1. Task force on Diversity and Inclusion (page 2)
2. Proposed changes to Registrar's policiesand procedures (page 3)
3. Possibility of offering online SIR II evaluation https://www.ets.org/sir_ii/administration/online_delivery/

Task Force on Diversity and Inclusion in the Rowan Core

Because a university education should help our students to become informed, thoughtful, and productive citizens, that education should help them to understand and engage the increasing diversity of the campus, and country. Given the importance of students' developing the academic foundation and interpersonal skills necessary to be productive members of a culturally diverse campus, state, and nation, this task force will develop a plan for integrating diversity and inclusion in the Rowan Core.

The task force should:

- Examine how other colleges and universities have implemented a diversity and inclusion requirement
- Develop and establish a standard for diversity and inclusion proficiency in Rowan Core
- Identify which existing courses could be included
- Investigate the syllabi of existing courses to ensure they meet the established standard
- Examine if new courses need to be developed to meet the standards
- Consider staffing and training requirements
- Investigate existing and desirable campus resources to support the curricular and co-curricular advancement of diversity and inclusion
- Investigate the fiscal impact of potential changes
- Ensure the course (or courses) do not violate the Lampitt Law
- Ensure the course (or courses) do not slow the time to graduation

The task force membership will include:

One representative from College of Communication & Creative Arts:
One representative from the College of Business
One representative from the College of Engineering
One representative from the College of Science & Mathematics
One representative from the College of Performing Arts
One representative from the College of Education

One representative from the College of Humanities & Social Sciences

One representative from the School of Earth and the Environment
One representative from the School of Health Professions
One representative from the Office of Social Justice and Conflict Resolution
One representative from the Senate Diversity Committee
Four students

Timeline: The task force should convene no later than February 1, 2017 and submit their final recommendations to the Senate by December 1, 2017.

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 registrationrelated 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
<mark>Items highlighted in yellow have already been implemented due to shifts that occurred between RG and Registrar.</mark>

#	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 deadlin and grace period so Bursar and students have time to work out payments before charging fees |

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
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 prope 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): o Pre-req: instructor and chair o P/NC: instructor o Duplicate Crse. Waiver: chair o Course repeat: chair o 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 al or in a timely manner ▪ Need more flexibility (fo Registrar and acad. Depts.) to be able to process our many override requests efficiently

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#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
4	**Regular Drop/Add Period**	▪ The dates for the full term	▪ Same with the addition of Rowan Global drop/adds: ▪ If the course length/Part of	▪ See "actual practice"	▪ This is not a change to past policy or practice, but we are

		d d s	drop/add have always reflecte 5 busines days from the start of the term.	Term in which the course appears is **3 weeks or shorter:** ○ 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		simply puttin Rowan Global and main campus/Registrar dates together, makingthem easier to find and follow ▪ Need drop/add dates fo all course lengths.

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change

| 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</u> drop/add <u>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 | ▪ 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 easil 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.) |

				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.	

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for chan
6	**Late star** : **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 proce and form so students and sta don't unnecessarily complete late add form fora class that has not ye begun ▪ Eliminate confusion and need for multiple signatures ▪ Working to try to put lat st registration proce online but in the meantime, manual process of some type is needed. ▪ Also need to ensure tha anyone going through th notifies Aid so that they packaged/adjusted correctly with the prope numbe of credits

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#	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 midterm & requires instructor signature only and uses a W grade ▪ Late Withdrawal is between midterm & 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	▪ 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	▪ Deadlines have to be percentages and not actual weeks, and must reference course/Part o Term (not term) in orde to serve our many courses of differing lengths. ▪ There is confusion about being able to withdraw for academic reasons an we would like to make th withdraw process more streamlined and remove hardship from at least th portion/form to make it clear that students can withdraw for any reason up to the 75% point of th course (See hardship form.) ▪ With 6 (or more) academic colleges addressing hardship issues, it is not possible t be fair and consistent across the board - and currently, it

		WF AND can only be used in documented hardship cases		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	happens tha a student who withdraw 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 wa suggested during the recent financial aid audit, that there should not be obstacles to withdraw in 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 /pr ocess** | ▪ Currently hardship withdrawal is the final/latest part of course withdrawal – which is repasted below: ○ Hardship Withdrawal is last 4 weeks of term, requires instructo r, chair, and dean signature s and uses either a WP or WF AND can only be used in documen ted hardship cases | ▪ Same as policy but we often need many exceptions and often documentati on is not attached or there isn't verifiable documentati on, 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/termlong 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 (courseand costs and aid) adjustments) which is necessary per aid audit and for return of Title | ▪ Deadlines have to be percentages and not actual weeks, and must reference course/Part of Term (not term) in orde to serve our many courses of differing lengths.
▪ By separating from the withdrawal form, it will mean fewer forms overa and less confusion regarding when documentationis and is not needed
▪ New process acknowledges that hardship could occur at any time (not just final 25% of course/term) an we need to provide more flexibility and optionsto students
▪ This change would make the hardship process a one-stop shop so that hardship cases are evaluated fairly and |

				IV funds which must be done within 45 days		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 remove additional obstacles from the course withdrawal process and therefore, is again, more in line with the financial aid audit
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#	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 th 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 th student if requested properly and within deadlines, but we should make this official policy so there is no confusion