

University Senate Meeting

MINUTES

January 31, 2005

Science Hall - 126

In Attendance: Jim Abbott, Pat Alexy-Stoll, Herb Appelson, David Applebaum, Bryan Appleby-Wineberg, Lorin Arnold, Joe Bierman, Greg Biren, Lori Block, Kate Boland, Larry Butler, Bill Carrigan, Bruce Caswell, Jay Chaskes, Joe Coulombe, Roberta DiHoff, Richard Earl, Robert Fleming, Tom Fusco, John Gallagher, Kathy Ganske, Dorie Gilchrist, Judy Holmes, Gabriela Hristescu, Karlton Hughes, Cristina Iftode, Ihsan Isik, Martin Itzkowitz, Frances Johnson, David Klassen, Lee Kress, Phillip Lewis, Mark Matalucci, Robin McBee, Ellen Miller, Eric Milou, Janet Moss, Esther Mummert, Jim Newell, Joe Orlins, Anne Philips, Robi Polikar, Kathryn Quigley, Natalie Reaves, Tanya Schmidt, Charles Schultz, Karen Siefring, Christopher Simons, Kathleen Sma ves, TaTj Ory Bwidt, Satalin Itzkowit9ern

LAS: Humanities Ellen Miller Philosophy/Religion
LAS: Social Sciences Mark Chapell Psychology
Engineering Kevin Dahm Chemical Engineering
Business Kathleen Pereles Management/MIS
Communication Carl Hausman Journalism
Education Nick Schmelz Elementary/Early Childhood
Professional Staff Carol Eigenbrot CAP
Library Judy Holmes
AFT
Ex officio member Muriel Frierson Registrar

Motion to approve committee, seconded and carried.

PROCEDURES FOR GEN ED PROCESS C:

1. The original (printed) worksheet and General Education Process C cover page must be sent to the Senate Office by February 11th. No copies are needed. Forms can be found at: <http://www.rowan.edu/president/senate/test.html>

2. An electronic copy of the worksheet only (either the Excel or Word version) must be emailed as an attachment to Eileen Stutzbach, stutzbach@rowan.edu, by February 11th. Eileen will post all departments' proposals at:
http://www.rowan.edu/president/senate/curriculum_proposal/current_proposals/index1.html

Motion to approve the nominees to the General Education Proposal Review Committee, seconded and carried.

COLLEGE	NAME	DEPARTMENT
FPA	Bryan Appleby-Wineberg	Music
LAS: Math/Sci	David Klassen	Phys/Ast
LAS: Humanities	Ellen Miller	Phil/Rel
LAS: Social Sciences	Mark Chapell	Psychology
Engineering	Kevin Dahm	Chem. Eng.
Business	Kathleen Pereles	Mgt/MIS
Communication	Carl Hausman	Journalism
Education	Nick Schmelz	Elem Ed/Early Chi.
Professional Staff	Carol Eigenbrot	CAP
Library	Judy Holmes	

AFT
Ex officio member Muriel Frierson Registrar

Technological Resources: Gabriela Hristescu
Garbiela introduced the revised Web Policy, with highlighted paragraphs indicating the current revisions:

Web Policy

I. Introduction

The purpose of the Rowan University Web Site is to serve as an informational and educational resource to the campus community as well as the world. Rowan supports the use of the Web by its students, faculty and staff as a tool of communication, information access and learning.

The Rowan University Web Policy establishes standards of aesthetics, editorial quality, consistency and accuracy for Rowan's Web Site while ensuring freedom of

speech and encouraging creativity. The policy also sets guidelines for the efficient and appropriate use of shared computer resources.

The Rowan University Web Site is a diverse compilation of all aspects of campus life. While it is important to reflect our diverse community, it is also essential that the Rowan Web Site links all aspects of this community in a professional manner, consistent with the University's Mission and image. A level of consistency must be maintained amongst all "Official" Web Sites/Pages and for this reason there are a number of technical, aesthetic and content guidelines to which Rowan Web Site/Page creators and managers must adhere.

All Rowan University Web Sites/Pages, both "Official" and "Unofficial", are managed by Rowan University Web Development within the division of Information Resources (IR). All maintenance and development of Web Sites/Pages, as well as enforcement of Web Policy guidelines, is conducted by Web Development. The Web Coordinator oversees Rowan University Web Development under the guidance of the Associate Provost for Information Resources and the Web Oversight Committee. This committee meets each semester and whenever necessary to discuss the Web Policy, violations of the policy, and/or any other immediate or long-term Web issues. (See Section III, Web Oversight and Management, for more detailed information.)

This policy is likely to change frequently due to the ever-changing nature of technology and the Internet.

II. Types of Web Sites/Pages

There are two types of Web Sites/Pages: "Official" and "Unofficial."

"Official" Web Sites/Pages represent the University and are intended for the official day-to-day business functions and communication/marketing efforts of the University. These sites must comply with specific University guidelines and must go through a review process conducted by Rowan University Web Development.

"Unofficial" Web Sites/Pages reflect the personal views and interests of individual faculty, students or staff and do not require official approval. Such Web Sites/Pages must, however, adhere to specific guidelines as set forth by this policy and are permitted as long as the author complies with existing local, state and federal laws, as well as Rowan University policies and procedures.

Any Web Sites/Pages that are part of the business functions and communication/marketing efforts of the University, as well as those representing any aspect of academic, administrative, or campus/student life at Rowan University, are considered "Official" Web Sites/Pages. These Web Sites/Pages must meet specific design and content guidelines as set forth by the Web Oversight Committee. All Official Web Sites/Pages must use the Official Rowan University Web Template(s) unless otherwise approved by the Web Oversight Committee. Please contact Rowan University Web Development regarding use of the Official Web Template(s).

Official Web Sites/Pages include Rowan's home page and all Web Sites/Pages of offices and/or departments governed by the Office of the President, the Office of the Provost, the Division of Administration and Finance, the Division of Budget and Planning, the Division of University Advancement and the Division of Student Affairs.

All of these Web Sites/Pages are obligated to comply with all existing design and content guidelines outlined in the Rowan University Web Policy and must use the highest standard of design as set forth by the Web Oversight Committee. Rowan University Web Development must verify that the Web Site/Page has met the design and content guidelines before going "live" on the Rowan University Web.

2. Design and Content Guidelines:

To ensure consistency in quality and message, Web Sites/Pages must use the Official Rowan University Web Template(s) designed by Rowan University Web Development. These templates have been created in an effort to maintain the overall image of Rowan University and are subject to change at any time. Rowan University Web Development must be consulted in the development of all Official Web Sites/Pages. These Web Sites/Pages must be created and implemented in accordance with the following list of requirements.

Required Information

- Full name of "Rowan University" on the site's home page and in the browser title of each Web page. "Rowan," "Rowan College," and any other use of an outdated name/logo of the school are prohibited.
- Every page should have a link to the Rowan University home page and should be listed in text as "Rowan University Homepage".
- Every page should have a link back to the Division, Department, Office or College home page from which it originated.
- Images used on sites must be copyright and/or trademark free, or proper authorization must be obtained for the use of the images on the site. Graphics, video, audio or text created by another entity may not be placed on a Web Site/Page without demonstrated permission of the artist or author. (Please see Section VII.B - Copyright and Use of Images, page 10 for additional information.)
- All photographs, other than those taken by a University Publications, University Relations or University Marketing approved photographer, must be approved by Rowan University Web Development before being placed on an Official Web Site/Page.
- Use of the Rowan University Logos must be in accordance with the Office of University Publication's Graphic Standards Policy. Operating an academic and/or administrative web site/page does not grant that office the right to create its own logo for the web. The Rowan Web Site is merely an electronic form of publication for the University and in turn, the same rules of general print publication apply. Proper use of the Rowan University logo, as determined by University Publications however, is permitted.

- Clear identification of the Division, Department, Office or College should be on each page of the site.
- Contact Information for the Division, Department, Office or College should be on each page of the site: This includes the mailing address, phone number, fax number and email address as it appears below.

Name of Department
 Rowan University
 Building
 201 Mullica Hill Road
 Glassboro, New Jersey 08028

phone · 856.256.xxxx / fax · 856.256.xxxx / email · x@rowan.edu

- Official Rowan University Footer on the bottom of the page as it appears below:

Rowan University o 201 Mullica Hill Road o Glassboro, New Jersey
 08028Phone / 856.256.xxxx o Contact the x@rowan.edu with questions or
 comments.©2004 Rowan University. All Rights Reserved.

To more clearly identify those Web Sites/Pages that are considered "Official," it is mandatory that the above footer appear on any and all Official Web Sites/Pages on the Rowan Web. A dynamic footer in the format presented above, including copyright information, is available for use through Rowan University Web Development, as well as a dynamic "date last-modified" tag.

- Hypertext Links should be "spelled out," for example instead of a link that states "Email Us" which directly opens up your emailing software, make the link say, "Email us at x@rowan.edu" with the address being the link. This eliminates confusion for the user.

- All Official Web Sites/Pages must be in compliance with Section 508 of the Rehabilitation Act (Amendments to the Americans with Disabilities Act) and use features that make Web Sites/Pages accessible to disabled users.

As a result of this law, all Official Web Sites/Pages must follow the following guidelines:

- o All images and animations must be accompanied by the ALT attribute of the HTML image tag.
- o No Web Site/Page will be built using frames.
- o No Web Site/Page will use image maps.
- o All Web Sites/Pages must be created initially in HTML. Web Sites/Pages created in Flash can only be used as secondary pages to the HTML site. Both the HTML and Flash site must contain identical information and be equally as developed as judged by Rowan University Web Development.

(Please see Section VII.A - Compliance with the Rehabilitation Act-Section508 of the Americans with Disabilities Act, page 9 for additional information.)

3. Submission and Approval Process:

Official Web Sites/Pages must be reviewed and approved by the department chair, unit manager, college dean and/or local webmaster, including updates and revisions. The manager/chair and/or local webmaster must then forward the proposed page or revision to Rowan University Web Development, who will ensure the Web Site/Page meets all design and content guidelines. Once approved, the

Web Site/Page will be stored on the server(s) and/or linked to the Rowan University Web Site.

While it is not necessary for authors of Unofficial Web Sites/Pages to receive approval before publishing their Web Sites/Pages on the Rowan University Web, there are specific guidelines that must be met. Students, faculty and staff maintaining Unofficial Web Sites/Pages, including student organization Web Sites/Pages, should be created and implemented in accordance with the following requirements:

a. Required Information

- All Unofficial Web Sites/Pages must include the name and e-mail address of the individual responsible for managing it.

the Web site, including news and events listings, as well as content for the Rowan University Home Page.

The Web Oversight Committee meets at least each semester and periodically reviews the site and makes decisions about policy issues and violations of the Web Policy. This committee includes representatives from Admissions, Information Resources, University Marketing, University Publications, University Relations, the University Senate and Student Government Association. Additional representatives may be invited to advise on a particular issue but are not considered official members of the committee and so they cannot vote on a particular issue.

Rowan University Web Development will conduct a quarterly review of all Official Web Sites/Pages to monitor compliance with Web policy rules. Should a site not pass compliance, written correspondence will be sent to the "webmaster" and the departmental/organizational chair of that Web site. The "webmaster" and/or departmental/organizational chair will then have approximately fifteen days to make the appropriate corrections, etc. to the site. If, within fifteen days, there is no return correspondence to Rowan University Web Development, IR will have full authority to remove the Web site from the Rowan University Network.

If a Web Site/Page contains content objectionable as prohibited by local, state and/or federal law, it will be removed immediately from the network by IR. Written correspondence will be sent to the "webmaster" and the departmental/organizational chair of that Web site. The "webmaster" and/or departmental/organizational chair will then have approximately fifteen days to make the appropriate corrections, etc. to the Web Site/Page if they would like it to be reinstated on the Rowan University Network. If the "webmaster" and/or departmental/organizational chair does not agree with the actions, they will have the ability to appeal. (Please see Section V. - Appeals Process, page 9 for additional information.)

IV. Complaints or Violations of Policy

Complaints about the content of material on any of Rowan's Official or Unofficial Web Sites/Pages should be directed to Rowan University Web Development in IR. If the Web Oversight Committee agrees that a complaint is valid and constitutes either temporary or permanent removal from the Rowan Web, the Web Coordinator will send a written correspondence to the "webmaster" and the departmental/organizational chair of that Web site. The "webmaster" and/or departmental/organizational chair will then have approximately fifteen days to make the appropriate corrections, etc. to the site. If, within fifteen days, there is no return correspondence to Rowan University Web Development, IR will have full authority to remove the Web site from the Rowan University Network.

Official & Unofficial Web Sites/Pages

Official and Unofficial Web Sites/Pages may be removed from the Rowan University Web Site if Rowan University Web Development, under the advisement of the Web Oversight Committee and department manager or dean, determines a page's content violates existing local, state or federal laws and/or existing University policies. Violations that may be cause for removal include but are not limited to:

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- Advertising commercial services or products. (Please see Section VII.D - Commercial Use, page 10-11 for additional information.)
- Using a Web site for commercial use, personal business or personal gain (Please see Section VII.D - Commercial Use, page 10-11 for additional information.)
- Secretly acquiring and/or publishing private or confidential information without the user's permission (i.e.: directory information, student records or addresses, etc.)
- Purposely introducing a virus, malware or other malicious programs to a University computer or network.

In cases where there is a violation of applicable laws or policies, Rowan University Web Development will convene a hearing where the Web Oversight Committee and appropriate managers and/or deans will review the matter.

Based on the findings, the Committee can immediately suspend individual access privileges and/or remove links to the Rowan University Network and Web Site. The Web Oversight Committee may refer the case to other offices, which may take additional action. The author of such a Web Site/Page will have the ability to appeal the decision. (Please see Section V. - Appeals Process, page 9 for additional information.)

V. Appeals Process

Individuals whose Web Sites/Pages have been removed or whose access to the Rowan University Network has been suspended by the Web Oversight Committee may appeal the decision directly to the Associate Provost of Information Resources or to the Office of the Provost. Either of them may override the Web Oversight Committee's decision. Those wanting to appeal a removal or suspension have

As a federally funded institution, Rowan University is required to create and maintain Web Sites/Pages that are accessible by all people, including those with physical disabilities. For this reason, Official Web Sites/Pages must be in compliance with the ADA and use features that make Web Sites/Pages accessible to disabled users. (Please see Section II.A.2 - Official Web Sites/Pages - Design and Content Guidelines, page 3-5 for additional information.) Authors of Unofficial Web Sites/Pages, while not required to use these specific elements, are encouraged to follow the same guidelines.

For additional resources available from the Web Accessibility Initiative, Web Site/Page authors should consult <http://www.w3.org/WAI>.

B. Copyright and Use of Images

All Web Site/Page authors must comply with U.S. laws governing copyrights. Any violation of copyright or any other law is the sole responsibility of the Web Site/Page author. It is safest to assume that copyright laws that apply to printed material also apply to online publishing.

Authors may not scan or use images from any part of the Rowan University Web Site or Rowan University print publications without prior written permission from Rowan University Web Development and Rowan University Publications. Prior written permission from the copyright holder(s) of any other use of images is also necessary when it applies to off-campus publications. The Rowan University Logo may be used on syllabi and/or other academic/class materials posted via the Rowan web. Use of the Rowan University logo must be in accordance with the Office of University Publication's Graphic Standards Policy. Web sites/pages that do not comply with these rules will be subject to removal.

C. Disclaimers

Rowan University provides personal Web space for students, faculty and staff as a forum for teaching, learning and communication. The contents of both the Web Sites/Pages themselves and/or of material accessed via links to other pages may contain material that some may find unacceptable. The University does not accept any responsibility or liability for information found on Unofficial Web Sites/Pages. Authors are solely responsible for the content and organization of information they post, even if such information is accessed through Rowan University servers. Anyone who provides a link to a Web Site/Page beyond the University may be held responsible if the content violates University policy and/or any existing local, state and/or federal laws. For this reason all Unofficial Web Sites/Pages will have a pre-set, text disclaimer that will appear on the far bottom of each page. The servers will automatically generate this disclaimer each time an html page is created within a "public.www". It will state the following:

"This personal Web Site/Page has not been reviewed and/or endorsed by Rowan University. The views and opinions expressed on this Web Site/Page are those of the Web Site/Page author(s) only and in no way reflects the views and/or opinions of Rowan University. For more information please visit:
<http://www.rowan.edu/webpolicy/disclaimer>."

D. Commercial Use (Includes Advertising, Fundraising & Sale of Web Space)

Definition:

Commercial Use in this arena is defined as any technique or practice used to bring about personal gain or profit. Examples of commercial use include but are not limited to: fundraising, sale of Web space to advertisers, partnerships with external commercial Web Sites/Pages, etc.

Using the Rowan University Web Site in any way for personal gain or profit is strictly prohibited, per the State of New Jersey's IT Policy, "Acceptable Use of the Internet for New Jersey State Agency Employees and Other Users." Any private commercial use of Rowan University Web Sites/Pages must be pre-approved pursuant to existing University policies and procedures regarding outside employment activities. This applies to both "Official" and "Unofficial" Web Sites/Pages. No Web Site/Page shall be used to generate charitable or non-charitable funds without the expressed, written consent of the Web Oversight Committee. Rowan University faculty, staff and students involved in enterprises distinct from their RU role(s) are cautioned explicitly that advertising of those other enterprises via RU's Internet resources and/or the rowan.edu domain signature is prohibited.

a. Linking to Off Campus Web Sites/Pages

Links from Rowan University Web Sites/Pages to Web Sites/Pages located outside of the Rowan University domain does not imply endorsement of the service(s), information, or product(s) offered through the linked Web Sites/Pages by the University. Rowan University accepts no responsibility for the content of Web Sites/Pages or graphics that are linked from Rowan Web Sites/Pages. However, Web Site/Page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to Web Sites/Pages where you have a personal monetary interest are likely to violate policies and procedures regarding commercial use and outside employment activities and should be avoided. In addition, any techniques used to conceal Web Site/Page and content sources in order to host and/or embed off-campus Web Sites/Pages within the rowan.edu domain is not permitted.

VIII. Existing Related Policies

As a public institution of higher learning, many local, state and federal rules apply to the Web Sites/Pages on the Rowan University Network. These include, but are not limited to, the following:

- Acceptable Use of the Internet for New Jersey State Agency Employees and Other Users
- Copyright, "Fair Use", and Intellectual Property Rights
- Federal Family Education Rights and Privacy Act (FERPA)
- Federal Computer Intrusion Laws
- Federal Computer Abuse Amendment Act (§ 1030. Fraud and related activity in connection with computers)
- Federal Electronic Communications Privacy Act
- Americans with Disabilities Act
- Section 508 of the Federal Rehabilitation Act

- Rowan University Code of Ethics
- Rowan University Conflict of Interest/Outside Employment Policy
- Current Rowan University Faculty/Professional Staff Handbook
- Current Contract for AFT full-time/part-time staff

These laws, as well as other laws, must be adhered to in conjunction with all pre-existing Rowan University policies and procedures, such as those listed above and others such as, peer review of research results, acceptable use of campus computing technology resources, development of publications, news media relations and official University announcements.

be options for how the copy is provided, i.e., 1) individual can listen to the tape, or 2) a copy of the tape can be made, or 3) the taped session can be transcribed and the party requesting the information would then be responsible for paying for the transcription. (Under OPRA, obtaining a copy of the tape cannot be financially unduly restrictive.)

B. What to do with the existing tapes that are located in the University Senate Office?

1. After conferring with the NJ Attorney General's office, the tapes cannot be destroyed because they are considered government records.

2. As a result of consultation with the Internal Audit office at Rowan who interprets the schedules for destruction of records under the Government Records Retention Act, confirms tapes must be maintained.

C. The Senate can determine if meetings should continue to be taped.

1. Attorney General advises Senate not to tape meetings.

2. If continue to tape, Senate can elect to make a motion to "go off the record" and stop the tape.

3. If continue to tape, President should make an announcement at beginning of meeting that it is being taped.

Motion to cease recording Senate meetings, favored and carried by 35, 15 opposed, 5 abstained.

Campus Master Plan: Joe Orlins

The company contracted to develop campus plans, Sasaki, will hold an Open Forum on February 15, at 1:30 PM, in Rowan Hall.

The University was successful in its pursuit of the property on Rt 322 for campus expansion, but Wal-Mart is expected to appeal. A judge will determine the final cost of the land.

Academic Policies & Procedures: Lorin Arnold

Changes regarding policy on age of coursework:

Whereas the current inconsistency at Rowan with regard to the age of coursework accepted as General Education credits in various programs is confusing to students and provides preferential treatment for some students, and Whereas Rowan University seeks to treat all students equally, and Whereas the Articulation Agreement of NJ indicated that we will take all general education Credits of students who receive an AA or AS in the equivalent program type (AA to BA, AS to BS) without limitation on the age of the degree, and Whereas programs should be allowed to specify the age of courses within core requirements for the major/minor/concentration/specialization in order to be sure graduates have an adequate education in their area of study, Be it resolved that approved general education courses, whether transfer or internal, shall be accepted to fulfill general education requirements regardless of age of credits. Core courses, as well as specified General Education courses, that are required as prerequisites for other classes within the major/minor/concentration/specialization may be restricted by age. However, individual programs should specify clearly the age of credits they will accept into the core requirements of their major/minor/concentration/specialization.

Motion to approve amendments to December minutes, seconded and carried, 2 opposed.

COMMITTEE REPORTS Submitted to Senate:

Learning Outcomes Assessment: Don Stoll

The LOAC committee met in December and approved the revised Goals and Action Plan requested by the Provost's Office that the Provost's office subsequently approved. As a result the "Core Faculty Group," consisting of Roberta Harvey,

Marjorie spoke with Greg Potter via telephone and reported back to the Committee. He confirmed that the fifth floor project is on hold and said he is not sure of the level of priority it has. He also said that he thinks the Media Center project will be completed this fiscal year. Without Greg available to brief the Committee, Judith noted that further discussion of these issues would need to wait until the next meeting. Judith suggested the Committee look into equipment needs for the Media Center, especially given the rapid pace of changing technology.

Security:

Judith addressed the on-going issue of security in the Library, and said that the Committee should also revisit this at its next meeting.

Scheduling:

Judith asked Committee members to e-mail her their spring schedules so she can arrive at a mutually agreeable meeting time for next semester.

OPEN PERIOD: President Donald Farish:

-President Farish expressed his gratitude for the wedding card and contribution to the Foundation given to him by the Senate.

-He announced that the rumors of his moving to Florida or Haddonfield are not accurate, and he has no intention of moving from the Woodbury home.

-The 9 hr faculty workload issue is to be finalized in the near future; there needs to be one more meeting with the College Deans.

-Problems with the townhouses are still to be addressed by the attorneys, and it is definite that they will not be ready for occupancy for Spring semester. The administration is attempting to reach concessions for the students affected, (i.e., parking issues, repairs, etc). An analysis is being conducted to prioritize steps taken to rectify malfunctions, repairs, and damage caused by students. The issues between the two construction companies involved, Keating and Landmark are ongoing.

-It has been confirmed that Interim New Jersey Governor Cody will not seek a full-term, and this will likely affect next year's budget.

Senate President's Report:

The special Senate meeting previously scheduled for February 21st to discuss curriculum has been cancelled.

From the Senate officers meeting with the interim provost:

-There will not be a freeze on travel reimbursement. The Governor is looking into unnecessary travel but is focusing on other government agencies. The University supports necessary travel, and is not as limited by state policies as other agencies.

-Replacement computers (every four years) is the informal goal of the University for all employees if resources are available.

-The decision regarding as to whether to continue dial-in access to Rowan is on hold. It is considered to be a technology which is dated and not as important as it once was.

-A pilot testing of the "360-Management Review" will occur in the near future.

-Dex Whittinghill and Diane Markowitz were appointed to the Calendar Committee.

From the Senate officers meeting with the VP/Administration & Finance:

-The Senate officers reported complaints about snow removal including handicapped access and parking spaces.

-Discussed more effective methods of communicating with employees

-Mary Beth Walpole, chair of the Survey Committee, and Pat Alexy-Stoll, committee member will give a report in May. The survey committee is also examining recommendations for future uses of both the data and the survey instrument.

Motion to adjourn meeting, seconded and carried at 12:05 PM.