

Senate Executive Committee Agenda  
Friday, February 15, 2019 at 2:00 PM in Lib 404

1. Update on curriculum software
2. Update on replacement Macs
3. Update on Tech Park air quality (separate file)
4. Update on Middle States Self-Study (Jeff Bonfield)
5. Agora/greenhouse between Campbell and Chamberlain
6. Resolution on county college partners offering four year degrees (page 2)
7. Update on Rowan Global

## **Resolution on Four Year Degrees at County Colleges**

The Rowan University Senate completely and enthusiastically supports our partnerships with both Rowan College of Gloucester County and Rowan College of Burlington County. Our affiliations with those institutions have created new opportunities for thousands of residents of New Jersey and the surrounding regions, providing students with high quality Rowan University degrees at an affordable price. Our faculty have worked with our colleagues at RCGC and RCBC to develop programs in Law and Justice, Nursing, Psychology, Communications, Liberal Studies, Biology, Computing and Informatics, Inclusive Education, Mechanical Engineering Technology, and Electrical Engineering Technology. We look forward to creating additional high quality degrees with our county college partners.

We recently learned that Salem County College plans to offer the first four year bachelors degree at a two year college in New Jersey, and other county colleges have indicated they may attempt to offer their own four year degrees. We have very serious concerns with those plans. None of the New Jersey county colleges have any experience with four year degrees, and we doubt they could offer the quality programs our students deserve.

We look forward to continuing to offer four year degrees on the campuses of our county college partners. However, if either RCGC or RCBC decides to offer four year degrees on their own, we would urge the President and the Board of Trustees to immediately remove the Rowan name from those institutions. It would be unfair and deceptive for those institutions to market their own degrees under the Rowan name.

## Assignment of Semester Credit Hour

### ROWAN UNIVERSITY POLICY

Title: Assignment of Semester Credit Hour

Subject: *Academic Affairs*

Policy No:

Applies: *University-Wide*

Issuing Authority: *Provost / Senior Vice President for Academic Affairs*

Responsible Officers: *Deans, University Registrar, Global Learning & Partnerships, Academic Scheduling,*

Adopted: January 2019

Last Revision: NA

Last Reviewed: interim

### **PURPOSE**

To ensure University compliance with Federal and State regulations regarding the awarding of academic credit;

To ensure that the semester credit hour is a valid unit of measure of student learning;

To establish authority for defining academic value commensurate with the semester credit hour in terms of the instructional level, cognitive effort, and/or time requirement associated with student work;

To identify processes for assignment of the semester credit hour for all types of courses, disciplines, programs, credential levels, and formats, regardless of modality;

To describe procedures for course and term scheduling in accordance with the semester credit hour policy.

### **ACCOUNTABILITY**

Under direction of the Provost/Senior Vice President for Academic Affairs, the Office of the University Registrar, the Division of Global Learning & Partnerships (Rowan Global), and the Office of Academic Scheduling shall implement the policy and Deans and Department Chairs/Heads shall ensure compliance with the policy.

### **APPLICABILITY**

This policy applies to all academic programs offered by Rowan University, exclusive of the professional medical degree programs offered by the Cooper Medical School of Rowan University and Rowan University School of Osteopathic Medicine.

## REFERENCES

34 CFR §600.2 *Definitions*.

N.J.A.C. 9A:1-1.2. *Definitions*.

N.J.A.C. 9A:1-2. *General Program Standards*.

Federal Register Vol. 75, No. 209. October 29, 2010. Rules and Regulations. Department of Education. *Definition of a Credit Hour* (§§ 600.2, 602.24, 603.24, and 668.8).

Office of Postsecondary Education GEN-11-06 “*Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010.*”

University Senate Curriculum Process (Attachment 1)

University Academic Calendar Policy (Attachment 2)

Academic Scheduling Policies (Attachment 3)

Rowan Global Course Schedules (Attachment 4)

## DEFINITIONS

**Federal definition of “credit hour”:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR §600.2 *Definitions*.)

**State definition of “semester credit hour”:** 150 minutes of academic work each week for 15 weeks in one semester, which is typically accomplished by 50 minutes of face-to-face class activity each week complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length) but may also be accomplished through an equivalent amount of academic work as established by an institution, which may include additional class time, laboratory work, internships, practical studio work, and other forms of academic work. (N.J.A.C. 9A:1-1.2. *Definitions*.)

**See also:** N.J.A.C. 9A:1-2. *General Program Standards*; Federal Register Vol. 75, No. 209 *Definition of a Credit Hour*; Office of Postsecondary Education GEN-11-06 *General Guidance*.

## POLICY

### 1. Requirements

- i. Semester credit hours shall be assigned to academic work and awarded to students for completion of academic work in compliance with Federal and State definitions of the credit hour and in accordance with commonly accepted practice in higher education.
- ii. As appropriate and feasible, term and course scheduling of class time should align to the units of time referenced in Federal and State definitions as the approximate equivalent of the credit hour to facilitate compliance.
- iii. Scheduling of class time for online courses shall be simulated through voice-over lectures, discussion activities, virtual office hours, and other tools commensurate with this approximate equivalent.
- iv. Where alignment of term and course scheduling of class time to this approximate equivalent is not appropriate or feasible, an institutionally established equivalency for semester credit hours to be assigned and awarded shall be determined based on a verifiable rationale and/or methodology.

### 2. Responsibilities

- i. Semester credit hour assignment occurs through the curriculum process overseen by the University Senate Curriculum Committee. New courses and associated semester credit hour assignments as well as changes to existing credit hour assignments are reviewed and approved by the appropriate College Curriculum Committee, Chair of the University Senate Curriculum Committee, and the Office of the Provost.
- ii. Semester credit hours assigned to courses are entered in the Banner system by the University Registrar.
- iii. Scheduling of all classes in the Banner system, including data entry, data validation, and auditing of data, is performed by the Office of Academic Scheduling.
  1. Schedules for traditional full semester classes are provided by the academic departments using the Contact Hour Grid. The Contact Hour Grid conforms to the provisions of the University Academic Calendar policy and to State and Federal definitions of the credit hour with respect to instructional time.
  2. Schedules for online classes, winter session classes, summer session classes, and extension classes are provided by Rowan Global and are constructed to ensure delivery of the same instructional hours per semester credit hour as a full semester class.
    - a. For accelerated face-to-face courses, the equivalent amount of instructional time per credit is scheduled within the course duration.
    - b. For online courses, the Rowan Online Instructional Designer facilitates the management and incorporation of simulated class time.
- iv. In certain cases such as independent study, studio work, laboratory and clinical practice, experiential learning, study abroad, and thesis/dissertation projects, assigned semester credit hours may not align to scheduled class time. These and other such variances shall be approved by the appropriate Dean and/or Department Chair/Head based on a verifiable rationale and/or methodology, which may include evaluation of course equivalency in accordance with the transfer credit policy; review and endorsement by a programmatic

accreditor; use of a commonly accepted approximation; or definition of a measure of student learning in terms of outcomes, products, performance or other means of verifying achievement of academic objectives represented by the semester credit hour.

**Attachment 1**

[University Senate Curriculum Process](#)

**Attachment 2**

[University Academic Calendar Policy](#)

**Attachment 3**

[Academic Scheduling Policies](#)

**Attachment 4**

[Rowan Global Course Schedules](#)

## **Ad Hoc Committee on Sustainability**

Because climate change is perhaps the most pressing problem facing the globe, it's crucial that the University dramatically increases our commitment to sustainability. Toward that end, we propose creating an Ad Hoc Committee on Sustainability that will examine how the University might work toward incorporating sustainability issues into the curriculum, carbon neutrality, reduce our production of solid waste, streamline and improve our recycling efforts, , any other efforts they deem appropriate.

### Committee Composition:

At least one faculty member from each college and school, including CMSRU and SOM

At least one librarian

At least two professional staff

Two members of Facilities (McFarland?)

Four students/SGA rep

[Who else?]

