

Senate Executive Committee Agenda
February 28, 2020 at 2:00 PM in Lib 404

1. Rowan Core equivalencies (page 2)
2. CUGS definition (page 5)
3. Emeritus policy (page 6)
4. Coronavirus strategies and travel restrictions
5. All changes to final exams need to go through Chris Fields. No required course work can be scheduled on reading day.
6. Possible changes to T&R process
7. Deadline for final grades
8. Update on West Campus athletic fields

Rowan Core Transfer Credit Policy

(Feb 21, 2020 draft)

The Rowan Core literacy requirements are waived for transfer students with an earned A.A. or A.S. degree from a NJ community/county college. For all other students, the following criteria will be used to determine whether transfer credits fulfill Rowan Core requirements.

These criteria are intended to make it easier for students to count transfer credits earned elsewhere, while still preserving the integrity of assessment in our own Rowan Core courses. By establishing transfer equivalencies to the various Rowan Core literacies, students and advisors can easily see which courses and exams are satisfying Rowan Core requirements.

Role of the Learning Assessment and Rowan Core Committee

Starting in Fall 2020, the new *Learning Assessment and Rowan Core Committee* (LARC, merging the existing *Rowan Core* and *Learning Outcomes & Assessment* Committees) will be responsible for establishing equivalencies between transfer courses or exams and the various Rowan Core literacies.

The LARC Committee will be composed as follows:

- Chair
- One faculty member from each college and school
- Two additional faculty members
- Two professional staff advisors
- One librarian
- One AFT representative

As needed, the LARC Committee chair will recruit additional faculty and professional staff to help review proposed Rowan Core transfer equivalencies.

Prior to Fall 2020, an ad hoc group consisting of members of the *Rowan Core Committee*, advisors and Registrar staff will set up equivalencies for the highest priority transfer courses and exams. This group can begin their work as soon as the new *Rowan Core Transfer Credit* policy is approved.

Workflow for Establishing Transfer Equivalencies

A course or exam that comes in from another institution with no established transfer equivalency will go out to the relevant department chair or head on the Outstanding Data report. The chair or head can choose from the following three options:

- (1) The exam or course is directly equivalent to a Rowan course that is already in Rowan Core
Here, nothing more needs to be done. Once the equivalency is set up, students will automatically satisfy the Rowan Core literacy requirement through this transfer credit.
- (2) The exam or course is directly equivalent to a Rowan course that is not in Rowan Core
Here, the equivalency to this Rowan course will be set up. The chair or head will also have the option to flag the transfer course or exam for consideration by the LARC Committee as potentially satisfying a Rowan Core literacy.

(3) The exam or course is not directly equivalent to any Rowan course

Here, the exam or course will be set up to count as either a free elective or a subject elective (e.g., *HIST 05075 GEN ED History*). The chair or head will again have the option to flag the transfer course or exam for consideration by the LARC Committee as potentially satisfying a Rowan Core literacy.

Any transfer courses or exams flagged by the chair or head for consideration as potentially satisfying a Rowan Core literacy (in options 2 or 3) will be forwarded to the LARC Committee by the Registrar's Office. The requested equivalency will be examined either by the whole committee or by a sub-group of the committee. LARC will use the provided course descriptions to determine whether the course adequately aligns with some of the outcomes of that Rowan Core literacy. (Note: an approved transfer course or exam can be used to satisfy only one Rowan Core literacy.)

If the committee approves this request, then one of the following actions will be taken:

(A) If the transfer course or exam is directly equivalent to a Rowan course that is not in Rowan Core (option 2 above), then a Rowan Core literacy attribute will be added to the equivalency.

For example, suppose a county college course called *Acoustical Physics* was established as equivalent to the Rowan course *Physics of Sound and Music*, which is not currently in Rowan Core. If the LARC Committee approved the transfer course as satisfying the Rowan Core Scientific literacy, then this attribute would be added for all students who have earned transfer credit for this exam or course (from this specific institution). Importantly, however, adding a Rowan Core attribute to a transfer course or exam does not change the Rowan Core status of any equivalent course here at Rowan. So, in this example, students who took the equivalent *Physics of Sound and Music* at Rowan could not use it to satisfy the Rowan Core Scientific literacy, since this course is not currently included in Rowan Core. This policy is important for two reasons. First, it protects the right of departments to decide which courses they want to include in Rowan Core. Second, it preserves the integrity of our general education model, where departments need to have an approved plan for assessing students in the course based on the outcomes for that literacy. This policy should not create any impediments for students here at Rowan, since they will have easy access to advising on which courses satisfy Rowan Core requirements.

(B) If the transfer course or exam is not directly equivalent to any Rowan course (option 3 above), then it will be made equivalent to a generic Rowan Core placeholder course, showing which Core literacy it satisfies—and potentially also which attribute from the former general education model that it satisfies.

The Registrar's Office will build these placeholder courses, using the CORE subject code, for each Rowan Core Literacy—and, as needed, for each combination of a Rowan Core literacy and an attribute from the former general education model. Since these are not actual courses, no curriculum proposals will be needed to set them up

Applying and Appealing Transfer Credit Decisions

Newly approved Rowan Core transfer credit equivalencies are not date dependent, so they will also apply to students who previously took the transfer course or exam.

A record of all approved Rowan Core transfer credits will be maintained at the existing transfer credit database, which can be found here:

- <https://sites.rowan.edu/registrar/transferring-credits/transfer-credit-evaluation-database.html>

Advisors and faculty are not permitted to add a Rowan Core exception to a particular course or exam if there is not an established equivalency. However, students, faculty or advisors can appeal to have a transfer course or exam count as satisfying a Rowan Core literacy. These appeals follow the existing credit appeal process run through the Registrar's Office, and they will be forwarded to the LARC Committee for review. The LARC Committee will maintain a record of all transfer credit decisions and their rationales, along with any appeals.

Concentration: a focused area of study constituting 12 to 17 credit hours of coursework within a major degree. Generally, a Concentration is composed of program electives. Completion of a concentration is noted on students' transcripts provided students declare the Concentration through their advisors. Concentration coursework counts 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 special circumstances may warrant a proposed concentration to vary in the recommended credit hours (12 to 17), the variation will need to be sufficiently explained and justified in the program proposal.

If individual majors offer students concentration options for their respective degrees, the total degree credit hours (120) must be the same for all students regardless of the option that they take. Additionally, all options for the degree must share a core set of course requirements (generally a minimum of 12 credit hours).

For majors proposing one or more CUGS instead of concentrations, please see the CUGS section below for more details.

Certificate of Undergraduate Study (CUGS): provides credentialing for students completing a coherent and definable area of study constituting at least four courses totaling 12 to 17 credit hours. Completion of the CUGS is noted on students' transcripts provided that students declare the CUGS through their advisors. A CUGS is usually intended as a supplement to majors, minors, and other concentrations, and may be open to either or both matriculated and non-matriculated students.

The CUGS may require additional prerequisites associated with upper-level courses or prerequisites for the CUGS itself beyond the core course work of 12 to 17 credit hours. While there is no cap on the number of prerequisite credits, sponsors must indicate the prerequisites for any courses within the CUGS*. Generally, a CUGS within a major may double count no more than two courses. A CUGS may double count more than two courses when there is a demonstrated business or industry demand, a need to provide stackable credentials within the major, or a demonstrated inability to provide a concentration that does not exceed the 120 credit limit.

*For courses within the CUGS that have a long list of prerequisites courses, a list or flowchart indicating those courses must be included within the proposal.

Title: Emeritus/Emerita Status

Subject: Academic Affairs

Policy No: AA:YYYY:Sequential Number

Applies: Applicable to the all University Faculty

Issuing Authority: Provost and Senior Vice President for Academic Affairs

Responsible Officer: Provost and Senior Vice President for Academic Affairs

Date Adopted: Enter Date Policy Was Published in Confluence in MM/DD/YYYY Format

Amended: Enter Date Policy Was Revised in Confluence in MM/DD/YYYY Format

Last Revision: Enter Date Policy Was Last Reviewed by IRT/ITSB in MM/DD/YYYY Format

I. PURPOSE

The purpose of this policy is to establish the criteria for eligibility, the procedure for conferral and approval, and the privileges of Emeritus/Emerita Status.

II. ACCOUNTABILITY

The Provost shall implement and ensure compliance with this policy.

III. APPLICABILITY

This policy applies to Rowan University faculty, [librarians](#) and senior administrators holding academic rank.

IV. DEFINITIONS

Emeritus/Emerita Status is an honor held by retired faculty members [and librarians](#) in recognition of the meritorious and sustained contributions and achievements they made to their discipline and to the University.

V. POLICY

Generally, the title Emeritus or Emerita will be added to the academic rank held at the time of retirement. Faculty members who hold the rank of associate or full professor whose principal duty at the time of retirement is in the administration will have the title Emeritus or Emerita added to the administrative title held at the time of retirement. They may also have the Emeritus title added to their academic rank, i.e. "Dean Emeritus of the H.M.R. College of Engineering and Professor Emeritus of Chemical Engineering"

1. Eligibility

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- a. A minimum of ten academic years of full-time continuous service at Rowan University.
 - b. Holding a tenured position.
 - c. The university Office of Human Resources determines that the retiring faculty member or librarian is in good standing at the time of the retirement request
2. Procedure
- a. A faculty member who is eligible for Emeritus/Emerita Status provides written notification of the intended retirement to Human Resources, the Chairperson/Head of their department and Dean of the college. The faculty member will also request the status and indicate the preferred title of either Emeritus or Emerita.
 - b. Human Resources verifies faculty standing in the university and provides a written notification to the Provost
 - c. Dean provides a nomination letter to the Provost. The letter will highlight the faculty accomplishments while at Rowan University
 - d. Provost will consider the nomination and make a final recommendation to the President. Faculty will be notified of the Provost decision.
3. Exclusions or Special Circumstances
- a. Emeritus/emmerita status may not be granted to faculty who are leaving the university in order to accept a full-time faculty appointment at another higher education institution.
 - b. Upon special recommendation, the Provost may grant emeritus/emmerita status to faculty and researchers who do not hold a tenured position, such as professors of practice, clinical professors, research professors, and lecturers.
4. Privileges of Emeritus/Emerita Status
- a. The right to use Rowan affiliation while conducting scholarly and related external activities; such as attending or presenting at conferences, authorship of books and papers, interacting with alumni and others in the professional community, etc.
 - b. Maintain Rowan University email account
 - c. Request to maintain their names in the university webpages/faculty profiles
 - d. Use of Library resources (Physical, as well as virtual)
 - e. Use of recreational facilities at reduced rate
 - f. Receive faculty discounts (when applicable) for university events (e.g. performing arts, athletics)
 - g. Participate in academic convocations, award ceremonies, commencement (in full regalia if so desired), and other academic events

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Commented [CDB1]: Tied in with the administrator title privileges – can someone also request something like Founding Chair and Professor Emeritus of Civil and Environmental Engineering? If so, does that need to be stated here or is it implied?

Commented [HEV2]: Is there a formal policy for this? Like how exactly is it done. If a faculty member is retiring who meets the basic requirements for emeritus status automatically notified by HR, or does the faculty member have to make a special request for this status?

Commented [HEV3]: Again, the steps here seem confusing. Exactly what is being requested. Is the faculty request for emeritus status a form? A letter? What needs to be in that letter or form. It seems this needs to be spelled out. What exactly should the faculty member include in their request.

Commented [HEV4]: So what is the basis of the evaluation upon which the Dean and the Provost is basing their recommendation/decision. The document previously states emeritus status recognizes "meritorious and sustained contributions and achievements [...] made to their discipline and to the University."

This is pretty subjective. Should we be concerned about how politics and personal differences might subvert the equity of this process? Well, I think we do....

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Commented [CDB5]: A really long comment here – coming from Stew Slater. Suggested new statement is at the end. ... [1]

Commented [VCL6]: I agree with Stew's / Doug's expansion of (b) but wonder if it might also relate to (l)—the privilege of keeping a laptop. Perhaps we need

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Commented [CDB7]: For these sorts of access plus labs etc the faculty would need to maintain the id card also. Does that need to be stated?

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- h. Request access to department/college laboratory facilities, and common office and administrative space with the understanding that instructional, research, and service requirements of the tenure-track faculty have priority
- i. Request a parking permit of the same type as granted to employees
- j. Receive correspondence and parcels at a department address.
- k. Attend, without vote, department and college meetings
- l. Retain the laptop computer held at the time of retirement with the understanding that Rowan University will not support the maintenance needs of the device
- m. Ability to mentor Undergraduate research students, clinic students, or graduate students.
- n. Ability to serve on thesis/dissertation committees.
- o. Act as co-principal investigator or senior personnel in Rowan University grant proposals consistent with the policies of Rowan University Office of Sponsored Programs
- p. Access to, and fiscal management of, grants/accounts already started as a full-time faculty member (as PI or co PI), until the grant expires/project ends.

Commented [CDB8]: Trying to imply access to access to copier/scanner, shredder, kitchen, conference, ...

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Commented [SMJ9]: This list is subject to approval by other administrative offices. May change in final version.

Commented [HEV10]:
Since this list is rather long, can divide and organize by types of privileges?

There a much larger issues to be considered as other's have pointed out. However, in the final document, we need to work on parallel grammatical construction. It will make this list much clearer.

Commented [CDB11]: Another privilege that is specific to a few faculty who wish to continue sponsored scientific/technical research activities for a few more years. This would be consistent with the privilege granted in the draft document allowing an emeritus faculty to continue to advise students (undergrads and graduate), and engage in future research projects.

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VI. POLICY COMPLIANCE

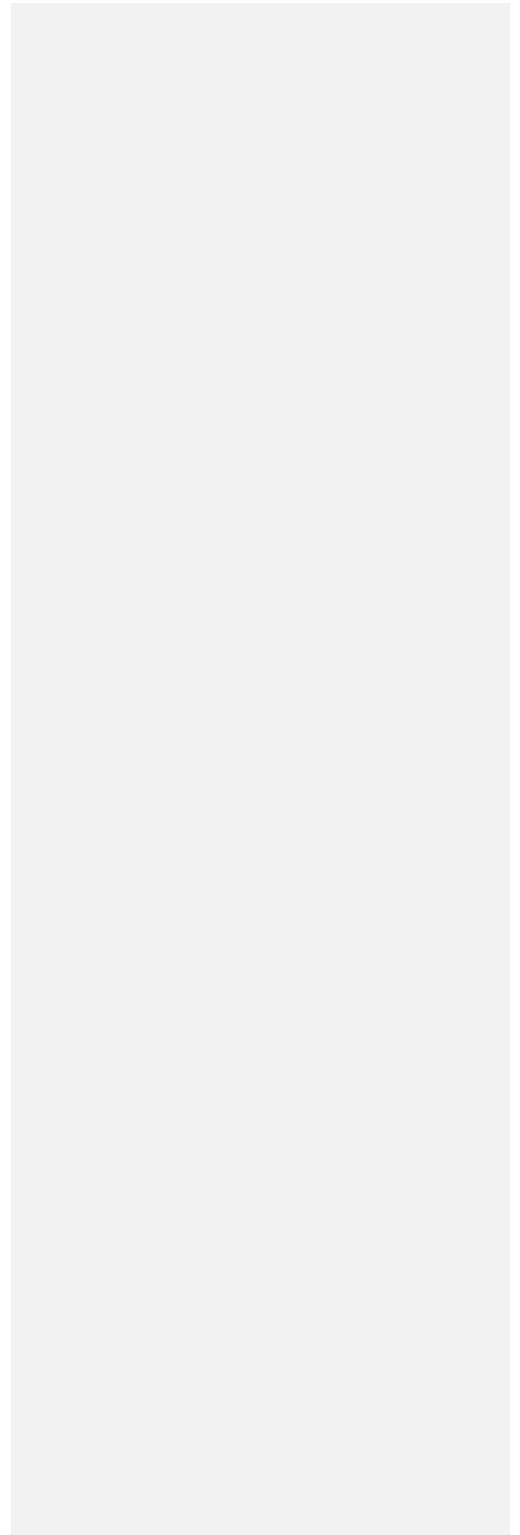
Office of the Provost and Office of Human Resources are responsible for compliance with this policy.

By Direction of the Provost:
Antony M. Lowman, Ph.D.
Provost and Senior Vice President for Academic Affairs

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A really long comment here – coming from Stew Slater. Suggested new statement is at the end.

Item (b) should be expanded. One thing I see missing is necessary for someone continuing collaborative research at Rowan. Anyone conducting scientific/technical research these days, definitely needs to have Rowan Network access to obtain software (and updates) with the University software normally provided to faculty members in their home departments, whether supplied by University network, or Department/College, for their laptops. I understand this would be expensive and time consuming, but would ask that this be done at least for one year after someone retires, to allow continuity and for the faculty member to finish research they are currently engaged. They also need access to common folders in the University network where all their research files are maintained, so that these can be shared, and continuity allowed for existing projects in which engaged with other faculty/students. For example, the O: (collaborative department & project/research) drives, along with the individuals existing H: (personal) drive. I use these daily and would require them to continue my work. They are more robust and allow original software to be used to its full extent, not possible with Google drive. For instance, if a faculty member is currently working on a research method, manuscript, book, etc, their files are resident in these drives, and collaboration with other faculty usually is an ongoing process. If the faculty member is no longer situated on-campus, then the continuation of VPN privileges is needed. This is again more robust and allows usage of computational and file organizational abilities not found in ExanDrive, which is not as robust for the numerous research applications.

“RU Network Account access: e-mail, software access, access to H: (personal) drive and O: (collaborative department & project) drives, VPN access. This also includes the ability to have software (updates provided for one year after retirement) with the University software normally provided to faculty members in their home departments, whether supplied by University network, or Department/College, for their laptop.”

I agree with Stew's / Doug's expansion of (b) but wonder if it might also relate to (l)—the privilege of keeping a laptop. Perhaps we need a section for “computing privileges.” I would also like to see the one-year update for software replaced by something that indicates access to email, H and O drives, and all programs normally available to full-time faculty can be available and updated as necessary for all professors emeriti who remain research active. Wouldn't that actually be to Rowan's benefit? Many universities encourage their retirees to continue to research and publish, using their university affiliation. Sounds like a win-win to me, and although not everyone would take advantage of this, it seems respectful of our professional lives to make it possible for research activity to continue after retirement. I would like to see continued IT support for professors emeriti whether they are using a Rowan laptop or a personal one.