

Senate Executive Committee Agenda  
January 22, 2016 at 2:00 PM in Lib 326

1. Process Q proposal to change sub-minors (page 13)
2. 3+1 Degrees at County Colleges: Nursing, Psychology, Liberal Studies, and Law and Justice.
3. Departmental censuses for the allotment of Senators (page 2)
4. Proposal to move Department of Geography and Environment to the School of Earth and Environment (Process Q to follow)
5. Date and location change for all day Senate Meeting: Tuesday, May 17 at 8:30 AM in Eynon Ballroom.
6. Policy on Protection of Minors (page 3)
7. New Presidential Home
8. Inspira land deal tabled by Board of Trustees
9. Rowan Global Revenue Distribution Task force
10. Barnes Award nominations due to Donna Ennis ([ennis@rowan.edu](mailto:ennis@rowan.edu)) by February 12. For more information, visit <http://www.rowan.edu/president/senate/barnes/>

## Number of Senators, Academic Year 2016-2017

Biological Sciences: 17 or 18 faculty, 2 Senators  
Communication Studies: 19 faculty, 2 Senators  
Computer science: 18 faculty members, 2 Senators  
Educational Services and Leadership: 17 faculty members, 2 Senators  
Electrical and Computer Engineering: 13 faculty and professional staff, 1 Senator  
English: 15 faculty, 1 Senator  
Foreign Languages and Literature: 8 faculty, 1 Senator  
Health and Exercise Sciences: 21 faculty, 2 Senators  
History: 14 faculty, 1 Senator  
Journalism: & faculty, 1 Senator  
Language Literacy and Social Cultural Education: 21 faculty, 2 Senators  
Law and Justice: 15 faculty, 1 Senator  
Mechanical Engineering: 15 faculty, 1 Senator  
Management and Entrepreneurship: 17 faculty, 2 Senators  
Marketing/BIS: 16 faculty, 2 Senators  
Math: 36 faculty: 3 Senators  
Music: 22 faculty and professional staff, 2 Senators  
Philosophy and Religion: 10 faculty, 1 Senator  
Political Science and Economics: 11 faculty, 1 Senator  
Psychology: 23 faculty, 2 Senators  
Theater and Dance: 10 faculty, 1 Senator  
Writing Arts: 44 faculty, 3 Senators  
Library: No response yet.  
Professional Staff: No response yet.  
Athletics: 24 members, 2 Senators

The Senate Constitution details how Senators are apportioned:

The academic department, library, the athletics department, the professional staff, and Camden Campus constituencies shall be apportioned senators as follows:

“Fewer than 16 constituency members: One (1) senator.  
At least 16 but fewer than 31 constituency members: Two (2) senators.  
At least 31 but fewer than 46 constituency members: Three (3) senators.  
And so forth, in increments of fifteen (15).”

The Senate is elected in the Spring of the previous year for the next academic year based on the constituency members in the department at that time, not on projected or even expected numbers for the Fall. Once the Senate is constituted it remains as is until the next election cycle regardless of numbers increasing or decreasing within a constituency in a given academic year.”

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**Title:** Protection of Minors

**Subject:**

**Policy No:**

**Applies:** Rowan University

**Issuing Authority:** President & Executive Vice President

**Responsible Authority:** Conference and Event Services

**Adopted:**

**Revisions:**

**Errors or Changes?** [contact information]

## **I. Purpose**

Rowan University is committed to the appropriate supervision and protection for all minors participating in Rowan sponsored events on its campus, minors participating in Rowan sponsored programs, and minors participating in programs sponsored by external entities held in or at Rowan facilities. This policy is intended to provide guidelines for University Colleges, Schools, and Departments to ensure adequate supervision and protection for these minors.

At the very minimum, all employees, representatives, agents, and volunteers of Rowan are required under New Jersey law to report allegations of child abuse that come to their attention. To that end, all employees, representatives, agents, and volunteers have a responsibility and an affirmative duty to report actual or suspected child abuse, including physical abuse, child sexual abuse, and child neglect and the University has a responsibility to make sure they can do so without fear of retaliation or reprisal. Reports of child abuse should be made immediately to Rowan Department of Public Safety and to the New Jersey Division of Child Protection and Permanency at 1-877-NJABUSE.

## **II. Accountability**

This policy should be read by and is applicable to all employees, students employed by Rowan, contractors, representatives, volunteers, or agents of the schools, departments and units that are a part of Rowan University.

### **III. Applicability**

It is the policy of Rowan University that employees, students employed by the university, contractors, representatives, volunteers, and agents have a duty to follow this policy to ensure appropriate protection and supervision of minors participating in Rowan sponsored programs, and minors participating in programs sponsored by external entities held in or at Rowan facilities. In addition, all employees, students employed by the university, representatives, agents, and volunteers are required under applicable state law to report suspected instances of abuse or neglect of a minor.

Other than the Mandatory Reporting Requirements under this policy, this policy shall not apply to Rowan's traditional academic activities involving enrolled students who are under the age of 18.

In addition, Rowan operates an early childhood educational program which is subject to additional statutory and regulatory requirements for the provision of childcare and education. Nothing stated herein is intended to limit Rowan's ability to implement additional policies for its early childhood educational program.

This policy shall not be applicable to events that are open to the public. Further, this policy shall not apply to events where children will be chaperoned by their parents or an adult chaperone who is not affiliated with Rowan during their presence in or at rowan facilities.

### **IV. The University complies with the following related documents:**

- A. insert any related guidance documents or on line training materials.**
- B. Whistleblower Policy ("Reporting Compliance & Ethics Concerns")**
- C. Lab Safety Policy**

### **V. Attachments**

- A. Protection of Minors Registration Form**

### **VI. The Policy**

#### **A. Definitions**

This policy is subject to the following definitions:

**Minor** - A person under the age of eighteen (18) participating in a Rowan sponsored Program or a Program operated in or at University facilities. Please note that while all suspected instances of abuse or neglect of a minor must be reported under the Protection of Minors Policy and state law, other Policy requirements are not applicable to Students under the age of 18 who are enrolled in the Rowan undergraduate program or Summer/Winter Session courses.

**Programs** - Programs and activities offered by any academic, administrative or athletic unit of the University, or by non-University groups using University Facilities. This policy is not applicable to Programs offered or sponsored by another Entity where Rowan students, Staff, or faculty, or other affiliated individual engage in volunteer or other activities with minors (e.g., Rowan students who volunteer at Ronald McDonald House).

**Sponsoring Unit** - The academic, administrative or athletic unit of the University that offers a Program or gives approval for the use of University facilities.

**Authorized Adult** - Individual(s), paid or unpaid, who is(are) authorized to supervise or regularly chaperone minors. An authorized adult must be at least eighteen (18) years of age.

**Direct Contact Position or Job Title** - Position or job title that includes responsibility to exercise direct supervision, guidance, or control of minors, which may include counselors or volunteers under the age of eighteen (18) years.

**One-on-one Contact**- Interaction between any Authorized Adult and a minor without at least one other Authorized Adult, parent or legal guardian present.

**Abuse, neglect** - A child who is under the age of 18 is considered to be abused or neglected when a parent or caregiver does the following: inflicts or allows to be inflicted physical injury by other than accidental means that creates substantial harm or risk of substantial harm to the minor; fails to provide proper supervision or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so to the minor; or commits or allows to be committed an act of sexual abuse against a child.

**B. Reporting Requirements**

Anyone subject to this policy who suspects that a minor has been subject to abuse or neglect must immediately notify the Rowan Department of Public Safety at [insert number].

In addition, New Jersey law (NJSA 9:6-8.10) requires all persons who have reasonable cause to believe that a minor has been subject to abuse or neglect to report it to the

New Jersey Division of Child Protection and Permanency, formerly the Division of Youth and Family Services (DYFS) at 1-877-NJABUSE (1 -877-652-2873).

The University will not retaliate against any individual who reports a reasonable belief that a minor has been subject to abuse or neglect.

**C. Procedures for Programs Involving Minors Operated by any Unit of Rowan University**

Sponsoring units operating a Program involving minors (not including minors matriculated as undergraduate students or enrolled in Summer Session or Winter Session courses) must operate the Program in accordance with the following guidelines:

**1. Registration**

Sponsoring units operating a Program involving minors must register any Program including participants who are minors with Conference and Event Services. To register the Program, Sponsoring Departments shall complete the Registration Form and submit it to Conference and Event Services at least thirty (30) days before the Program.

**2. Measures to prevent abuse of minors**

- a. All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations.
- b. Criminal background investigations of Authorized Adults and those who hold Direct Contact Positions or Job Titles must be conducted.

The investigation must include both a criminal background check and a sex offender registry check. If such a background investigation indicates a record of sexually based offenses or crimes against minors, that individual may not participate in the Program. If other offenses are revealed by such a background investigation, the offenses will be reviewed by Public Safety, in consultation with Risk Management and the Office of General Counsel, to determine whether participation in the Program by that individual is permissible. Background investigations of employees who continue in employment in the Program must be repeated at least every 5 (five) years.

- c. Authorized Adults participating in programs and activities covered by the policy must not, unless required by exigent circumstances:
  1. Have contact with minors in one on one situations.

- a. When feasible, there should be two or more Authorized Adults present during activities when minors are present.
  - b. Where not feasible, an Authorized Adult may supervise a group of minors.
  - c. Private one-on-one instruction is the accepted standard in limited educational settings, such as music lessons. In those situations, the Program shall take reasonable and appropriate measures to ensure the safety of minors. Such measures shall include at a minimum, notification to the Parents or Guardians of the minors of the intended educational setting and a signed acknowledgment of same.
2. Enter a minor's bedroom, bathroom facility, or similar area when that minor is staying overnight in University housing without another Authorized Adult in attendance.
  3. Share accommodations with minors, with the exception of minors' parents or guardians sharing accommodations with their own children.
  4. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
  5. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  6. Provide vehicular transportation to minors at any location, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
  7. Provide alcohol or illegal drugs to any minor.
    - a. Authorized Adults must not provide prescription drugs or any medication to a minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment.
- d. All Authorized Adults participating in a Program covered by this Policy are required to attend annual training on the conduct requirements of this Policy, on protecting minors from abuse, and on required reporting of incidents of improper conduct to the proper authorities.
  - e. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a Program, that Authorized Adult shall not be permitted to participate in the Program until such allegation has been satisfactorily resolved by the University.

**D. Measures to maintain adequate supervision of minors:**



1. Whenever feasible, all activities involving minors should be supervised by at least two or more Authorized Adults or by the minor's parent(s) or legal guardian(s) at all times.
  - a. "Adequate supervision" will depend upon the number and age of minor participants; the activity(ies) involved; the type of housing, if applicable; and age and experience of the supervisors.
2. Students who are at minimum 18-years-old and are participating in the program as either employees or volunteers may supervise minor participants, subject to the same policy requirements provided herein.
3. Where University Housing is provided, programs must adopt and implement rules and regulations for proper supervision of minors while in housing. The following minimum standards must be included:
  - a. All Programs involving housing of minors must register with Conference and Event Services and receive advance permission of the Program.
  - b. Guidelines on adequate number of staff for supervision of minors in particular activities.
  - c. Written permission signed by the parent/guardian for the minor to reside in University housing, including contact information for parents and emergency medical authorization. This permission form should be maintained by Conference and Event Services and a copy shall be provided to the Office of risk Management.
  - d. Guests of participants, if allowed, (other than a parent/legal guardian and other Program participants) are restricted to visitation in common areas only of the building, and only during approved hours specified by the Program.
  - d. The Program must comply with all security measures and procedures specified by Residential Learning.
  - e. Pre-enrollment visit programs for High School students housed overnight in residence halls must be registered with the Office of Residence Life.

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**Comment [1]:** Should we have a separate report to Residential Learning or will there be coordination between these offices?

**E. Measures to Address Medical and Emergency Situations involving Minors:**

1. Authorization of and Access to Emergency Medical Services

- a. An authorization for medical treatment, release of medical information (HIPAA), emergency treatment and general medical liability waiver form must be completed by the parent or guardian of each participant.
  - b. Programs must arrange for access to emergency medical services at all locations. Medical care appropriate for the nature of the events, expected attendance and other variables should be taken into consideration. In case of emergency, individuals must call 9-1-1.
2. Distribution or administration of medications
- a. Medication may be distributed to the participant by Program staff only in accordance with written authorization from the participant's parent or legal guardian. All such medication must be provided in its original pharmacy container labeled with the participant's name, name of the medication, dosage and timing of consumption. Over-the-counter medications must be provided in the manufacturers' original container.
  - b. Staff shall keep medication in a secure location, and at the appropriate time for distribution shall meet with the participant, as appropriate given the nature of the Program.
  - c. Any medication which the participant cannot self-administer must be stored and administered by a licensed healthcare professional associated with the University. If no one is available, arrangement must be made with another health care professional in advance of the participant's arrival.
3. Safety measures for laboratory or research activities

All programs which include laboratory or research activities must follow appropriate safety measures approved by the Rowan Office of Environmental Health & Safety.

4. Notification of parents in an emergency

Programs must establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions.

**F. Policy for Programs Involving Minors Operated by Outside Parties in University Facilities or on University Property**

Any program involving minors operated by outside parties on Rowan property or in/at Rowan Facilities must be operated consistent with the guidelines of this Policy. All contracts for the use of University facilities by outside parties for

Wheatcroft, Melissa 1/15/2016 12:17 PM  
**Comment [2]:** How do we address this today?

programs involving minors must reference this requirement and provide a link to this Policy.

#### G. Minors Not Participating in a Rowan Program

Rowan is a University campus and is generally not a proper environment for Minors who are not directly accompanied by a parent or guardian unless they are registered in a Program planned for Minors and adequately supervised by adults who have the appropriate training and credentials. Accordingly, the following rules shall apply:

- Rowan students who have a Minor relative, friend or other guest visit them on campus for extended periods of time (e.g., overnight) must register the visitor at least 24 hours in advance of the stay by completing the guest registration form [where/how?] of the appropriate residence hall or house. The student must provide documentation that the Minor's parent or guardian approves the visit.
- Rowan students may not babysit Minors in their campus housing, including but not limited to dormitory rooms. This prohibition applies even if the student is not being paid for babysitting.
- Pursuant to other University policies and/or Federal and/or State laws and regulations, Minors should not be present in certain facilities and environments. If a parent or guardian brings his or her Minor child to work, the parent or guardian is responsible for the Minor's welfare and must ensure that the Minor child does not visit such restricted facilities or environments.
- Minors must not be left unsupervised on Rowan's campus. It is the responsibility of those who bring minors to campus (including Rowan Program Directors or those individuals designated by third party programs) to ensure appropriate and continuous supervision.

Wheatcroft, Melissa 1/15/2016 12:17 PM

**Comment [3]:** What is the current process for registering overnight guests through Residential Learning? Do we allow overnight guests who are under 18?

Protection of Minors Registration Form  
Please submit this form with the Event Request Form

Wheatcroft, Melissa 1/15/2016 12:17 PM  
**Comment [4]:** To be placed into format for forms

Program Name

Program Purpose

Please attach a brief description of the Program

Contact Name

Contact Phone

Contact Email

Secondary Contact

Program Dates: Start/End time(s):

Is this Program new? Y/N

Age range of minors in Program (check all that apply): 6-12 years 13-17 years

Estimated number of minor participants:

Type and number of Program Personnel (check all that apply):

Adult volunteers Regular employees

Professional educators Temporary employees

College students Other (specify)

I am aware that the Rowan Protection of Minors Policy requires all Authorized Adults in the Program to have a current criminal background check completed and on file. Further, all Authorized Adults must receive training to the requirements of this Policy.

All Programs involving minors must be operated in accordance with the requirements of the Protection of Minors Policy. By signing below, you are acknowledging your receipt of this Policy and that your Program will be operated in accordance with the requirements of this Policy.

Name and Title

Signature Date

**Proposal Title:** Changes to Sub-Majors: Minors, Concentrations, Specializations, Certificates of Undergraduate Study, and Area of Study Certification Program and Senate Curricular Program Definitions.

**Sponsor(s):** Erin Herberg, Senate Curriculum Committee Chair

**Changes:** The changes in this proposal represent the recognized need to streamline and clarify sub-major/minor degrees available to students. Currently five official degree or non-degree options are available to students; some departments also offer Tracks in their programs, although neither the state nor the University recognizes that term as a curricular option. Of those six, the distinctions between specialization, concentration, track and minor are often unclear to students, parent, employers, graduate institutions and other constituencies. This proposal reduces those six options to four, making our undergraduate offerings clearer to our local constituencies; more consistent with state terminology, other institutions of higher education; and more compatible with current record keeping systems (Banner and Degree Works). Additionally this proposal more clearly defines the boundaries of each of these non-degree options, allowing the university to communicate more clearly our students' educational achievements.

**1. Modifications to the definition and criteria for a Minor**

<b><i>From</i></b>	<b><i>To</i></b>
<b>Minor Program:</b> A grouping of selected, related and approved courses that originate under a major degree program. The minor has stated goals and a suggested distribution and sequence of courses to include lower and upper level. Minors shall consist of a minimum of 18 semester hours.	<b>Minor Program:</b> A focused area of study constituting 18 to 29 credit hours of lower and upper level courses. A Minor represents a coherent area of study associated with or drawn from a major or discipline, or may include courses from multiple programs.

This change removes the requirement that minors must reflect a direct relationship with existing or concurrently proposed new BS/BA degrees in name and shared curriculum. This change allows programs more flexibility in creating minor area of studies embedded in majors and related to their discipline as well as allowing minor in inter-disciplinary studies.

**2. Conversion of all existing non-degree programs known as Concentrations to Minors.**

The term *Concentration* currently identifies many non-degree programs across campus. All these programs (generally 18 to 24 credit hours) will be become *Minors* since they essentially function as minors based on the number of credit hours (see change 1 above). This conversion will be implemented by the Registrar's office and will not require curriculum review, including for those concentrations that may exceed the newly upper-defined limits for a minor.

All programs will be asked by the Senate Curriculum Chair to confirm this conversion for their existing concentrations. Programs that prefer not to have an existing concentration converted to a minor, or for programs where it is not appropriate to convert their concentration into a minor (such as the Honors Program) will be advised to work with the Provost's Office to determine the best alternative action.

**3. Remove the non-degree program nomenclature of *Specialization* and modify the curricular criteria for the non-degree program Concentration**

<i>From</i>	<i>To</i>
<b>Specialization:</b> Courses pursued by a student within a major degree program that are focused in a cohesive area of the major program. Specializations have a minimum of 12 semester hours.	<b>Eliminated and replaced with the nomenclature <i>Concentration</i></b>
<b>Concentration:</b> A concentration has two definitions: The first is a coordinated grouping of courses in disciplines that do not have major degree programs or a grouping of courses with a program name that does not correspond to an existing degree program. The second is an inter/multi-disciplinary grouping of courses focused on common subject matter. Concentrations consists of a minimum of 18 semester hours and a maximum of 24 semester hours. Concentrations shall have stated goals and a suggested distribution and sequence of courses.	<b>Concentration:</b> A focused area of study constituting 12 to 17 credit hours available to students as part of a major degree. Completion of a concentration is noted on students' transcripts. Undergraduate degrees are not required to offer Concentrations, may require all students to choose a Concentration, or can allow students the option to choose a Concentration. Concentration hours count toward the total required for the major degree and students must complete all degree requirements for the major to receive credentialing for a Concentration.

While it is obviously confusing to reuse and redefine the term Concentration, and while it would be preferable to use another term (or even keep the term Specialization), this term corresponds with state terminology and the Banner degree category for a credentialing of an area of study within a major, ultimately allowing for clearer tracking, accounting, and credentialing options within Major degree programs.

**4. Conversion of all existing non-degree programs known as Specializations to Concentrations**

The conversion of existing Specializations to Concentrations will be implemented by the Registrar's office and will not require curriculum review, so departments will not need to submit paperwork. That also applies to existing specializations that may not meet or that exceed the stated lower and upper credit hour limits for a concentration.

**5. Modifications to the definition and criteria for a Certificate of Undergraduate Study**

<b>From</b>	<b>To</b>
<p><b>Certificate of Undergraduate Study:</b>            A CUGS is a certificate of study for matriculated, undergraduate students. CUGS range from 12 to 16 credits. CUGS offer certification of focused academic study within a discipline or interdisciplinary theme and are designed to augment options such as minors and concentrations.</p>	<p><b>Certificate of Undergraduate Study:</b>            A coherent and definable area of study constituting 12 to 17 credit hours of focused course work (4 courses) that is not as extensive as a minor. Completion of the certificate is noted on students' transcripts and is intended as a supplement to majors, minors, and concentrations and may be open to non-matriculated students.</p> <p>This Certificate may require additional prerequisites associated with upper-level courses or a prerequisite to for the certificate itself (a maximum of 6 credit hours).</p> <p>The Certificate may be restricted to students outside an undergraduate degree or minor, or specialization related to the Certificate of Undergraduate Study. Students may only double count only one course (3 to 4 credits) from another single major, minor, or other certificate of undergraduate program they concurrently completing to fulfill the requirements for a Certificate of Undergraduate Study. A minimum of 6 credit hours of the certificates' core course work must be completed at Rowan.</p>

These minor modifications to the existing Certificate of Undergraduate reflect the increased role they will have in providing educational opportunities for our students (matriculated and non-matriculated students) in defined focus areas. Allowing prerequisites within or for the certificate allows for the development of advanced or specialized certificates. Restricting the number of credits that can be double-counted in the certificate and any other single major degree, minor, or other concentration thwarts potential danger of over-credentialing and misrepresentation of educational achievement. The requirement that a minimum number of credit hours for the Certificate be completed at Rowan was part of the original Certificate of Undergraduate Study proposal (proposal 13-14-9011).

**6. Modifications to the definition and criteria to the Area of Study Certification Program**

<b>From</b>	<b>To</b>
<p><b>Area of Study Certification Program:</b> An undergraduate program (Post-Bac) comprised of a coherent pattern of courses (18-30 semester hours). Normally, the program is open only to graduates, but other qualified individuals may apply.</p>	<p><b>Certificate of Post-Bachelorette Study:</b> a focused program of undergraduate study beyond a bachelor's degree consisting of 18 to 30 credit hours. The post-baccalaureate is intended to prepare students professionally or for future graduate work.</p>

This change clarifies the difference between this certificate, which historically has functioned as certification for post-baccalaureate study and the Certificate of Undergraduate Study.

**7. Modifications and corrections to curricular definitions for degree and non-degree programs. These definitions will appear on the Senate Curriculum website and will guide curricular review.**

<b>From</b>	<b>To</b>
<p><b>Major Program:</b> A pattern of courses, normally within a discipline, as required for an undergraduate degree.</p>	<p><b>Major: Bachelor of Arts/Bachelor of Science:</b> A focused area of study that results in an undergraduate degree. All major degree programs will have a minimum of at 12 credit hours of common coursework that all students are required to complete in addition to any specializations, restricted electives, advisory tracks of study, or other program options.</p> <p>A Bachelor of Arts: 30 to 39 credit hours of focused course work, which combined with free electives (21 to 39 credit hours) and general education requirements (42 to 60 credit hours)* result in a total of 120 credit hours and graduation.</p> <p>A Bachelor of Science: 60-64 credit hours of focused course work, which combined with free electives (4 to 18 credit hours) and general education requirements (42 to 54 credit hours) * result in a total of 120 to 122 semester hours and graduation.</p> <p>Specialized Bachelor of Arts or Bachelor of Science: 60+ credit hours of hours of</p>



<b>From</b>	<b>To</b>
	<p>focused course work which combined with free electives (0-18) and with general education requirements (42 credit hours)* and free electives result in a minimum of a 120 credit hours.</p> <p>While special circumstances may warrant a proposed major to vary in the recommended credit hour structure, the variation will need to be sufficiently explained and justified in the program proposal.</p> <p>All New BA/BS degrees require preliminary Board of Trustees approval before being submitted to the university curriculum process. This initial approval is coordinated with the Provost's Office. New Degree Proposals also require formal State and final Board of Trustees approval before final implementation.</p> <p><i>*These credit hour divisions do not reflect the new Rowan Core and will change upon its implementation.</i></p>
<p><b>Minor Program:</b> A grouping of selected, related and approved courses that originate under a major degree program. The minor has stated goals and a suggested distribution and sequence of courses to include lower and upper level. Minors shall consist of a minimum of 18 semester hours.</p>	<p><b>Minor:</b> A focused area of study constituting 18 to 29 credit hours of lower and upper level courses. A Minor represents a coherent area of study associated with or drawn from a major or discipline, or may include courses from multiple programs.</p> <p>Minors that are inter/multidisciplinary need to be housed and administered by a specific department or departments</p> <p>While special circumstances may warrant a proposed Minor to vary in the recommended credit hours, the variation will need to be sufficiently explained and justified in the program proposal.</p> <p>All new Minor degree programs require notification to the State and the Board of Trustees by the Provost Office before final implementation.</p>

<b>From</b>	<b>To</b>
<p><b>Concentration:</b> A concentration has two definitions: The first is a coordinated grouping of courses in disciplines that do not have major degree programs or a grouping of courses with a program name that does not correspond to an existing degree program.</p> <p>The second is an inter/multi-disciplinary grouping of courses focused on common subject matter.</p> <p>Concentrations consist of a minimum of 18 semester hours and a maximum of 24 semester hours Concentrations shall have stated goals and a suggested distribution and sequence of courses.</p>	<p><b>Concentration:</b> A focused area of study constituting 12 to 17 credit hours available to students as part of a major degree. Completion of a Concentration is noted on students' transcripts. Undergraduate degrees are not required to offer Concentrations, but they may require all students to choose a concentration, or can provide students the option to choose a Concentration. Concentration hours count toward the total required for the major degree and students must complete all degree requirements for the Major to receive credentialing for a Concentration.</p> <p>While special circumstances may warrant a proposed Concentration to vary in the recommended credit hours, the variation will need to be sufficiently explained and justified in the program proposal. All new Concentrations require notification to the State and the Board of Trustees by the Provost Office before final implementation..</p>
<p><b>Specialization:</b> Courses pursued by a student within a major degree program that are focused in a cohesive area of the major program. Specializations have a minimum of 12 semester hours.</p>	<p><b>Eliminated</b></p>
<p><b>Certificate of Undergraduate Study (CUGS):</b> A CUGS is a certificate of study for matriculated, undergraduate students. CUGS range from 12 to 16 credits. CUGS offer certification of focused academic study within a discipline or interdisciplinary theme and are designed to augment options such as minors and concentrations. A CUGS proposal should specify the population of students for whom the certificate is intended and the educational (and if appropriate, professional) benefit for students. The balance of lower- and upper-level</p>	<p><b>Certificate of Undergraduate Study:</b> A coherent and definable area of study constituting four courses totaling 12 to 17 credit hours of focused course work. Completion of the certificate is noted on students' transcripts and is intended as a supplement to majors, minors, and concentrations and may be open to non-matriculated students. This Certificate may require additional prerequisites associated with upper-level courses or a prerequisite to for the certificate itself (a maximum of 6 credit hours).</p>

<b>From</b>	<b>To</b>
<p>requirements in light of the educational intent should be explained and justified.</p>	<p>The Certificate may be restricted to students outside an undergraduate degree or minor, or specialization related to the Certificate of Undergraduate Study. Students may only double count one course (3 to 4 credits) from another single major, minor, or other certificate of undergraduate program they concurrently completing to fulfill the requirements for a Certificate of Undergraduate Study. A minimum of 6 to 8 credit hours of the certificate's core course work must be completed at Rowan.</p> <p>Any variation to the recommended credit hours for the Certificate of Undergraduate Study needs to be explained and justified in the certificate proposal. Additionally, the proposal should specify the intended student population (matriculated or non-matriculated, majors, etc.) and the educational (and if appropriate, professional) benefit for students. The balance of lower- and upper-level requirements, as well as prerequisites, should also be explained and justified in the certificate proposal.</p> <p>All new Certificates of Undergraduate Studies require notification to the State and the Board of Trustees by the Provost Office before final implementation.</p>
	<p><b>Tracks:</b> a recommended selection of courses within a degree program or minor that represents a focused area of study (or banks of courses) and also completes defined requirements for degree completion. Tracks are informal advisory pathways. For example, a program may require a student to complete 12 credit hours program electives out of 8 courses. Those 8 courses could be divided into two banks and by completing 4 courses in one of those banks, the student completes the existing degree requirements while focusing in a specific area. Tracks are</p>

<b>From</b>	<b>To</b>
	non-curricular (they do not require curriculum review), are totally internal to the program, and students receive no credentials for completing the track.
<p><b>Area of Study Certification Program:</b> An undergraduate program (Post-Bac) comprised of a coherent pattern of courses (18-30 semester hours). Normally, the program is open only to graduates, but other qualified individuals may apply.</p>	<p><b>Certificate of Post-Baccalaureate Study:</b> a focused program of undergraduate study beyond a bachelor's degree consisting of 18 to 30 credit hours. The post-baccalaureate is intended to prepare students professionally or for future graduate work.</p> <p>Any variation to the recommended credit hours for the needs to be explained and justified in the Certificate of Post-Baccalaureate Study proposal. Additionally, the proposal should specify the student population the certificate is intended and the educational or professional benefit for students. The balance of lower- and upper-level requirements should also be explained and justified.</p> <p>All new Certificates of Post- Baccalaureate Study require notification to the State and the Board of Trustees by the Provost Office before final implementation.</p>
<p><b>Graduate Program:</b> A pattern of courses, normally within a discipline, leading to graduate certification, master's degree or doctoral degree.</p>	<p><b>Master of Science/Master of Art Degree:</b> a focused program of graduate study consisting 30 to 36 credit hours.</p> <p>Admission requirements are defined by the program or department in consultation with Global Learning and Partnerships.</p> <p>All new graduate MA/MS degrees require preliminary Board of Trustees approval before being submitted to the university curriculum process. This initial approval is coordinated with the Provost's Office. New Degree Proposals also require formal State and final Board of Trustees approval before final implementation.</p>

From	To
	<p><b>Ph.D. Program:</b> a focused program of graduate study constituting a maximum of 72 credit hours beyond a Master's degree.</p> <p>Admission requirements are defined by the program or department in consultation with Global Learning and Partnerships.</p> <p>All new Ph.D. degrees require preliminary Board of Trustees approval before being submitted to the university curriculum process. This initial approval is coordinated with the Provost's Office. New Degree Proposals also require formal State and final Board of Trustees approval before final implementation.</p>
<p><b>Certificate of Graduate Study (COGS) and Certificate of Advanced of Graduate Study (CAGS):</b></p> <p>Certificate program proposals will need to indicate which level of certificate is being sought. The COGS indicate graduate level achievement and the CAGS indicate achievement beyond the Master's degree. It will consist of a coherent pattern of 9-24 semester hours of graduate courses. Applicants seeking admission to a certificate of advanced study program must meet normal admission requirements except that G.R.E. scores will not be required. No more than three (3) semester hour credits from other institutions may be transferred to meet requirements of this program. Course work offered for these Certificates, while in every way appropriately designated graduate course work, may not necessarily fulfill programmatic requirements in individual graduate programs or conceivably in any graduate program except as electives</p>	<p><b>Certificate of Graduate Study:</b> a focused area of coherent study at the graduate level generally consisting of 9 to 12 credit hours of graduate course work.</p> <p>Certificate of Graduate Study coursework may be applied toward graduate degree completion, but does not necessarily need to fulfill any specific degree requirements.</p> <p>The minimal admission requirement for a Certificate of Graduate Study is a completed baccalaureate degree. Any additional admission requirements are be defined by the program or department.</p> <p>All new Certificates of Graduate Study require notification to the State and the Board of Trustees by the Provost Office before final implementation.</p>

<b>From</b>	<b>To</b>
	<p><b>Certificate of Advanced of Graduate Study (CAGS):</b> a focused area of coherent study beyond the master's level generally consisting of 9 to 12 credit hours of graduate course work.</p> <p>The minimal admission requirement for a Certificate of Graduate Study is a completed Master's degree. Any additional admission requirements are defined by the program or department.</p> <p>All new Certificates of Advanced Graduate Study require notification to the State and the Board of Trustees by the Provost Office before final implementation</p>

**b. Implementation and Resources**

1. Changes 1, 5, and 6: Modifications to the Definition and Criteria for a Minor, Certificate of Undergraduate Study, the Area of Study Certificate Program

Implementation: Fall 2016

Resources: None

2. Change 7: Modification/Clarification of degree and non-degree programs for the University Senate Curriculum Website.

Implementation: Fall 2016 (maybe be dependent on implementation of 3 below)

3. Change 2, 3, and 4: Redefining concentrations, eliminating the nomenclature *specialization* and converting existing concentrations to minors and conversion of existing specializations to concentrations.

These conversions will require a rather massive system change involving the the coordinated efforts of the Registrar's Office and IRT. The first stage will require the conversion of existing Concentrations to Minors. The conversion will need to be completed and tested to ensure the integrity of current and historical records in Banner and GRAD/Degree Works. After all existing Concentrations (18 to 24 credit non-degree programs) have been converted to Minors, then existing Specializations can be converted (renamed) Concentrations. Unfortunately this conversion is complicated by the fact that *concentration* is a default and non-editable term in Banner.

Implementation: Beginning Summer 2015 – dependent upon resources.  
Resources: Sufficient resources are imperative for the timely and efficient implementation of these conversions. The registrar's office, which is already under-resourced has identified the need for two additional staff members. At least one additional staff person is needed to support the GRAD/Degree Works update associated with these changes and another staff person is needed for ISS functions (see attached consult letter).

## **II. Results of Consultation**

**Consultations Requested:** Rebecca Gollihur, Registrar