Senate Executive Committee Agenda
Friday, December 2, 2016 at 2:00 PM in Lib 326

1. Discussion of a target number of full-time, tenure-track faculty (Dilip Mirchandani)
2. Proposed changes to Registrar's policies and procedures (Eddie Guerra, page 2)
3. Update on Budget (Chris Simons)
4. Update on Tobacco Free Campus Initiative (Skeff Thomas, page 11)
5. Career Advancement now reporting to Rory McElwee
6. RFP for applicant tracking software
7. Update on buildings
8. Update on Sabbaticals
9. December Full Senate meeting: Friday, December 12 in Pfleeger Auditorium

Recommended Updates from the Registrar and the Registrar Academic Board (RAB) to Existing Registration-related Policy
As of 04/22/16 - DRAFT

Rationale for Updates to Existing Registration Policy
As of January 4, 2016, the Registrar's Office and the Registrar's advising board, RAB, have been charged by the Provost's Office to assess and evaluate registration-related policies, practices, and processes, to ensure that they:
1. are fairly and consistently administered across campus, regardless of academic program or college;
2. are compliant with recent Financial Aid audit-related findings;
3. are up to date and easily found; (For example, currently, several differing versions of registration-related policy are found on many locations throughout the web.)
4. are student-centered, serving our current student population in the best possible ways, taking into account changes in that population such as online and off-site students, our office's shift to include graduate students, and the addition of Rowan Global's multiple Parts of Term and drop/add sessions;
5. written policy and office practice align, and that any changes therein are well-communicated to students, faculty, and staff. (For example, no policy or form allows advisor signatures for overrides, registration, etc.; however, there has been a significant shift in the way advisors function on this campus and, based upon the desires of many academic departments, it had been the practice of the Registrar's Office to accept advising signatures.)

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

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

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

Timeline for Updates
- The need for appropriate updates is urgent, given the confusion with multiple co-existing policies and practices, and the fact that most current policies do not address (or address fully) the needs of our online, off-site, and graduate students.
- Our hope is that these suggested updates can be approved and communicated in the summer 2016 term so that we may implement them no later than fall 2016. (In practice, many have already been implemented for years, but they have not and do not align with written policy, or no policy exists to support the practice which is causing confusion for students and staff - another reason for urgency.)

Chart outlining suggested policy updates from RAB
Items highlighted in yellow have already been implemented due to shifts that occurred between RG and Registrar.

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
1	**Late registration period and fee**	**Extended** registration is usually conducted prior to the **beginning** of a semester or summer session. **Final** registration is conducted prior to the first week of a semester or summer session at which time a late registration fee is charged.	▪ "extended registration" is a term we no longer use ▪ Call "late registration" instead of final ▪ Timing has varied - past calendars show it was often about one week after the posted Bursar due date for the term – but the "final registration" suggests it is one week prior to courses – and Sp16 it was day after payment due - it has not been consistent.	▪ remove "extended registration" and use "late registration" to indicate period after payment due date ▪ make timing "after the payment deadline" but the actual date the fee will be charged we'll work out with Bursar – so we can normally allow a one-week grace period to students	▪ "late registration" is more accurate since "final" implies registration ends soon and it does not – at that stage ▪ Need consistent deadline and grace period so Bursar and students have time to work out payments before charging fees

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2	**Define "Primary Part of Term" to show major registration deadlines for term**	▪ No definition exists ▪ Only the main/full Part of Term/Session was ever addressed with deadline dates by the Registrar	▪ As of Spring 2016, we provided the major registration deadline dates for the students Registrar serves, and defined "Primary Part of Term" as "those Parts of Term that are intended for non-medical students and have at least 20 sections and/or serve more than one student population."	▪ See "actual practice"	▪ Some terms there are 30 or more Parts of Term – but at least the major Parts of Term (in which most students fall) need to have posted deadlines so we can perform proper processing ▪ Registrar now oversees Rowan Global, accelerated, online, and graduate students - so the major Part of Term deadlines need to be established, shared, and easy for students, faculty and staff to find
3	**Approvals for registration-related forms**	▪ Required signatures on forms vary (a few are outlined below): ○ Pre-req: instructor and chair ○ P/NC: instructor ○ Duplicate Crse. Waiver: chair ○ Course repeat: chair ○ Hardship Withdrawal: instructor, chair, and dean	▪ Registrar has and is accepting many variations of the actual signature policies - only one signature (if the higher-level signee), advisor signatures (not included on forms), and in some cases, other signatures (not indicated on forms) since acad. depts. differ on whom they will allow to authorize – but there is no policy guiding this so we can be fair and consistent	▪ Reduce forms to minimum # of signatures needed ▪ Each acad. dept. uses an "alias" email address such as BiologyDept@rowan.edu (some already have) ▪ Dept. establishes that those who access above address have authority to sign off on these particular forms ▪ Registrar uses and tells students to use above address and will accept approvals from above	▪ Need consistency ▪ Inconsistencies cause confusion and delays ▪ Many times, it is difficult for students to reach the designated signees at all or in a timely manner ▪ Need more flexibility (for Registrar and acad. Depts.) to be able to process our many override requests efficiently

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4	**Regular Drop/Add Period**	▪ The dates for the full term drop/add have always reflected 5 business days from the start of the term.	▪ Same with the addition of Rowan Global drop/adds:
			▪ If the course length/Part of Term in which the course appears is **3 weeks or shorter:**
			  o Regular Drop/Add dates are the first 2 business days of the session/Part of Term in which the course appears
			▪ If the course length/Part of Term in which the course appears **is over 3 weeks and up to 6 weeks:**
			  ▪ Regular Drop/Add dates are the first 3 business days of the session/Part of Term in which the course appears
			▪ If the course length/Part of Term in which the course appears is **over 6 weeks and up to the full term (12-16 weeks):**
			  ▪ Regular Drop/Add dates are the first 5 business days of the session/Part of Term in which the course appears
				▪ See "actual practice"	▪ This is not a change to past policy or practice, but we are simply putting Rowan Global and main campus/Registrar dates together, making them easier to find and follow
					▪ Need drop/add dates for all course lengths.

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5	**Late Drop/Add Period and Form**	▪ Up to 2 weeks after drop/add and required hardship documentation and instructor, chair, dean, Registrar, and Bursar signatures	▪ Same - except the deadline is violated constantly for legitimate reasons.	▪ Establish shorter deadlines because two weeks after drop/add is too long ○ After the Regular Drop/Add period, a grace period <u>of equal length to the drop/add period</u> (for the particular course/Part of Term) is provided to accommodate special circumstances that delayed the original registration adjustment. ▪ Provide timelier, less cumbersome process for faculty and student to manage administrative delays and cases like Internship and Field Exp. that might be set up/begin after regular drop/add. ▪ Reduce to only one or two signatures – depending upon situation (adds always need instructor but drops may only need signature from staff member (such as Bursar or Aid) who can verify delay. ▪ Adds can continue to happen even after this period if circumstances warrant - with instructor-only approval.	▪ Current late drop/add process is only possible during hardship and is too long – up to weeks after regular drop/add. ▪ RAB felt that a shorter period would more easily allow for the many necessary administrative drop/adds (without documentation/hardship to occur in a more timely manner and better serve students. (The hardship option is still possible through the hardship form if there is not an administrative issue/delay.)

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
6	**Late start registration and adjustment form/process**	▪ There was no real policy or process – students who wanted to take late-start courses had to complete the cumbersome late drop/add process, that technically, required hardship documentation and had to be completed within 2 weeks of start of term – even though the course in question still had registration open.	▪ Same - except the deadline is violated constantly for legitimate reasons.	▪ Establish a late start registration and adjustment policy and form that allows students to easily register for late-start courses (those that begin in October/March) that have availability and/or to drop those same courses within the appropriate drop/add periods ▪ Establish and better communicate that the drop/add periods for late-start courses differ from full-term courses.	▪ Need formal process and form so students and staff don't unnecessarily complete late add form for a class that has not yet begun ▪ Eliminate confusion and need for multiple signatures ▪ Working to try to put late start registration process online but in the meantime, manual process of some type is needed. ▪ Also need to ensure that anyone going through this notifies Aid so that they are packaged/adjusted correctly with the proper number of credits

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
7	**Withdrawal Form/process**	▪ Currently, there are 3 withdrawal periods that reference weeks of the course ▪ Regular Withdrawal is after drop/add and before mid-term & requires instructor signature only and uses a W grade ▪ Late Withdrawal is between mid-term & last 4 weeks and requires instructor and chair signatures and uses either a WP or WF ▪ Hardship Withdrawal is last 4 weeks of term, requires instructor, chair, and dean signatures and uses either a WP or WF AND can only be used in documented hardship cases	▪ Same as policy.	▪ Change weeks/terms to % of Part of Term but keeping overall timelines the same ▪ Remove the hardship withdrawal and make a separate process ▪ Have one withdrawal form for Regular and Late and keep those processes and signatures for each (as outlined under current policy column) ▪ In addition to recommending that students consult with their advisor, we are adding a student verification section where they confirm they have spoken with other offices around campus so the student is fully aware of the financial and other consequences of this action. ▪ Clarifying that the signature is verifying last date of attendance and "grade" as opposed to approval. Confirm withdrawals at this stage should be <u>guaranteed</u> for the student who follows proper process and deadlines	▪ Deadlines have to be percentages and not actual weeks, and must reference course/Part of Term (not term) in order to serve our many courses of differing lengths. ▪ There is confusion about being able to withdraw for academic reasons and we would like to make the withdraw process more streamlined and remove hardship from at least the portion/form to make it clear that students can withdraw for any reason up to the 75% point of the course (See hardship form.) ▪ With 6 (or more) academic colleges addressing hardship issues, it is not possible to be fair and consistent across the board - and currently, it happens that a student who withdraws from 2 classes in 2 different colleges are allowed to withdraw in one and not another ▪ Since students no longer receive a refund with course withdrawals at any stage, and they must still pay for the course and have it appear on their transcript with no credit, it was suggested during the recent financial aid audit, that there should not be obstacles to withdrawing and RAB felt that at least before hardship stage, withdrawals should be guaranteed.

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
8	**Hardship Form/process**	▪ Currently hardship withdrawal is the final/latest part of course withdrawal – which is re-pasted below: 　o Hardship Withdrawal is last 4 weeks of term, requires instructor, chair, and dean signatures and uses either a WP or WF AND can only be used in documented hardship cases	▪ Same as policy but we often need many exceptions and often documentation is not attached or there isn't verifiable documentation, which puts individual academic colleges in difficult position.	▪ Like withdrawal period/process, use % instead of weeks ▪ Separate from withdrawal process and make it its own year-round/term-long process ▪ Have the hardship form and process managed between the Registrar and VP Student Life to enable better/faster/more consistent processing ▪ Logging of forms/request will take place to ensure timelier completion of entire process (course and costs and aid) adjustments) which is necessary per aid audit and for return of Title IV funds which must be done within 45 days	▪ Deadlines have to be percentages and not actual weeks, and must reference course/Part of Term (not term) in order to serve our many courses of differing lengths. ▪ By separating from the withdrawal form, it will mean fewer forms overall and less confusion regarding when documentation is and is not needed ▪ New process acknowledges that hardship could occur at any time (not just final 25% of course/term) and we need to provide more flexibility and options to students ▪ This change would make the hardship process a one-stop shop so that hardship cases are evaluated fairly and consistently across colleges by having the same individual (VP of Student Life) who currently handles hardship university/term withdrawals manage the course withdrawal process as well. ▪ The above also allows us to better streamline coding/processing for financial aid audit purposes across both course and university/term withdrawals ▪ This change also removes additional obstacles from the course withdrawal process and therefore, is again, more in line with the financial aid audit

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
9	**P/NC grade requests**	▪ Only according to established list of eligible courses ▪ Only allowed to request during drop/add period	▪ Registrar has processed at instructor requests consistently after the published policy deadline – even (and often) up to the end of the course	▪ Follow what the needs of the university/faculty seem to be - which – according to practice is to allow students to request P/NC grades (still only for eligible courses) but up to the 75% point of the course ▪ Establish that, if for an eligible course, and requested properly within deadline, the P/NC is guaranteed to the student.	▪ Meet needs of faculty/students ▪ Instructors could ask for exceptions to be made even after the 75% period, but because the student record would need to be updated by the Registrar in order for the proper grade to be entered, we believe 75% is the best deadline ▪ Most assume a P/NC is already guaranteed to the student if requested properly and within deadlines, but we should make this official policy so there is no confusion

Charge and Composition for a

Taskforce to Investigate the Feasibility of Becoming a Tobacco-Free Campus

Charge:

The taskforce will outline the rationale for becoming a tobacco-free campus, including researching the feasibility of adopting new policies; conducting assessment and research to gauge support of all campus constituencies; developing policy goals and policy language; developing an implementation schedule for policy and support for affected individuals to sustain policy; developing a case to be presented to all constituencies, including the university administration and Board of Trustees.

Composition of the task force:

- Two co-chairs: Nancy Buhrer; Skeff Thomas

- Two or three student representatives: Brooke Neary, Jaime Kisthardt

- Representative(s) from Dean of Student's office: Joe Mulligan

- Representative(s) from Office of Institutional Research: June Ragone

- Representative(s) from University Health Center: Scott Woodside

- Representative(s) from Camden Campus: TBD

- Representatives/experts from Department of Health and Exercise Science: Greg Biren, Joanne Bullard

- Representative(s) from medical professionals at RUSOM and/or CMSRU: Darshan Roy

- Representative(s) from University Facilities, Planning and Design: Arijit De; Jim Lovegrove

- Representative(s) of professional staff and bargaining units: Steve Levine, Cindy Finer

Timeline: Senate process to form/convene/charge task-force—Fall 2016; Task force collect data, input from community, draft policy language, determine support for affected individuals -- AY 2017; Board of Trustees action June 2017 – December 2017; implement September 2017 - January 2018.

Rowan University Policy (Glassboro Campus)

https://confluence.rowan.edu/display/POLICY/Smoking+policy

ROWAN UNIVERSITY POLICY

Title: *Smoking Policy*
Subject: *Student Life*
Policy No: *SL: 2016:12*
Applies: *University-Wide*
Issuing Authority: *President*
Responsible Officer: *Vice President for Student Life and Dean of Students*
Adopted: *08/10/2016*
Last Revision:
Last Reviewed:

I. PURPOSE

This policy provides guidelines regarding the prohibition of smoking in university buildings in compliance with New Jersey state law and applicable regulations and in compliance with University policy.

II. ACCOUNTABILITY

Under the direction of the President, the Vice President for Student Life and Dean of Students shall implement and ensure compliance with this policy.

III. APPLICABILITY

This policy applies to all Rowan University faculty, staff, students, and visitors to all Rowan University campuses.

IV. DEFINITIONS

1. *Electronic smoking device* - an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, hookah or pipe.
2. *Smoking* - the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

V. REFERENCES

1. Rowan University Policy - Student Code of Conduct

VI. POLICY

1. New Jersey statutes state that the right of the non-smoker to breathe clean air supersedes the right of the smoker to smoke.
2. On the Glassboro Campus smoking of tobacco products and the use of electronic smoking devices is prohibited inside and within 50 feet of all academic, residential, service, and administrative buildings.
3. The Stratford Campus became smoke free on July 1, 2012. Smoking is prohibited in all University owned or leased facilities and vehicles.

Rowan SOM Policy

Clean Air / Smoke-Free Environment
In an effort to provide a safe, healthy and comfortable environment for all patients, faculty, staff members, students, volunteers, visitors and the general public, smoking is prohibited in all University owned or leased facilities and vehicles. The Stratford campus became smoke free on July 1, 2012. This policy regarding a clean air / smoke - free environment in all University-owned or leased facilities and vehicles is set to protect the health of non-smoking patients, faculty, staff members, students, volunteers, visitors and the general public; to help those who wish to quit smoking do so; and to serve as an example to the community.

Cooper Medical School of Rowan University Policy
Smoking
PURPOSE: To establish rules which prohibit tobacco smoking in the workplace. 71 Cooper Medical School of Rowan University Student Handbook - Policies Updated 2/22/2016
POLICY: CMSRU, in compliance with PL 1981, Chapter 320, and consistent with the policy of Rowan University, bans smoking inside and within 50 feet of all academic, residential, service and administrative buildings on campus.
SCOPE: This policy applies to all CMSRU medical students, visiting medical students, faculty and staff.
DEFINITIONS: Under PL 1981, Chapter 320, smoking is the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco.
PROCEDURE: New Jersey statutes state that the right of the non-smoker to breathe clean air supersedes the right of the smoker to smoke. CMSRU has adopted a policy to ban smoking inside and within 50 feet of all academic, residential, service and administrative buildings on campus

Rowan College at Gloucester County Policy

Smoke- and Tobacco-Free Environment
Administrative procedure and Board policy 2004, revised 4/18/14

To ensure compliance with New Jersey state law concerning the provision of a smoke-free environment that protects, preserves and fosters the health and safety of all persons, the College prohibits smoking in all buildings and grounds except in designated smoking areas identified by "Smoking Permitted Area" signs.

Rowan College at Burlington County Policy

Smoking Prohibited on College Premises
Policy 604 adopted by the RCBC Board of Trustees March 11, 2014 (superseding the policy of April 18, 2007)

Introduction
1. Smoking on college property by any person at any time anywhere is strictly prohibited. College property includes all college vehicles as well as real estate owned by the college.
2. Rowan College at Burlington County recognizes the health hazards associated with smoking. These health hazards can have serious implications both for the smoker and the non-smoker. Enactment of this policy will promote the health and welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.
3. The effect of this Policy is to prohibit smoking not only in all buildings but also on all areas of college property. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

"Smoking" Defined
For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.

Camden County College Policy

Tobacco-Free Institution Policy
Camden County College is committed to the promotion of the good health of our students, employees and the entire College community by providing a healthy environment in which to learn and work while furthering the mission of the College. Therefore, Camden County College has established this *tobacco-free campus* policy.
1. Smoking and the use of all tobacco or "tobacco-like" products, on all College property by any person at any time, is strictly prohibited.
   – For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco or any tobacco-like product, as well as the use of smokeless tobacco, snuff, or similar substance. E-cigarettes and vapor cigarettes are additionally banned within this policy.
   – College property includes all vehicles and real estate owned, leased, or controlled by the College.

– The use of all tobacco products is prohibited on the grounds, playing fields, walkways, roadways, parking lots, all vehicles on College property and in or around the perimeter of any building.

– This policy shall apply to all students, employees, contractors and visitors on College property as defined above.

2. Camden County College recognizes the health hazards associated with tobacco addiction. The College also recognizes the challenges faced by those addicted to tobacco products. The College supports students' efforts to quit using tobacco products. Visit the Student Advisement Center for options.

3. Any student who violates this Policy shall be subject to fine and disciplinary measures in accordance with the provisions of the Student Code of Conduct as contained in the Student Handbook. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

Additional Resources for Tobacco-Free/Smoke-Free Campus Initiatives

TobaccoFreeCollege Campus Initiative
http://tobaccofreecampus.org/

ANR Americans for Nonsmokers' Rights
Information regarding Colleges/Universities

http://no-smoke.org/goingsmokefree.php?id=447

Link to the Model policy for a **Smokefree** College/University from the group ANR Americans for Nonsmokers' Rights
file://rowanads.rowan.edu/home/mulligan/Downloads/modeluniversitypolicy%20(1).pdf

Link to the Model policy for a **Tobacco-free** College/University from the group ANR Americans for Nonsmokers' Rights
file://rowanads.rowan.edu/home/mulligan/Downloads/modeluniversitytobaccofreepolicy.pdf