowan Digital Works can help research proposals and efforts at Rowan University.

**Committee Name:** Rowan Core Committee 2016-17

Number of Meetings Held this Year: 3

Committee Chair: Michael Grove

Committee Members: (list here)

Nathan Bauer	Robert Eisberg	Richard Fopeano
Georita Frierson	Jane Hill	Samantha Kennedy
Drew Kopp	Ik Jae Lee	Phil Lewis
Nancy Ohanian	Joel Rudin	Lane Savadove
Tiffany Gonzalez (SGA)	Sara Skipp (SGA)	

***Purpose of/Charge to Committee:***

The Rowan Core Committee reviews curriculum proposals for new and existing courses seeking inclusion within the Rowan Core. Evaluates the assessment outcomes submitted by departments for their Rowan Core courses. Develops goals and outcomes for any new literacies included in revisions to the Core. Recommends selection of the Rowan Core Director.

***Summary of Activities this Year:***

- 1. Reviewed Rowan Core goal assignments for proposed RC courses***
- 2. Reviewed course objective/RC outcome alignment for proposed RC courses***
- 3. Suggested revised submission procedure/timeline for RC course proposals***
- 4. Began review of assessment plans for proposed RC courses***

**SUGGESTIONS & RECOMMENDATIONS - 2016-17**

**SUGGESTIONS:**

1. Ensure full staffing of committee if possible. The likely number of course submissions next year will be a heavy burden on an understaffed committee.
2. If possible, begin discussion of potential goal/outcome models for experiential and/or interdisciplinary literacies.

3. Promote the development of centralized e-mail lists for department chairs/heads, program coordinators, and department curriculum chairs to facilitate more effective communication.

#### RECOMMENDATIONS:

1. The committee should work with the Writing Arts department and with Rory McElwee to determine the status of Writing Intensive and Rowan Seminar courses with respect to the Core

**Committee Name:** Sabbatical Committee, 2016-2017

Number of Meetings Held this Year: 4, several e-mail discussions

Committee Chair: Subash Jonnalagadda, Chemistry and Biochemistry, CSM

Committee Members: (list here)

1	Subash Jonnalagadda	Chair, Faculty - Math/Science
2	Janet Lindman	Faculty-Humanities/SS
3	Robert Wieman	Faculty-Education
4	Jia Wang	Faculty-Business
5	Kathryn Quigley	Faculty-Comm/Creative Arts
6	Davide Ceriani	Faculty-Performing Arts
7	Parth Bhavsar	Faculty- Engineering
8	Philip LaPorta	Faculty-Math/Science
9	Nancy Vitalone Raccaro	Faculty
10	Christine Davidian	Librarian
11	Michael DiSanto	AFT (non-voting)

**Purpose of/Charge to Committee:** *The Sabbatical Leave Committee shall conduct its review of applications for sabbatical leave, and make its recommendations to the President in accordance with the current contractual agreement.*

**Summary of Activities this Year:**

- The committee met four times on 10/28/2016, 11/11/2016, 11/18/2016, and 12/02/2016.
- 22 semesters of sabbatical leave were requested by 16 applicants (down from 31 semesters of sabbatical leave by 22 applicants in the previous year).
- College-wise Breakdown of Sabbatical Leaves recommended by the senate committee
  - COB (2)
  - CCCA (2)
  - COEd (0)

- COEng (1)
- CHSS (5)
- CSM (5)
- CPA (1)
- After the review at the Provost level, 14 of the 16 applicants were recommended for sabbatical leave. All the applicants were notified by the Provost's office in writing on 02/09/2017.
- Recommendations were accepted and approved at the BOT meeting on 04/07/2017.

### **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

#### **SUGGESTIONS:**

There should be a well-defined process for providing the feedback to unsuccessful applicants so that they could use this feedback for future resubmissions. Currently, the applicants may receive the feedback by contacting the chair of the sabbatical committee.

#### **RECOMMENDATIONS:**

The chair recommends the inclusion of the feedback from prior unsuccessful applications in future resubmission. The committee felt that the resubmission applications will be further strengthened if the candidates briefly address the feedback in their future submissions.

**Committee Name: Student Relations 2016-17**

Number of Meetings Held this Year: 1 in-person, 1 ongoing virtual

Committee Chair: Kristine Johnson

Committee Members: (list here)

Accardo, Amy L.	Alverio, Melanie	Dowd, Jeanine Marie
Groatman, Alicia M	Jiras, Jonathan J	Mas Serna, Maria Esther
Parker, Heather Marie	Rahin, Nadia	Robinson, Faye E.

**Purpose of/Charge to Committee:**  
 Evaluates existing and proposed relations and procedures and initiates recommendations for changes.

**Summary of Activities this Year:**  
 Contacted University Public safety regarding crossing options at Mick and High Street. Included crosswalk stand/sign but has since been removed.  
  
 Worked with Deb Martin to even out class schedule (i.e., more classes on Fridays in effort to create open window during middle of the week). Still in progress.  
  
 Created ongoing digital dialogue using Google shared link in effort to work virtually (allows us to exchange ideas as we seem them while still working together). So far, ideal way to address current issues and include suggestions for future efforts. In hindsight, one more in-person would be ideal as a virtual follow up.

**SUGGESTIONS & RECOMMENDATIONS - 2016-17**

**SUGGESTIONS:**

Provide food options in the new Business Hall

Increase parking by Barnes & Noble while construction (deters students and staff)

Allow students to express their wishes through an e-petition system -- similar to <https://petitions.whitehouse.gov/>

Increase number of textbooks available in the library for on reserve use

Continue efforts to create common hour earlier in the week to allow students scheduled free time.

Note: Students who do not have class on Friday - and even most of those who do - do not know that Common Hour is Fridays at 2pm. If we moved this, we could allow students to engage in extracurricular activities, take a break to eat lunch, meet professors for office hours, or simply rest. Some students are in back to back classes from 9am-6pm, and could do with a nice break.

#### RECOMMENDATIONS:

Expand Dining Services on campus

Dedicate more parking spaces in garage near Barnes and Noble

Allow petitions to be seen by all, but restrict creation to those with a Rowan login, get administration (or student government) to agree to respond in writing to any petition that reaches X number of responses.

Dedicate more funds for reserve textbooks

**Committee Name:** Tenure and Recontracting 2016-17

Number of Meetings Held this Year: 14

Committee Chair: Rick Dammers

Committee Members: (list here)

Issam Abi-Al-Mona	Elizabeth Hostetter	Mary Salvante
Tejinder Billing	Joe Johnson	Umashanger Thayasivam
Keith Brand	Subash Jonnalagadda	Faye Robinson (AFT Observer)
Nancy Buhner	Robert Krchnavek	Laurie Haines
James Coaxsum	Matt Lund	Phyllis Meredith
Kevin Dahm	Jonathan Mason	Rick Marmon
Roberta DiHoff		

***Purpose of/Charge to Committee:***

Develops procedures ensuring equitable treatment for all faculty/professional staff, screens candidates not under tenure or multi-year contracts, and recommend to the University President those qualified for retention.

***Summary of Activities this Year:***

**Fall 2016**

Presented workshops for candidates and Dept T&R Committee  
Reviewed and made recommendations on 55 faculty and 37 professional staff  
recontracting/tenure applications.

**Spring 2016**

Presented workshops for candidates and Dept. T&R Committees  
Reviewed and made recommendations on 2 faculty and 28 professional staff  
recontracting applications.

## **All UNIVERSITY SENATE COMMITTEE ANNUAL REPORT**

### **Committee Name: Awards Committee 2016-17**

Number of Meetings Held this Year: Two in-person meetings as well as email dialog

Committee Chair: Two Co-Chairs: Esther Mas and Asadeh (Asi) Nia-Schoenstein

Committee Members:

Gary Baker	Yide Shen
Jeanine Dowd	April Ellerbe

### ***Purpose of/Charge to Committee:***

According to the Senate website, the authentic definition of this committee states:

“Selects the students, whose names are submitted as nominees by their sponsors to receive honors for outstanding achievement in various areas, most of which are related to the curriculum.” These awards include three University-wide Awards by Nomination: The Robert D. Bole Humanitarian Award; the James M. Lynch, Jr. Courage in Adversity Award and the Thomas E. Robinson Leadership Award. However, for the second consecutive year, this committee was charged with the solicitation, processing and prompt delivery of 81 Medallion Awards and certificates, which are “Recognizing graduating students' academic excellence and service.”

First, and foremost, we would like to thank our committee members for their collaboration. We would also like to extend our gratitude to Eve Sledjeski for managing and sharing with us **one** centralized awards list from all colleges, and to Kathleen Taddei, who **volunteered** to convert nearly 80 selection forms, sponsorship forms and nomination forms from pdf format into word documents and who assisted in most of the Medallion pickups. Finally, additional thanks to Suzanne Flynn and Kathryn Quigley, who answered countless questions, as well as to Bill Friend who, in time of urgent need, supported us through this important, University-Wide mission day and night, by answering endless email dialog. Considering this project did not start until February 27, 2017 and we, (Esther and Asi) were both completely “new” to the Medallion process, we would have not made it without everybody’s help during the 11<sup>th</sup> hour. So thank you, danke, gracias and merci for this excellent team effort.

The committee communicated with colleges and departments, distributed information and forms, took care of a broad spectrum of budgetary concerns, ordered the medallions, provided certificate paper, proofread medallion recipients' names, and served as delivery service between Pitman jewelers and the central Medallion pickup location at Rowan University. The committee also reviewed, discussed, selected and notified (thank you, Gary Baker) the recipients of the University-wide Awards by Nomination.

P.S.: The committee did not post (but should have posted) detailed information on the web this year because of the use of other channels of communication and time constraints.

***Summary of Activities this Year:***

- The committee met in its existing form on February 27, 2017, to elect two co-chairs and to receive the task at hand. We were already three months behind! During the following weeks, all of the new members tried to learn the process as well as possible, while completing a large variety of duties, with multiple bumps in the road. Specifically, selection forms were emailed to the respective colleges and contact persons. For nonperpetual awards, a sponsor form of payment was attached. Deadlines were set and one point person was chosen to communicate the awards to Pitman Jewelry Shop. We felt much pressure as we were not familiar with the process and worried about too tight deadlines that would result in additional pressure on the jeweler.
- A spreadsheet was updated as selection forms were submitted. All names were checked and confirmed for eligibility against the graduation list.
- Gary Baker posted online nomination information for the special University-wide Awards by Nomination (humanitarian, courage and leadership) and made them available to the committee for evaluation. On March 24, the committee met and nominated the winners. As in the previous year, Gary took care of notifying winners and was responsible for their delivery.
- Gary handled nomination, delivery and processing of five recognition medallion awards.

**Summary of Activities this Year (cont'd.):**

- Certificates were printed, signed by one of the co-chairs and delivered to the President's office for signing.
- Medallions and certificates were delivered to the different colleges in time for the respective events.

Pitman Jeweler deserves a medallion for putting up with our short notice and resulting panic. Jeff and his team are true professionals!

Esther Mas and Asi Nia-Schoenstein (April 16, 2017)

**SUGGESTIONS & RECOMMENDATIONS 2016-17**

SUGGESTIONS:

- Encourage departments who pay annually to consider making their awards perpetual.
- Accept any new awards as perpetual status only which will make bookkeeping easier and eliminate paperwork.

RECOMMENDATIONS:

**Assuming recommendations include stronger advice than suggestions, ours include:**

- The University Senate Committee should continue handling the three university awards by nomination and work with Gary Baker (see below).
- Start the Medallion process at the **beginning of November** to make initial contact with all deans and departments and ensure a smooth process and professional medallion delivery.
- This **University-wide, important service** is an **administrative duty**. It is a very intricate, left-brained, detail-oriented and time-consuming activity spanning over many months. Thus, an extremely **organized manager** with professional, secretarial assistance is required to handle this job properly.

- If faculty is chosen next year again to serve in this position, release time should be given in addition to secretarial support.
- The committee will benefit from Gary Baker's (Assistant Director of Orientation and Students Leadership Program) continued, tireless contribution regarding the Recognition and the University-wide Nomination Medallions. These awards include: Robert D. Bole Humanitarian Award; James M. Lynch, Jr. Courage in Adversity Award; Thomas E. Robinson Leadership Award  
Lawson J. Brown Senior Scholarship Award – 4.0 GPA  
Kathleen M. Murry Academic Excellence and Service Award  
Earl W. Hinton and Dolores Copeland Award for Volunteerism  
Larry Thomas Medallion Award  
Nancy Fox Award for Embracing the Rowan Spirit

***Esther and Asi will be more than happy to assist and train the new person/-s next year to guarantee a seamless transition into this important service. Thank you!***

Esther Mas and Asadeh (Asi) Nia-Schoenstein (Co-Chairs) April 16, 2017

**Committee Name: Bookstore** 2016-2017

Number of Meetings Held this Year: 2

Committee Chair: Anthony Hostetter

Committee Members: (list here)

Tighe, Karla L.	Sun, Qian	Novak, Alison
Doddy Thomas	D'Agostino, Russel	Iles, Janet
Liu Xia	Wu, Chun	Godsey, George
John Styles		

***Purpose of/Charge to Committee:***

Mediates faculty, student and bookstore relations and concerns. This committee provides an ongoing evaluation of staffing levels of the bookstore, works on improving the perceptions about the bookstore's work, both within the bookstore and externally among the rest of the campus, and facilitates cooperation of the faculty with bookstore needs and the bookstore with faculty and student needs.

***Summary of Activities this Year:***

At our first meeting held on October 27, we elected Anthony Hostetter as chair and discussed our concerns with the bookstore and textbooks. The bookstore continues to encourage faculty to order materials in a timely manner, which helps the students save money. Faculty did get orders in earlier for Fall of 16, but the store is still looking for improvements. Barnes and Nobel now has "Loud cloud" (<http://www.bnedloudcloud.com>) which allows faculty to create their own on-line materials. They also report that large blocks of classes sharing the same texts allows them to negotiate for reduced prices.

At our 2<sup>nd</sup> meeting on April 3, John Styles addressed our concerns and reported on a survey they conducted (see attached). The survey indicates that students are happy with the bookstore and services provided. It also indicates when students purchase course materials and why. They discussed the Barnes and Nobel website. They pointed out the ability to order specialized Rowan apparel through "Promoversity." "Loud Cloud" was also discussed. They provided a list of available textbook options including: new, used, digital, and rental options. These options allow students to choose how they get textbooks. Rowan University is in the top 30 schools for text book rentals. They stressed the importance of getting early book orders, which allows them to shop early for used textbooks. The local store can lose their inventory if orders are not in early, which leads to higher prices for students.

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### **SUGGESTIONS:**

The committee suggests that faculty should do their best to get book orders to the bookstore as early as possible. This allows the bookstore to secure used books before inventory runs out. Also, it allows the bookstore to keep used inventory currently in stock.

### **RECOMMENDATIONS:**

Given that the bookstore is a private enterprise, no longer run by the university, the charge of this committee should be edited. It seems that, "This committee provides an ongoing evaluation of staffing levels of the bookstore, works on improving the perceptions about the bookstore's work, both within the bookstore and externally among the rest of the campus," is no longer relevant. Perhaps the second sentence of the charge should be, "This committee provides communication between the bookstore management and the university in an effort to improving the perceptions about the bookstore's work among the rest of the campus."

**Committee Name:** Library - 2016-17

Number of Meetings Held this Year: 3

Committee Chair: Sheri Chinen Biesen

Committee Members: (list here)

Sheri Chinen Biesen	Riley Shea	Scott Muir
Harriet Benavidez	Judy Copeland	Marjorie Morris
Eleanor Lockhart	Kathryn McGinn-Luet	Jennifer Tole

**Purpose of/Charge to Committee:**

*“Reviews available learning resources of the University including those in the Campbell Library, the Camden Campus library, the music library and educational media. The committee also reviews the policies regarding the management and use of these centers and materials and makes appropriate recommendations.”*

**Summary of Activities this Year:**

This year we researched and reviewed library committee charges from peer universities. We revised, finalized, voted on and approved a new charge for our committee which we then submitted to the Senate for ratification. Our new library committee charge is currently in the process of being ratified by the University Senate. The new revised charge is:

***“The committee facilitates communication regarding the research needs of faculty and students and reviews policies on the support for, management, and use of the libraries’ facilities and resources. Additionally, the committee makes recommendations to the University Senate to ensure library resources are of high quality and utilized appropriately to further the educational and research mission of the University.”*** Associate Provost Scott Muir updated the committee on developments with the library, including progress on the Digital Repository – Rowan Digital Works, plans for the physical building, and results of the LibQual survey. A new website will be rolled out in the summer. There are new archival and special collections and the library is in the process of digitizing materials. Notable collections include the 50<sup>th</sup> anniversary of Hollybush and the historic summit at the Glassboro campus, South Jersey farm maps, and abolitionist diary. Special collections is moving to the third floor. The committee discussed the library strategic plan including its mission, themes, and collaboration with libraries on other Rowan campuses. The committee discussed the new live performing arts concert series at the library.

The committee discussed library resources, funding, and the need for more library staff.

The committee discussed whether it is possible to more easily access endnotes in electronic ebooks at the library and Scott Muir and the library staff are following up on this matter, which seems to depend on how the ebooks were encoded. Muir also noted that the library's electronic ebooks collections are regularly updated.

**Committee Name:** University Scholarship 2016-17

Number of Meetings Held this Year: 3

Committee Chair: Douglas Mann

Committee Members: (list here)

Gina Gondos	Nadia Rahin	Charalampos Papachristou
Melanie Alverio	Joy Wiltenburg	Laurie Ann Haines
Mildred Rodriguez	Bethany Gummo	Greg Biren
Nancy Buhrer		

***Purpose of/Charge to Committee:***

***Awarding of foundation scholarships***

***Summary of Activities this Year:***

***We met in the fall to introduce ourselves, talk about the charge of the committee and to show the process of awarding scholarships. We also discussed the grading rubric. Work was done with “awardspring” to finalize all of the applicants. We met again in early spring to discuss the process and then in late spring for deliberations.***

## **SUGGESTIONS & RECOMMENDATIONS - 2016-17**

### SUGGESTIONS:

lets separate out the points for grammar and for content rather that have them combined initially and then we can put back together for total score—maybe 1,2,3 for grammar and 1 through 7 for the content and substance of the essay

1) Recommendation letters: It would be important to collect information as to who is the person who wrote the recommendation and what is their relationship to the applicant. I had couple application where I was not given even the name of the recommender and some where the recommender mentioned that they were the candidate’s mother, uncle, etc.

2) Extracurricular activities:

a. Can we come up with a more concrete guiding lines? Are we looking for

volunteering type of activities? Many applicants mentioned things like their work and or watching TV etc.

b. Also, a clearer grading rubric would be great! I had applicants who said they worked at a store, to which I gave 1/5, while the same student received 4/5 by the other reviewer. Given that a lot of time the recipient was no more than 1-2 points away from the runner ups, I think consistency is important!

c. What are the criteria for leadership in this rubric? Does being a member of a club suffice?

3) Obviously, as you pointed out, there is a need about a better rubric on the essay.

4) GPA rubric:

a. Can we clarify what ranges get 10, 9, etc.? For example 3.9-4.0 is 10, etc. Right now it says 4.0 is 10, which I took it to literally mean 4.0 not 3.99...

b. Do we want to give that much weight to the GPA (about 25% of the score)? Just was wondering...

5) Clarification of what happens with the money. Does it go towards the Tuition/fees of this current academic year or next? Since we award them that late in the academic year, what happens to those students who already paid their bills? Do they get reimbursed? Do they carry a surplus to the next year? If the latter is the case, how does it work with Seniors? Is it even worth awarding them to Seniors? Should we flat out tell seniors that they do not qualify?

I would suggest that we schedule our meetings in a computer lab to deliberate scholarships. This way everyone can be in front of a computer. Depending on the room (I recommend the lab on the second floor or James), your screen could be projected for all of us to see while also having the board space.

I would also like to know where exactly Award spring is pulling its information on the students' profile, specifically their GPA. Does it accurately connect to Banner?