

University Senate

End of Year: Committee Reports - 2017-18

May 15, 2018

Included	Policy Committees	Chairperson	Suggestions	Recommendations
✓	Academic Integrity	Dan Folkinshteyn	✓	
✓	Academic Policies & Procedures	Erick Guerra	✓	✓
✓	Campus Aesthetics & Environmental Concerns	Mathieu Gendreau	✓	
✓	Curriculum	Marci Carrasquillo	✓	✓
✓	Diversity	Jeannie Lewis	✓	✓
✓	Graduate Ed. & Global Learning Partnerships	Monica Kerrigan		
✓	Intercollegiate Athletics	Erin Hannah	✓	
✓	Learning Outcomes Assessment	Carla Lewandowski	✓	✓
✓	Professional Ethics & Welfare	McKenzie Suber-Robinson		
✓	Research	Robert D'Intino	✓	
✓	Rowan Core	Nathan Bauer	✓	✓
✓	Sabbatical Leave	Subash Jonnalagadda	✓	✓
✓	Student Relations	Michael Schillo	✓	✓
✓	Technological Resources	Andrea Verengo	✓	
✓	Tenure & Recontracting	Kevin Dahm	✓	✓
✓	University Budget & Planning	Chris Simons		

End of Year: University Committee Reports - 2017-18

Included	University Committees	Chairperson	Suggestions	Recommendations
✓	Awards	Natalie Schell-Busey	✓	✓
✓	Medallion	Asadeh Nia-Schoenstein /Marie Esther MasSerna		
	Bookstore			
✓	International Education Council	Diana Nicolae/Shan An	✓	✓
✓	Library	Jane Hill	✓	
✓	University Scholarship	Lori Haines	✓	✓

Committee Name: Academic Integrity 2017-2018

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

Committee Chair: Daniel Folkinshteyn

Committee Members: (list here)

Kennedy, Samantha	Wang, Youru	
Lopez, Osvaldo	Durosette, Dirk	
Mallouk, Kaitlin		
Mas Serna, Esther		
Buhrer, Nancy		
Nia-Schoenstein, Asadeh		
Sam, Cecile		

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 5 seminars and 6 workshops.

For the spring semester, the committee has conducted/plans to conduct 5 workshops and 4 seminars.

SUGGESTIONS:

We suggest to move the workshops and/or seminars to an online training format, to give students more flexibility and time in completing these requirements. The materials we use are already digital and online, at ruaic.org.

RECOMMENDATIONS: None

Committee Name: Academic Policies & Procedures 2017-2018

Number of Meetings Held this Year: 2

Committee Chair: Eddie Guerra

Committee Members: (list here)

Kathryn Behling	Ravi Ramachandran	
Tiffany Fortunato	Benjamin Saracco	
Mary Gallant	Laura Schultz	
Dianne Garyantes	Yide Shen	
Eddie Guerra		
Douglas Mapp		
Cristine Mason		
Catherine Michener		

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 changes:

1. Changes to Attendance Policy regarding online courses
2. College of Communication and Creative Arts Incomplete Policy/Procedure

Reviewed the following interim policies with the Graduate Education & Global Learning Committee (presented to Senate by GE&GLP chair):

1. Proposed language changes to the reading day and exam policy

The committee noted that policies that were specific to Graduate Education were reviewed by GE&GLP (those related to graduate theses).

SUGGESTIONS & RECOMMENDATIONS

2017-2018

SUGGESTIONS:

Discourage individual Colleges from enacting their own academic policies and procedures. In particular, different policies/procedures for individual colleges must be avoided. Work with the Provost office to establish uniform policies and procedures. Encourage the Provost office to inform the Dean's offices of the role of the University Senate and this committee.

RECOMMENDATIONS:

Once approved by the full Senate, present recommended changes to Attendance Policy regarding online courses to the Provost office.

Amend the Grade Policy to include specific policies and procedures for incomplete grades. These changes will render all college-specific interim policies obsolete.

Committee Name: Campus Aesthetics and Environmental Concerns 2017-2018

Number of Meetings Held this Year: 2

Committee Chair: Mathieu Gendreau

Committee Members: (list here)

De, Arijit	Falck, Claire M	Lisowski, Joseph
Muldoon, Kevin Michael	Farrell, Stephanie	Maslanik, LuAnn
Gendreau, Mathieu	Foley, Raymond K	SGA Public Relations
Barbro, Patrick A	SGA Facilities	Richmond, Courtney E.
Booth, Ashley Nicole	Gower, Jill Kathleen	
Brush, Denise A.	Hristescu, Gabriela	
Calio, Brian T	Keck, Thomas M	
Crumrine, Patrick W.	SGA Club Development	

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 committee discussed the plans for various facility developments around campus.
- The committee followed up on the developments surrounding the refurbishment of the Westby plaza.
- The committee discussed the idea of installing bike lockers that could be rented on a yearly basis.
- The committee participated in discussions regarding finding the best emplacement for installing an SGA-sponsored owl statue.
- The committee discussed the renovation plans for the Wilson plaza. Planned for summer 2018, the update will include two outdoor performance spaces, grass, trees and paths.
- The committee discussed the plans to cover electrical transformer boxes with art.

SUGGESTIONS

- The committee made the suggestion not to install the SGA-sponsored Owl statue next to the Henry Rowan statue on route 322.
- The committee made the suggestion that new sidewalks were needed around Carpenter St.

- Facilities is collaborating with the Department of Arts to create plans for the Westby patio refurbishment.
- Facilities is collaborating with the Department of Arts to cover electrical transformer boxes with art.

RECOMMENDATIONS: None

Committee Name: Curriculum 2017-2018

Number of Meetings Held this Year: 10 open hearings, 1 virtual meeting, 1 retreat

Committee Chair: Marci L. Carrasquillo

Committee Members: (list here)

Erin Herberg (co-chair)	Ozge Uygur	Phillip Lewis
Joy Cypher	Daniel Strasser	Tyrone McCombs
Margaret Shuff	Eric Constans	Will Riddell
Maria Rosado	Claire Falck	Nathan Bauer
Leslie Elkins	Adam Kolek	Nancy Tinkham
Gustavo Moura-Letts	David Vaccaro	Jennifer Matthews
Amanda Adams	Matthew Kyle (SGA)	Marcus Mitchell (SGA)
Peace Nwankwo (SGA)	Riley Shea (SGA)	

Purpose of/Charge to Committee:

Reviews proposals for title and credit changes, minors, concentrations, specializations, major programs, courses, certifications, reorganization of academic department/college offerings, and new or revised University-wide curricular patterns; reviews proposals to create, dissolve, or significantly reconstitute academic departments or colleges; forwards recommendations to the Senate and then to the executive vice president/provost.

Summary of Activities this Year:

1. In AY 2017-18, a total of 382 curriculum proposals were submitted for review. The full committee convened to review major proposal process types D, E, F, and Q; process types A and C underwent a Chair's review only. A breakdown of proposals submitted by process type follows:

<u>Process Type</u>	<u># Proposals</u>
A – new courses; minor changes to existing, non-general education courses:	254
B – General Education/ Rowan Core-related proposals:	7*
C – minor changes to an existing degree or degree-related program:	40
D – major changes to an existing degree or degree-related program:	30
D – new 4 + 1 undergraduate/graduate dual degree:	3
E – new degree-related program (Minor, Concentration, CUGS, COGS, CAGS,	

Post-Baccalaureate Certificate):	32
F – new degree program (BA, BS, MA, MS, PhD):	10
Q – quasi-curricular:	7

*Note: Please refer to the Rowan Core Committee’s report for more information on Rowan Core-related proposals submitted in AY 2017-18. The number presented in this report (7) represents the number of “B” proposals in the AY 2017-18 SCC database; it does not account for any proposals that may have been submitted directly/solely to the RC Committee.

2. To better assist sponsors who need to re-name courses, re-number courses within the same level (e.g., 102 to 112), revise catalog descriptions slightly (to update terminology or better explain the course), or remove courses from the catalog that are no longer taught, the SCC Chair has been working with the Provost’s Office and with Senate President Bill Freind to draft a new process type, “Process R,” that will expedite the review and implementation procedure for such changes. The goal is for this new process type to go live in Fall 2018.

3. Over the course of the past AY the SCC has had a number of informal discussions regarding curricular procedures that are not formalized, which, understandably, can lead to sponsors’ and curriculum committees’ feeling confused and frustrated about how to write and review proposals accurately and consistently. The SCC will be having a retreat in May to: review all process guidelines and clarify or update the language where necessary; review current definitions and parameters for degree and degree-related programs; and, last, draft new definitions and parameters as needed. The committee also will be discussing ways to make the workload more manageable and equitable for SCC members.

4. The SCC Chair attended a meeting with Senate President Bill Freind and leadership from Rowan Global to discuss ways for the SCC and Rowan Global to work together more efficiently and collaboratively with regard to the creation and launching of new degree programs.

5. The SCC Chair attended a meeting with Senate President Bill Freind, Associate Provost Tricia Yurak, and Director of Assessment Jeff Bonfield to discuss ways to ensure new degree program proposal sponsors are working with the Office of Assessment early in the proposal drafting process. As a result of that meeting, the Process F guidelines will be updated to include a section asking sponsors to confirm that the assessment “grid” they present in their proposals is the result of collaboration with the Office of Assessment. Once the university sets in place up-to-date curriculum management software the SCC Chair, the Provost’s Office, the Director of Assessment, and the Senate President will reassess how and when the Assessment Office becomes involved in the new degree program proposal process.

6. The spreadsheet or “database” used for the past decade to track curriculum proposals from year to year is failing. Over the course of AY 2017-18, the SCC Chair and the SCC Co-Chair attended meetings with Senate President Bill Freind, representatives from the Provost’s and Registrar’s Office, as well as other members of the university community to begin the process of securing an automated, electronic system for processing curriculum proposals that is appropriate for a research university of this size.

7. In June 2017, after many years of service, Dr. Erin Herberg stepped down as Senate Curriculum Committee Chair. She graciously agreed to serve in AY 2017-18 in an advisory capacity, as Co-Chair, to assist incoming SCC Chair Dr. Marci Carrasquillo with “learning the ropes” of the Chair’s position and to help ensure a smooth transition in leadership. Dr. Carrasquillo and the Senate Curriculum Committee are grateful to Dr. Herberg for her assistance this past year and wish her all the best. Dr. Carrasquillo also would like to thank (many times over!) the members of the Senate Curriculum Committee for being so generous with their time and for their willingness to field a “newbie’s” many questions about the curriculum process at the senate level.

SUGGESTIONS & RECOMMENDATIONS 2017-2018

- The University is in the process of working with the vendor Hyland Global Services to put into place an online/automated curriculum management software program. The SCC strongly recommends that an arrangement for a curriculum management software program be finalized and implemented as soon as possible because the “database” (spreadsheet) that has been in use for at least a decade is quite literally falling apart.
- The SCC strongly recommends re-thinking the submission deadlines for curriculum proposals so that they are far earlier in the fall and spring terms. The committee recognizes that limited staffing and a largely manual procedure for processing curriculum proposals in the Senate Office have necessitated later deadlines. This is especially the case in fall terms when time-sensitive Tenure and Recontracting packets also are being submitted to that office for processing. However, when coupled with the (average) three-week processing time needed for proposals to be put into the system, the reality is that College and Senate curriculum committees are rarely able to review and hold hearings for proposals before midterms. Late college-level hearings then put significant pressure on those curriculum committees to push proposals through that may not be fully ready for the next stage in the review process (especially in relation to new degree and new degree-related program proposals that need to be voted on by the full Senate). The SCC thanks Senate President Bill Freind for hearing the SCC’s concerns about deadlines and working for the Fall 2018 submission deadline to be much earlier (tentative deadline: October 5). The SCC recommends a similarly early spring deadline, and that those early deadlines remain in place in subsequent academic years. Earlier deadlines will help ensure that fall proposals will be processed in the fall term, and spring proposals will be

processed in the spring term. (The current deadlines mean most fall proposals are processed in the spring, while most spring proposals are processed in the summer.) Alternately, the SCC would be receptive to discussing with members of the university community the potential for rolling deadlines or other types of deadlines that would make the curriculum review process less of a logistical nightmare.

- The SCC strongly recommends creating a second college curriculum committee, with a second committee chair, in the College of Science and Mathematics. In AY 2017-18, CSM generated 157 proposals in total (115 Process A, 1 Process B, 16 Process C, 15 Process D [major change and new 4+1 degree proposals], 7 Process E, 2 Process F, and 1 Process Q). The workload is too much for one college curriculum committee and, particularly, for one chair, who must coordinate open hearings and in some cases read multiple versions of proposals to ensure they are ready for the senate level review. The SCC Chair welcomes the opportunity to work with CSM Deans and Department Chairs, the Senate and Senate Executive Committee, and any other interested parties to determine which departments/programs/schools could be grouped together so the work is distributed equitably between the two college-level committees—and also so the groupings are logical.
- The SCC suggests revising the committee description that is posted on the Senate website (to remove outmoded language and to update committee responsibilities).

Committee Name: Diversity Committee 2017-2018

Number of Meetings Held this Year: 7

Committee Chair: Jeanne Lewis

Committee Members: (list here)

Janelle Alexander	Karen Stesis	
Christine Davidian	Daniel Strasser	
Ai Go Han	MaryBeth Walpole	
John T, Mills	Alison Wedell	
Charalampos Papachristou	Denise Williams	
Seran Schug		
Rachael Shapiro		
Katharine Slater		

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. Held 'Voices of International Students' Panel, which addressed the experiences, observations and concerns of international students on campus. Committee activity leader – Allison Wedell**
- 2. Reviewed and brought forward a proposed campus transgender bathroom policy for Senate consideration/approval, and future institutional approval. – Developed by committee member - Dr. Rachael Shapiro**
- 3. Held the 1st Annual 'Minding the Gap' Mini-Conference on April 3rd, in the Chamberlain Student Center Ballroom. Sessions explored and addressed issues**

related to the 2010 Gap Report of the Educational Trust Fund, and the divide that exist at Rowan related to student retention and graduations rates between African American and White students. Participants expressed strong desire to have more opportunities like this. Sessions included:

- Gap Overview – Presented by Dr. MaryBeth Walpole and Dr. John T. Mills
- Student Video Documentary- ‘Exploring Rowan’s Achievement Gap’, provided by students from the Writing Arts Department. Workshop Leader Dr. Rachael Shapiro.
- Student workshop, Emotional Agility and Creating Community: Understanding, and Dealing with Stress at the University. Workshop Leader, Dr. Seran Schug.

4. Sponsored the 5th Annual Excellence in Diversity Awards Ceremony/Dinner, for Faculty, Professional Staff and Students. Keynote Speaker, Dr. Beena Sukumaran. Award recipients:

- Nicole Milan Tyner – Excellence in Diversity for Scholarship
- Dr. Tabbetha Dobbins – Excellence in Diversity for Social Activism
- Dr. Alicia Monroe – Excellence in Diversity for Social Activism
- Oluseun Dairo – Excellence in Diversity for Scholarship
- Daquan Washington – Excellence in Diversity for Social Activism
- Dr. Maria Rosado – Excellence in Diversity for scholarship

SUGGESTIONS & RECOMMENDATIONS

2017-2018

SUGGESTIONS:

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 the status of the proposed official institutional transgender bathroom policy, submitted to the Senate spring semester 2018. Also, the Diversity Committee should develop ‘open voice’ opportunities for LGBTQ faculty/staff to discuss concerns and issues.

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 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 multimedia installation of various expressive arts and narrative projects about diversity on Rowan's campuses.
7. The Diversity Committee should maintain the diversity calendar of campus events and activities, 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 initiatives.
9. The Diversity Committee should invite Dr. Newell to discuss/address the university's commitment to diversity, and the development of a collaborative relationship for future diversity initiatives.
10. The Diversity Committee, because of the lack 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 Ceremony, but also various other functions or activities, i.e. guest lecturers/speakers, etc.

11. The Diversity Committee should seek/obtain funding for technical support- a laptop for committee use, for WebEx meeting access activity, Webinars, minutes, etc. (Maintained by committee Chair)

RECOMMENDATIONS:

The Diversity Committee should be more aggressive in their efforts to address/support diversity, inclusion, equity, and social justice practices on all of Rowan's campuses!

Committee Name: Graduate Education & Global Learning Partnerships 2017-2018

Number of Meetings Held this Year: 4

Committee Chair: Monica Reid Kerrigan

Committee Members: (list here)

Angelone, Bonnie L	Stanzione, Joseph F	
Blanck, Emily Vanessa	Vilceanu, Marilena Olguta	
Buono, Russell J	Watt, Georganne M	
Casper, W Camron	Perry, Melissa Ann	
Lanza-Gladney, Maria E		
Lee, Jooh		
McCann, Sharon E		
Schwarz, Timothy John		

Purpose of/Charge to Committee:

DGLP reviews and recommends academic policies and procedures in the Division of Global Learning and Partnerships, including the development of online and hybrid courses, as well as traditional courses offered by DGLP. Will work with the Graduate Advisory Council. Also reviews and recommends academic policies and procedures for graduate programs not housed in DGLP.

Summary of Activities this Year:

Discussed new Global course proposal process

Revised language for the policy on theses and dissertations re. timing of declaring a committee chair.

Proposed new committee paperwork for declaring a dissertation/thesis committee to include Department Chair/Head on the list of approvers.

Proposed language changes to the reading day and exam policies to acknowledge different calendars for graduate and non-traditional courses.

Revised the charge and membership for the Graduate Education and Global Learning Partnership senate committee.

Reviewed and provided input on the new attendance policy

SUGGESTIONS & RECOMMENDATIONS: none

Committee Name: Intercollegiate Athletics 2017-2018

Number of Meetings Held this Year: 2

Committee Chair: Erin Hannah

Committee Members: (list here)

JoAnne Bullard	Greg Biren	
Yang Yang	Lorenzo Matthews	
Matthew Pitman	Jeanine Dowd	
Michael DiSanto	Lauren Bitzer	
Kara Ieva	Chris Albano	
Seth Bergman		
Dean Leech		
Adam Kolek		

Purpose of/Charge to Committee:

Monitors the entire operation of intercollegiate sports on the campus

Summary of Activities this Year:

October 11, 2017: The Director of Athletics met with the committee to provide an update on the happenings in the athletic department. The University is in the process of negotiating a public/private partnership for facilities on West Campus. There have been multiple re-design of schematics due to change in locations. The athletic department updated the committee on student-athlete performance, including having 271 student-athletes with a GPA above 3.0. The athletic department is also using Rowan Success Network to track student-athlete progress, and offer an "I am a Prof" workshop series this year. The department also earned an NCAA research grant for student-athlete well-being, and created a Prof Academy to assist student-athletes develop skills necessary for success in college and beyond.

March 2, 2018: The Director of Athletics provided another update on the new athletic complex. We also reviewed the new NCAA rules that were passed at the NCAA convention in January. We then tried to define what our committee responsibilities include to try to develop a plan for moving forward. The athletic department would like the committee to help bridge a gap between the athletics department and other departments on campus.

SUGGESTIONS & RECOMMENDATIONS 2017-2018

SUGGESTIONS:

1. The committee can serve as a way to get the word out about athletic events, accomplishments of student-athletes
2. Invite a committee member to serve on hiring committee for new coaches or new staff members
3. Work with athletic training staff/medical school staff to develop programming for eating disorders in student-athletes.

RECOMMENDATIONS: none

Committee Name: Learning Outcomes Assessment Committee 2017-2018

Number of Meetings Held this Year: 1 plus time on ad-hoc committees for Rowan Core

Committee Chair: Carla Lewandowski

Committee Members: (list here)

Adrian Barnes	Daniel McArdle	Hajime Mitani
Alison Novak	Sangita Phadtare	June Rangone
Seran Schug	Jennifer Nicholson	Austin O'Neill
Michael Viola		

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:

The committee met one time as a committee, but helped the Rowan Core Committee review proposals for courses that wish to be added to the Rowan Core. Departments developed assessment methods (typically objective questions or essay questions with grading rubrics). The assessment methods for the course are aligned to specific Rowan Core outcomes within one literacy. The LOAC participated on the committee to make sure that the assessment methods did in fact align to the outcomes. This was a useful exercise for our committee because we were able to learn more about the assessment, outcomes and the literacies. Members of the committee participated in up to 3 ad hoc meetings for the Rowan Core proposals.

The chair of the LOAC, Carla Lewandowski, met with Jeff Bonfield, the Director of Assessment and Nathan Bauer, the chair of the Rowan Core, to discuss the role of the LOAC in the future with the adoption of the Rowan Core in the 2018-2019 school year. It was decided at the meeting that the LOAC could take on a greater role. The range of possible student scores on the assessment methods are translated to a standardized scale that represents the students' level of attainment of the Rowan Core outcomes(s) that are aligned to the assessment method. While there is a standardized scale for Rowan Outcome ratings, the *translations* of the course scores to the standardized ratings are not *themselves* standardized. It is possible that for the same Rowan Core outcome, students would have to perform

significantly better in one course than they would in another course to earn the same rating on the Rowan Core outcome. The LOAC could eliminate this shortcoming in the assessment process.

Therefore, moving forward, the LOAC will evaluate representative samples of student work from Rowan Core assessment methods that are aligned to a common Rowan Core outcome. The Committee will rate the students' performance using the standardized scale for the Rowan Core outcome. Reviewing a range of student work from various courses will make it possible for the LOAC to apply the standardized scale evenly both within and across disciplines. In instances when objective questions are the course assessment method, the Committee will determine what number correct correlates with what rating on the standardized scale.

SUGGESTIONS & RECOMMENDATIONS 2017-2018

The workload for this committee will most definitely become greater as a result of the new responsibilities of the committee. While it may not be necessary in the 2018-2019 year, it may become helpful for the chair of the committee to receive a course reduction for the school year as the committee takes on more courses to evaluate. The chair will need to set up and facilitate standardization meetings in addition to asking subject matter experts to join ad hoc meetings.

Moreover, the committee makes a recommendation that students should not be on the committee as the work will now include evaluating student work. The committee feels it is not appropriate for students to be evaluating other students' work, even if it is anonymized.

Committee Name: Professional Ethics and Welfare 2017-2018

Number of Meetings Held this Year: ____1____

Committee Chair: __McKenzie Suber-Robinson_____

Committee Members: (list here)

Maria Sudeck	Faye Robinson	
Herb Appelson	Ryan McNulla	
Shipla Rele		
Sharon Whitfield		
Lori Block		
Brianne Morettini		
Richard Norton		
Patricia Quigley		

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:

The committee received a total of four (4) ethics violations inquiries during the 2017-2018 academic year.

We met once and were able to discuss two complaints.

The chair will be scheduling additional meetings to reach conclusions and offer recommendations to all four complaints in the coming weeks.

SUGGESTIONS & RECOMMENDATIONS 2017-2018

SUGGESTIONS: None

RECOMMENDATIONS: None

Number of Meetings Held this Year: 1 full committee meeting; 3 chair meetings with research office and library research staff.

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

Committee Members: (list here)

Robert D'Intino, Chair	Faculty- Business	
Amanda Almon	Faculty- Communication/Creative Art	
Carol Thompson	Faculty-Education	
Shivakakumar Ranganathan	Faculty- Engineering	
Kelly Duke-Bryant	Faculty-Humanities/Social Sciences	
Dawn Marie Bazemore	Faculty - Performing Arts	
Mehmet Uygur	Faculty-Science/Math	
Andrea Bottaro	Faculty-CMSRU	
	Faculty	
Xia (Linda)Liu	Faculty	
Greg Hecht	Faculty	
	Faculty	
Eric Gregory	Professional Staff	
Eduard Dedkov	Professional Staff	

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 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 nascent R3 research university: The committee members discussed what we as a committee can do to more fully understand the current state of faculty research support and resources and discover and encourage new research resources that will be required for faculty research in future years.

Division of University Research - working to understand how this new university research organizational structure will benefit faculty research endeavors. The four components of the new university research division:

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

Status of Research Compliance Committees reviewed:

- Human Subjects – *Institutional Review Board* (730 studies)
 - No violations, no complaints, program is compliant with all regulations
- Animals – *Institutional Animal Care and Use Committee* (66 studies)
 - No violations, no complaints, program is compliant with all regulations
- Biological Safety – *Institutional Biological Safety Committee* (89 studies)
 - No violations, no complaints, program is compliant with all regulations

The University Institutional Review Board (IRB) conducted reviews for 730 active human subject research studies. This number is projected to increase moderately in the next academic year. 98% of studies are minimal risk studies (risks are not greater than what individual's experiences in daily life). In the next academic year we expect several anticipated changes to regulations that will result in some reduction in the formal regulatory burden to researchers and for the University. The ORC is prepared to implement these changes when new regulations come into effect in January 2019.

Regarding the animal welfare arena, the number of research studies has increased approximately 120%. This increase is due to the consolidation of this program under a single management, and also the recruitment of new faculty conducting innovative translational research using animal models.

In the area of research laboratory safety and working with hazardous agents, there was 76% increase in number of studies conducted by Rowan University faculty and students.

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

Provided feedback on the **RU Seed Funding** proposal guidelines for 2017 based on last year's committee experiences and recommendations, with particular emphasis on deliverables of the proposals and improvements for the 2018 Seed Funding program. For context as to the progress the research committee has made with the Seed research funding program, 26 Seed funding grant proposals were submitted in 2016. Last year the committee pushed for multiple additional Rowan University notices go out for the 2017 Seed Funding program which helped to increase faculty participation with a total of 40 Seed Funding submissions for 2017. For 2018 the Seed Funding submissions has remained steady with the 2018 total of 40 Seed research funding applications.

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 2018 increased due to the increased submissions total. Four reviews are scheduled per submission.

Reviewed **RU Seed Funding** application materials. Committee members and other faculty and staff performed and completed the Seed Funding review process and provided written quantitative reviews and narrative feedback for Seed grant applicants to the Office of Research by the deadline of May 27, 2018. The Research Office will announce the Final Seed Funding awards in early May 2018.

SUGGESTIONS & RECOMMENDATIONS

AY 2017-18 for AY 2018-2019

Name of Committee: Research Committee

1. Research committee faculty and professional staff members will discuss with additional depth issues concerning basic research support issues with all the relevant stakeholders including faculty at Rowan Glassboro, SOM, and CMSRU campuses.
2. The research committee should facilitate and encourage efforts to foster new interdisciplinary and cross- disciplinary collaborations among colleges in order to help move forward Rowan University's new mission and identify as a R3 'research university'.

3. Discuss ways to engage and enhance undergraduate/graduate student research opportunities on all the campuses as Rowan University moves forward as a R3 research university. Examine the ongoing and increasing new research and resource requirements that will be required in response to the new graduate MA, MS, and PhD degree programs, especially the new graduate degree programs placing new and growing demands on research compliance committee workloads.
4. Continue to collaborate with the Technological Resources Committee and examine ways to improve research support in terms of technology and computing.
5. Cooperate with the office of research to help improve the faculty research presence on the Rowan web and also work to improve data management of faculty researchers to better communicate faculty research interests, current projects, and resources needs.
6. Continue to explore how Rowan Digital Works can help research proposals and efforts at Rowan University. A new requirement was added this year for the Seed grant applications that each of the research applicants must add their research information into Rowan Digital Works in order to complete their grant application.

Committee Name: Rowan Core Committee 2017-2018

Number of Meetings Held this Year: 16 (1 general meeting, 15 with smaller sub-groups)

Committee Chair: Nathan Bauer

Committee Members: (list here)

Bryan Appleby-Wineberg	Eric Gregory	Eleanor Lockhart
Joe Davey	Erin Herberg	Joel Rudin
Bob Eisberg	Jane Hill	Yide Shen
Jess Everett	Tony Hostetter	John Hasse
Cindy Finer	Emily Hyde	Rachel Benassutti (SGA)
Richard Fopeano	Samantha Kennedy	Misael Hernandez (SGA)
Georita Frierson	Christine Larsen-Britt	
Zenaida Gephardt	Ik Jae Lee	

Purpose of / Charge to Committee:

The Rowan Core Committee is charged with reviewing and assessing proposals for new or modified Rowan Core courses. It also develops goals and outcomes for any new literacies included in revisions to the Core. Finally, the Committee makes recommendations for the selection of a Rowan Core Director.

Summary of Activities this Year:

- (1) Met in sub-groups of approximately five members to review all submitted Rowan Core course proposals—providing extensive feedback to sponsors (and, where necessary, reviewing revised proposals). We ultimately approved a total of 103 courses for inclusion in Rowan Core starting Fall 2018.
- (2) Held a general meeting to discuss Rowan Core policy issues: discussing concerns about the use of student assessment data to evaluate instructors; and passing a resolution requiring each Rowan Core course to assess a minimum of two Core Outcomes.
- (3) The Core Committee Chair was closely involved in the planning and implementation of Rowan Core.

Suggestions & Recommendations

- (1) Work with the Curriculum Committee to refine the “Process B” for new Rowan Core courses.
- (2) Work with the Registrar to set up a public repository for Rowan Core files: lists of courses by Literacy, program guides, FIGs.
- (3) The Core Committee will likely need (slightly) fewer committee members in 2018-19, as there should be fewer course proposals to review.
- (4) Develop policies for revising existing Rowan Core courses (e.g., changing assessment plans).

Committee Name: Sabbatical Committee, 2017-2018

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	Carla Lewandowski	Faculty-Humanities/SS
3	Nicole Edwards	Faculty-Education
4	James Roh	Faculty-Business
5	Olga Vilceanu	Faculty-Comm/Creative Arts
6	Joseph Mayes	Faculty-Performing Arts
7	Parth Bhavsar	Faculty- Engineering
8	DJ Angelone	Faculty-Math/Science
9	Phil LaPorta	Faculty or Librarian
10	Christine Davidian	Faculty or 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 10/06/2017, 11/03/2017, 11/10/2017, and 11/17/2017.
- 28 semesters of sabbatical leave were requested by 18 applicants.
- College-wise Breakdown of Sabbatical Leaves recommended by the senate committee
 - COB (4)
 - CCCA (3)
 - COEd (1)

- COEng (1)
- CHSS (3)
- CSM (5)
- CPA (0)
- SEE (1)

- After the review at the Provost level, 14 of the 18 applicants were recommended for sabbatical leave (22 semesters of sabbatical leave). All the applicants were notified by the Provost's office in writing on 01/16/2018.
- The Board of Trustees approved all the sabbatical recommendations at their meeting on 04/25/2018.

SUGGESTIONS & RECOMMENDATIONS 2017-18

SUGGESTIONS:

It is becoming increasingly difficult to schedule the deliberation meetings for the sabbatical committee owing to the very tight timeline. The due dates for submission of materials to the senate as well as for providing the review/rating of the applications should be adjusted so that the committee does not have to rush through the proceedings.

RECOMMENDATIONS:

As the University senate sabbatical committee is comprised of faculty from all the colleges on campus, sometimes it could become difficult to ascertain the scientific merit of the sabbatical applications as the committee members are from varying disciplines. Hence, the department sabbatical leave committee should provide a thorough evaluation on the scientific merit for the sabbatical applications as well as address the following questions (derived from the sabbatical MOA) in their evaluation.

1. Is the significance of the project established?
2. Does the presentation show the reader how the goals will be accomplished?
3. What is the likelihood that the project will be completed or nearly completed on schedule?

4. Does the applicant have the skills and background to undertake the project or a plan to acquire these before the leave?
5. Is the purpose of the project communicated clearly to non-specialists?
6. To what degree is the sabbatical leave crucial to the completion of the project?
7. Are the benefits of the proposed leave for the faculty member and for the University clearly articulated?

Committee Name: Student Relations

2017-2018

Number of Meetings Held this Year: 4Committee Chair: Mike Schillo

Committee Members:

(list here)

Accardo, Amy	Green, Jennifer	Khan, Naveen
Alverio, Melanie	Jimenez, Henry	Offenbacker, Daniel
Dowd, Jeanine	Albano, Christopher	
Davidson-Tucci, Christina	Viola, Michael	
Vigorita, Michael	Singleton, Rbrey	
Brager, Karen	Benassutti, Rachel	
Porch, Jessica	Nwankwo, Peace	
Willis, Shari	An, Shan	

Purpose of/Charge to Committee:

Evaluates existing and proposed relations and procedures and initiates recommendations for changes.

Summary of Activities this Year:

Successfully altered charge of Student Relations Committee to include 2 Graduate students to be recommended by Graduate faculty after summer outreach by Student Relations Chair. Students shall serve terms of one year and shall communicate Graduate student issues to the Senate.

Initiated discussion of collaboration of committees/organizations on campus that serve Graduate students in an effort to coordinate and not duplicate efforts.

Initiated discussion with Public Safety regarding safety issues on campus and other issues with employee and student training.

Continuing communication of affordability issues on campus, particularly regarding textbook costs. Discussed coordination with Affordability Taskforce.

SUGGESTIONS & RECOMMENDATIONS

2017-2018

Continue outreach with Graduate Student Organizations and work to consolidate efforts for efficiency. Coordinate efforts with the Rowan Global Committee.

Encourage training for student workers/tutors on base-level security and conflict de- escalation. Include training for adjunct faculty and new lecturer positions.

Collaborate with Affordability Taskforce to communicate services to students, including the ability for the Campbell Library to place textbooks on reserve.

RECOMMENDATIONS:

Collaborate to restart GSO with a model to ensure survival.

Coordinate with Public Safety to ensure training throughout all the academic units.

Communicate with Freshmen/Transfer affordability strategies and all the services offered by the Campbell Library.

Committee Name: Technology Resources 2017-2018

Number of Meetings Held this Year: 2 + multiple online collaborations via Google Docs

Committee Chair: Andrea Vernengo

Committee Members: (list here)

Lee Ann Kung	Marry Ellen Santucci	
Kristine Johnson	Nasrine Bendjilali	
Jill Perry	Julie Haynes	
Mary Staehle	Jon Jiras	
Dustin Cushman	Erin O'Neill	
Heng Yi M (Micheal) Chu	Daisy Garcia	
Tom Fusco	Eileen Stutzbach	
Harold Connolly		

Purpose/charge of the committee:

This committee monitors technological resources to ensure that the needs of the campus community in research and academic pursuits are being met. By soliciting and compiling input from the campus community, the committee attempts to ensure that the faculty, staff and students are aware of the current services on campus that can and do support these efforts.

Summary of Activities this Year:

The goal of the Technological Resources Committee during Fall 2017/Spring 2018 was to compile input from the campus community regarding ways to improve technological services. Following the compilation of this information, Andrea Vernengo (committee chair) met with Dr. Mira Lalovic-Hand, Senior Vice President and Chief Information Officer Information Resources & Technology on March 8, 2018 to relay the committee findings. The issues identified by the committee are listed below in order of priority, with Dr. Lalovic-Hand's feedback indicated in italics.

1. Wireless connectivity

Wireless connectivity on computers and handheld devices is a major issue. The problems include wireless dropping and interruptions in wireless access upon changing the user network password. It was agreed among the committee members that directions available on the Rowan website for connecting to wireless are not helpful with many of the issues faculty and students are facing. Ideally, a system would be developed where faculty can seamlessly connect to the wifi upon opening their computers on campus, without the need for restarting and logging in again. This process would be similar the current setup we have for visitor wireless.

Currently, the University is investing significant money and effort to upgrading the wifi network. Wifi connectivity seems to be location-dependent. For instance, the back-end infrastructure of certain buildings may not be updated to support dependable wireless connectivity. Improving wireless connectivity is a high priority for the IRT. Employees are encouraged to file tickets (email support@rowan.edu) when connectivity is an issue. This is the most effective way to make IRT aware of the issue so it will be resolved.

2. Administrative privileges

Administrative privileges among faculty and staff seem to be inconsistent. Administrative privileges allow users to install software, change system configurations, and modify other settings on the computer. Non-administrative privileges protect the security of the University computer environment; however, they can also cause significant problems for staff and students. For instance, graduate students are not given administrator rights on their computers. Thus, if particular software is needed on their computers for research, IT has to treat each request individually. It was also noted lack of admin privileges prevent certain staff or adjunct faculty from having control over what they can project on the overhead during teaching.

Is there a way to revise the administrator privileges policy such that it does not interfere with student and faculty productivity? For instance, can users apply for privileges, given that they are the sole user of the system and they require software not provided by the University?

Limiting administrative privileges is absolutely necessary to protect the security of Rowan's computing environment. However, it is understood by IRT that limiting software installation privileges for graduate students hampers research productivity. For the time being, the best solution to this issue is having graduate students contact IRT to be granted the required privileges. Requests will be treated on an individual basis, depending on the nature of the software needing installation. During Fall 2018, the Tech Resource committee may investigate the appropriate contact at Rowan University and devise a plan to expedite this process for graduate students.

Please note that currently everyone at Rowan University (students, faculty, and doctors) shares the same "Rowan Cloud". IRT is working on a network upgrade so that each group has their own cloud, which will allow for users to have more privileges.

3. Encryption

Rowan University faculty and staff are required to employ University-approved encryption solutions to preserve the confidentiality of and control accessibility to sensitive data. External devices such as USB flash drives are encrypted in their entirety, causing problems when a Rowan employee copies files onto a flash drive and needs to transfer it to an outside entity. Clearly, this inhibits communication with outside collaborators. The problem with encryption can possibly be mitigated by assigning a level of sensitivity to data and determining to what degree the data needs to be controlled and secured. The process of classifying data would require the active participation of the data owners (i.e., faculty and staff) in collaboration with IT.

Resolving issues with data encryption has been on IRT's priority list for some time. While data encryption will remain for flash drives, the University is moving to a new security component this summer (from Symantec to McAfee). The new system will have additional features that can be utilized to improve data encryption, including a new mobile device management system.

4. Searching on Rowan University's website is inefficient

The power of the web search utility on Rowan's website is extremely low, making it very difficult to retrieve the useful information requested by the user.

Web services have been working on this issue. By using data analytics to see what people are searching for, web services has made the Rowan website more usable for outside students and counselors, as a measure for promoting enrollment. Jeff Hand is currently working on setting up an 'inraweb' for faculty and staff at Rowan, which will facilitate queries.

5. Develop active directory OUs

Active Directory Organizational Units (OUs) should be developed across the university -- with a mechanism in place for specific individuals within the respective units to add and remove users. OUs would greatly simplify permissions, calendar invitations, email lists, etc.

Rowan Information Management Systems (RIMS) currently exist to manage organizational units. IRT is actively working on improving the system to make it easier to assign privileges to faculty and staff depending on their title. RIMS also generates uniform and easy-to-read organizational charts for every division of the University.

Suggestions and Recommendations:

Rowan Information Resources & Technology (IRT) is engaged in a continuous effort to address the problems identified by Tech Resources committee during the 2017-18 academic year. It is recommended that the committee continue to solicit input from the campus community; follow up with IRT regarding the issues identified the current report, and alert IRT of new problems that arise.

Committee Name: Tenure and Recontracting 2017-2018

Number of Meetings Held this Year: 20

Committee Chair: Kevin Dahm

Committee Members: (list here)

Michael Banutu-Gomez	Mei Zhang	Jonathan Mason
Jonathan Feaster	Jay Kuder	Ane Johnson
Bob Krchnavek	Joe Johnson	Cathy Parrish
Tom Fusco	Elizabeth Hostetter	Umashanger Thayasivam
Lei Yu	Cristina Iftode	Andrea Bottaro
Phyllis Meredith	Mary Salvante	Heather Dolbow
Russell Buono	Faye Robinson (AFT Rep)	

Purpose of/Charge to Committee:

Review applicants for Tenure and Recontracting and make recommendations

Summary of Activities this Year:

Reviewed 109 applicants for Tenure or Recontracting

SUGGESTIONS & RECOMMENDATIONS 2017-2018

SUGGESTIONS:

Senators- work with Department Chairs and Department T&R Committees to ensure that correct deadlines are known to all. NEXT YEAR's DEADLINES ARE NOON ON THE FOLLOWING DATES:

Applicants for 5th and 6th year Recontracting: September 17

Applicants for Tenure: October 8

Applicants for 3rd and 4th year Recontracting: October 29

These are the deadlines for the Department T&R committees to COMPLETE their reviews and deliver packets to the SENATE OFFICE. Department T&R Committees and

candidates should work together to plan a schedule that ensures these deadlines will be met.

RECOMMENDATIONS:

Consider refining the composition of the committee. This year's committee composition was: Two faculty from each college, one librarian, three professional staff.

However, only one representative from CMSRU and one from professional staff was found. While it is important that all colleges and the library are represented, the Senate might consider a more flexible overall committee composition that includes some openings for "at large" members.

UNIVERSITY SENATE ANNUAL COMMITTEE REPORT

Committee Name: University Budget and Planning **2017-2018**

Number of Meetings Held this Year: 4

Committee Chair: Christopher Simons

Committee Members: (list here)

Blake, Michael (Budget)	Diblasio, Denis (Performing Arts)	Disante, Cherish (Professional Staff)
Drutz, Daniel (Professional Staff)	Foglein, Jonathan (Professional Staff)	Kowalsky, Michelle (AFT)
Maxson, Jeffrey (Communications & Arts)	Mehta, Yusuf (Engineering)	Miller, DeMond (Senate Vice-President)
O'Leary, Rob (SGA)	Plourde, Bruce (Humanities & Social Sciences)	Scarpa, Robert (Business)
Scully, Joseph (CFO)	Shan, An (Library)	Simons, Christopher S (Committee Chair)
Smith, Trevor (Science & Mathematics)	Thomas, Skeffington (Communication & Arts)	Williams, Denise (CWA)
Xin, Joy (Education)		

Purpose of/Charge to Committee:

Maintains a meaningful dialogue on budget and planning decisions between the University Administration and the University Senate.

Summary of Activities this Year:

The University Budget and Planning Committee met with President Ali Houshmand in Fall 2017 to discuss long-term planning and challenges for the University. We also had regular meetings with University CFO Joseph Scully and Assistant Vice President of Budget Michael Blake. Committee chair Christopher Simons regularly attended the Board of Trustees Budget and Finance Committee meetings, and has also had private meetings with Vice President of Finance Amy Bosio and Assistant Vice President of Student Recruitment Soumitra Ghosh. Christopher Simons represented the University Budget and Planning Committee on the Fiscal Management and Stewardship Committee for the Middle States accreditation. The University Budget and Planning Committee also discussed budget documents electronically.

As reported to the University Senate the University's finances are strong and the University has recorded significant surpluses for the past several years. While there are real challenges, Rowan University has been successful in meeting them.

The University Budget and Planning Committee will continue to monitor budget results and developments over the summer and will meet during the summer as necessary.

SUGGESTIONS & RECOMMENDATIONS: none

University Committees - Annual Committee Reports

Committee Name: Awards Committee 2017-2018

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

Committee Chair: Natalie Schell-Busey

Members:

Melissa Klapper	
Stephen Royek	
Brittnie Thomas	

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 four University-wide awards by nomination: The Robert D. Bole Humanitarian Award; the James M. Lynch Jr. Courage in Adversity Award; the Thomas E. Robinson Leadership Award; and the Lawson Brown Jr. Scholarship Award.

First and foremost, I would like to thank my committee members for their wonderful collaboration. Additionally, the committee would like to extend our gratitude to Asadeh (Asi) Nia-Schoenstein and Gary Baker for their guidance and assistance throughout the process. We would also like to thank Ravi Thapa and Arafat Qureshi of Rowan Analytics, Systems, & Applications for providing the list of graduating seniors that we needed for the Lawson Brown Jr. Scholarship Award.

The committee distributed information on the awards and nomination forms via the website, Rowan Announcers, and email blasts. The committee reviewed, discussed, selected, and notified the recipients of the awards. We also submitted the nominees' names so that medallions could be made and delivered those medallions.

Summary of Activities this Year:

- The committee met for the first time on October 10, 2017 to elect a chair and to discuss a plan of action. Initially, the task seemed rather daunting, especially after reading the previous annual reports, but the committee worked very well together and put together a plan to tackle the enormous task. Thankfully, though, we received notice on October 11, 2017 that we were not actually in charge of all 80 medallions and only needed to focus on the four University-wide Awards. This greatly simplified our task, and we put our revised plan into action. We chose a deadline for the awards of February 23, 2018 so that we would have enough time to meet and decide on the recipients and submit the names so medallions could be made.
- Natalie Schell-Busey notified Noranne Browne and Bill Friend that she had been selected as Chair of the committee. She also informed Noranne of the new deadline so that she could post it on the Senate webpage. Natalie then reached out to Gary Baker to get information on the awards and on how he distributed nomination forms the previous year.

- Using the information provided by Gary, Brittne Thomas created the nomination forms in Google Docs so that it would be easy for people to submit nominations, and she made the responses to the forms available to all committee members so we could view the nominations.
- Natalie sent the links to the Google Doc nominations forms to Noranne so she could post them on the Senate webpage.
- Stephen Royek then put together a Rowan Announcer to provide information on the awards and disseminate these forms. The Announcer ran weekly until from November 10 - February 22, 2018. Stephen kindly resubmitted the posting each month.
- Nominations were low for one of the awards so all committee members sent emails to our respective departments as well as the chairs of various departments so they could distribute information on the awards.
- The committee met in person on February 27, 2018 to review, discuss, and select the recipient for each award. Natalie sent the final nominations to Asi and notified the award recipients.
- Asi graciously delivered the medallions to Natalie, who then delivered them to Charlie Kuski to be presented at the Celebrating Leadership Awards portion of the Rowan Leadership Summit.

Natalie Schell-Busey (March 29, 2018)

Suggestions & Recommendations 2017-2018

The University committee should continue handling the three University-wide awards by nomination. In comparison to the responsibilities in previous years, this was a very manageable task. The only suggestion we have for future committees is to brainstorm additional ways to advertise these awards. We used Rowan Announcers and emails and only received three nominations for two of the awards and a maximum of eight nominations for one award. If these awards could be announced at Chairs' meetings and College Assembled and any other venues to get the word out, it might increase the number and quality of nominations.

Committee Name: Medallion Awards 2017-18

Number of Meetings Held this Year: at least five in-person meetings as well as countless email dialog

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

Committee Members:

Esther Mas Serna		
Asadeh Nia-Schoenstein		

Purpose of/Charge to Committee:

Dr. Newell, Bill Friend, Esther and I decided in a meeting in May 2017 to form a new Medallion Awards committee that would separate the processing and production of the annual Medallion Awards from those handled by the University Awards Committee (see Senate website). Esther and I became the Medallion Awards coordinators for the academic year 2017/2018. We solicited, processed and delivered 84 Medallion Awards, which *recognize "graduating students' academic excellence and service."* We also processed and produced the seven Medallions for the University Awards committee and delivered in a timely manner.

Summary of Activities this Year:

First, Esther and I would like to thank Donna Ennis and Kathleen Taddei who handled the Medallion payments and ensured Pitman Jewelers would be paid in a timely manner. Thanks to Lori Marshall (University Publications) who provided us with a new and better certificate template we forwarded upon request. Finally, thank you to Jeff and his team at Pitman Jewelers who did a marvelous job again this year and remain true professionals!

- We began to communicate with colleges and departments in November 2017 and then received a point of contact in each department to ensure a smooth and efficient process. We communicated to them the deadline of March 2, 2018, to make sure every department had sufficient time. Esther and I distributed information and forms, resolved budgetary concerns, ordered the medallions as the selection forms came in,

proofread medallion recipients' names, and served as a delivery service between Pitman Jewelers and colleges.

- In the process, departments were reminded of the following:
 - Departments are responsible for notifying their Medallion recipients and sponsors.
 - Those departments that wish to award a certificate along with the Medallion need to use the Medallion Certificate template approved by Lori Marshall.
- Our spreadsheet was updated as selection forms were submitted. All names were checked and confirmed for eligibility against the graduation list.
- We delivered the Medallions in a timely manner.

Esther Mas and Asi Nia-Schoenstein (April 26, 2018)

Committee Name: International Education Council 2017-2018

Number of Meetings Held this Year: 4

Committee Chair: Diana Nicolae, Sharon An (Co-Chair)

Committee Members: (list here)

Diana Nicolae	Sharon An	Nina Krey
Allison Carter	Xiao Hu	Edward Smith
Carmelo Callueng	Harriet Benavidez	Qian Anne Sun
AiGuo Han	Bruce Whitham	Yupeng Li

Purpose of/Charge to Committee:

Improves the internationalization of Rowan University; plans and presents programs related to education in all countries; recommends practices and policies that will enhance the internationalization at Rowan; and assists in the development and establishment of such practices and policies.

Summary of Activities this Year:

The committee held four workshops this year, designed to build a foundational knowledge of current international resources at Rowan to drive research agenda and recommendations for future years.

Committee met with stakeholders from across the university, including representatives and leaders from the Education Abroad Office, International Center, International Studies Department, and Recruitment & Admissions. Extensive notes from each session were captured and disseminated on IEC shared drive for evaluation and follow-ups.

In addition, the council performed an audit of all the multicultural/global courses offered at the university, and looked for additional courses in the RTF, Advertising and PR (CCCA) that might have international content and posted in the Google folder shared with the Council.

One of the key insights from these sessions was the lack of visibility to international-themed events and opportunities. The IEC conducted outreach to each of the colleges, securing a contact list that could be utilized to cascade events to relevant students and faculty.

Began developing ways of working and protocol for partnering with the International Center and other departments.

SUGGESTIONS & RECOMMENDATIONS

SUGGESTIONS:

There is a clear lack of visibility towards achieving the stated goal of increased internationalization of Rowan, driven in large part by limited resources devoted to this endeavor, lack of communication between the internationally-focused offices and the various departments on campus, and a limited amount of current students (1% of current student population are F-1 students). Clear investment in resources and a formal communications protocol are key first steps to build this infrastructure for future growth.

Clarity on a realistic vision for internationalization will be key to developing tangible actions to achieve those milestones.

Cross-pollination of the various international committees will also help foster collaboration across the departments tasked with similar objectives.

However, much more information is needed to understand the true barriers to internationalization at Rowan, and what are the avenues that could be taken to overcome those barriers.

Further information available at:

<https://drive.google.com/drive/u/0/folders/0B5IUMbg3zdKzV1BrUXZDZG4xTG8>

RECOMMENDATIONS:

Field a student survey in coordination with International Center to understand: -

- Identify obstacles for students to participate in education abroad programs
 - Why is the participation rate so low?
- Measure student awareness of current scholarships offered in conjunction with education abroad programs

Field a survey of current international students to understand needs and concern; suggestions for improvement.

Field a faculty survey regarding education abroad opportunities:

- Perception of support offered to faculty members
- Interest of faculty members across different programs, countries, length, etc.
- What are obstacles that prevent faculty members to lead education programs?

Develop formal communications protocol for International Center and International Studies departments to advertise events that will promote international exposure.

Explore the development of resources, in coordination with International Center, to: (1) organize and promote internationally-focused events, including international fairs/showcases, culinary exchanges, speakers, concerts/films, etc. (2) provide faculty incentives and student scholarships to encourage more international abroad trips.

Committee Name: Library Committee 2017-18

University Senate Library Committee Minutes October 11, 2017 in Campbell Library Conference Room

Members Attending: Marjorie Morris, Janet Iles, Robert Wieman, Scott Muir, Sarah Borden, Chris Alonso, Jane Hill

As there were many new members to the committee this year the members discussed the charge of the committee which was approved by the members in the 2016-17 Academic Year and reads:

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.

Scott Muir reported on the upcoming LibQual Survey which was to be administered to Rowan students and requesting their assessment of library services. A similar survey was administered in Spring 2016. According to Muir the survey focuses on the perceptions that the students have of the Rowan Library system.

Jane Hill was elected chair of the committee. No co-chair was appointed.

Questions that committee members were interested in addressing to better assess the level of service of Rowan's library system included:

1. Is the committee only charged with advising on the Glassboro campus' library?
2. Do we only serve in an advisory capacity and not an initiating policy capacity?
3. Who are our peer institutions in terms of research commitments, enrollments, service and staffing?
4. What is the ratio of graduate to undergraduate students who use the library services at Glassboro, CMSRU, and SOM?

Muir also reported on the Strategic Planning Project based on the finding from the 2016 survey. Some of the initiatives being discussed/initiated as the result of that survey included:

1. Moving Special Collections to the 3rd Floor
2. Facilitating faculty research
3. Digital initiatives in the Glassboro facilities including the recording of oral histories, scanning books for online use.
4. Documenting all public art on Rowan campuses.
5. Cooperation with the Digital Historian project in CHSS
6. Working with faculty to provide more open access textbooks for students struggling to purchase textbooks, particularly for CORE courses.

Committee members expressed an interest in hearing the results of the 2016 survey.

SGA representative Chris Alonso reported on the Camps Affordability Survey where he again emphasized the need that students have for affordable and preferably open access textbooks such as is being developed at Rutgers University.

The meeting was adjourned.

Committee Name: University Scholarship Committee 2017-2018

Number of Meetings Held this Year: 2

Committee Chair: Laurie Haines (Professional Staff)

Committee Members: (list here)

Jennifer Espinosa		
Aimee Burgin		
Bethany Gummo		
LuAnn Maslanik		
Charalampos Papachristou		
Jay-Manh Tran		

Purpose of/Charge to Committee:

This committee reviews and revises application procedures for University-awarded scholarships and awards scholarships on the basis of academic achievement, financial need and contribution to the University and the community.

Summary of Activities this Year:

The committee primarily conducted business via email until the final meetings, held on 4/26 and 4/27, when deliberations and the awarding of scholarships occurred. Each committee member reviewed and scored approximately 158 applications utilizing existing rubrics for five categories – essay, Rowan GPA, recommendation letters, off campus involvement and on campus involvement. 78 scholarships were awarded during the final meetings.

SUGGESTIONS & RECOMMENDATIONS

SUGGESTIONS:

1. Responsibilities of the chair and members must be more clearly defined.
2. Timelines for completion of each task/responsibility must be established.

Tentative timelines:

- a. October – Chair is elected
- b. Close of application period – applications will be screened for completeness and assigned to committee members for review.
- c. All assigned applications should be scored no later than late March (date to be determined).
- d. Meeting(s) to award scholarships should be held no later than early April (date to be determined).

RECOMMENDATIONS:

1. It is recommended that the scoring rubrics be revised to accurately reflect the specific questions on the application and to better assess the eligibility for the scholarships.
2. It is recommended that the committee include a member of the College of Education due to the high number of scholarships specific to Education majors.
3. It is recommended that the committee include some returning members for consistency.
4. It is further recommended that Jennifer Esposito be assigned to the committee for the 18-19 Academic Year as she has had training in the administrative side of the AwardSpring system.