

UNIVERSITY SENATE MINUTES
May 10, 2010, 8:30 am, Rowan Hall Auditorium

ATTENDEES: Herb Appelson, David Applebaum, Smitesh Bakrania, Joe Basso, Tom Bendtsen, Mark Berkey-Gerard, Lori Block, Kate Boland, Gregory Caputo, Joe Cassidy, Bruce Caswell, Jay Chaskes, Hanmei Chen, Doug Cleary, David Clowney, Jennifer Courtney, Joel Crichlow, Ronald Czochor, Larry Depasquale, Robert D'Intino, Tom Doddy, Carol Eigenbrot, Jess Everett, Jon Foglein, Zenaida Gephardt, Dorie Gilchrist, Eddie Guerra, Roberta Harvey, Julie Haynes, Karen Haynes, Greg Hecht, Erin Herberg, Marlena Herman, Susan Hersh, Jerry Hough, Donna Jorgensen, Valerie Lee, Lili Levinowitz, Phillip Lewis, Janet Lindman, Douglas Mann, Douglas Mapp, Lawrence Markowitz, Deb Martin, Rory McElwee, Corinne Meredith, Phyllis Meredith, Demond Miller, Eric Milou, Darren Nicholson, Anne Phillips, Peter Rattigan, Will Riddell, Connie Rosenberger, Christine Saum, Nick Schmelz, Kathleen Sernak, Sonia Spencer, Don Stoll, Pat Alexy Stoll, Eileen Stutzbach, Skeffington Thomas, Mary Beth Walpole, Jia Wang, Patrick Westcott, Dex Whittinghill, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Bill Freind represented by Cathy Parrish, Diana Nicolae represented by Keith Brand, Richard Scott represented by Zach Moore.

NOT IN ATTENDANCE: Nadine Connell, Habib Jam (2nd consecutive absence), Jacqueline McCafferty, Dan Reigel, Lane Savadove.

Breakfast and New Senator Orientation

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors – two alternates for John Hasse
3. Approval of Minutes from April 2010 – moved, seconded, approved
4. President's Report – Plan C – (page 3 with data from Provost - page 4)
5. Elections
 - a. President – Eric Milou
 - b. Vice President – Tricia Yurak
 - c. Secretary – Carol Eigenbrot
 - d. Standing Committees
 - i. Academic Policies & Procedures – Eddie Guerra
 - ii. Campus Aesthetics & Environmental Concerns – Skeffington Thomas
 - iii. Career Development – Sonya Spencer
 - iv. Committee on Committees – Bill Freind
 - v. Curriculum – Janet Lindman
 - vi. Diversity – MaryBeth Walpole
 - vii. Intercollegiate Athletics – Darren Nicholson
 - viii. Learning Outcomes Assessment – Donna Jorgensen
 - ix. Professional Ethics & Welfare - ZenaidaGephardt
 - x. Promotion – Barbara Williams
 - xi. Recruitment/Admissions/Retention – Erin Herberg
 - xii. Research – Cori Meredith
 - xiii. Sabbatical Leave – Julie Haynes
 - xiv. Student Relations – Pat Alexy Stoll
 - xv. Technological Resources – Jerry Hough
 - xvi. Tenure & Recontracting – Deb Martin
 - xvii. University Budget & Planning – Bruce Caswell

*NOTE: 2010-11 Committee Selection Meeting on May 19th at 10am – Committee Chairs should attend or send a list of proposed/requested committee members to Eric and Linda Daley.
 - e. Senator Executive Committee At-Large Members – Jay Chaskes and David Clowney
 - f. Senate Representatives to Board of Trustees Committees (page 2)
6. Open Period: Richard Hale, Vice President for Administration and Finance – Gave overview of areas under his administration including Construction, Operations and Facilities, Human Resources, Fiscal Affairs, and Procurement (Purchasing). Their \$1.5 million of savings is projected to come in under utilities. Last year they lost 4 positions, this year they will lose one more. They picked up one new administrative position, Benedict Suplick, who starts today. He was Director of Facilities at University of Pennsylvania and he will attack utility costs for Rowan University. A plan will be developed this summer to substantially reduce Rowan's energy expenses. There will be other savings from Procurement resulting from more bidding, but these savings will go to academics and various departments that use copiers, etc. (There are 61 copiers on campus – some used much more than others.) The memorandum specifically outlining projected expenditures and cuts is still in draft form, awaiting specific information from the state. Another

\$80,000 will be saved by a 60 day wait to fill positions that become vacant. Also plan to limit overtime to \$350,000 this year which may mean that some services are delayed. Monetizing assets is also planned including increasing the effectiveness of the Co-Gen plant which now runs at only 75% efficiency. Proposing to cut budget for Supplies and Tools by 5%. There is a possibility to monetize the West Campus by using that property for a solar and/or wind farm.

LUNCH at 11:30am to 12

President Farish - President Farish -

BUDGET CUTTING PLAN C - DETAILS

- ! Academic Affairs Plans
- ! Plan A: Super Chairs & Adjusted Load cuts
- ! Plan B: 35% reassigned time cut as decided by departments
- ! Plan C: 20% reassigned time cut as decided by departments
- ! Plan C details
 1. Reduce Release Time = 1.3 million savings
 - ! Departments reduce release time by 20% = 15.3 FTE = \$440,640. No monies will be returned to the department.
 - ! CGCE profits may be used as stipends or release time. CGCE funds may be used for administrative release time (limit of 3sh administrative release time per semester per department) or adjusted load release time (no limit on adjusted load release time for CGCE funds).
 - ! Additional savings is elimination of 15 unfilled lines = \$865,000
 - ! Additional details
 2. Summer Release time = \$125,000 savings
 - ! In summer, chairpersons will be compensated for 3 sh per chairperson from the general fund. The other 3 sh compensation may be covered by CGCE funds. Savings: 35 x 3sh x \$1,200 hour = \$125,000
 3. Delay hiring of Associate Provost for Enrollment Management = \$160,000 savings
 4. Dedicate Administration CGCE profits (1.75 million) for departments with limited CGCE funds and to deficit reduction
- ! Notes
- ! Item 4 is a one year solution only and buys us time to dedicate AY10-11 to putting together a task force to find a long term solution. Task force will convene ASAP to develop a five-year plan to become self-supporting through the revenue-sharing model.
- ! The administration and the AFT will continue in negotiations on the agreements pertaining to these matters.
- ! Feedback regarding this proposal and willingness to serve on the task force can be submitted to the AFT leadership, Senate leadership, directly to the Provost and/or posted on the Rowan Community Forum blog site <http://confluence.rowan.edu/display/TC>
- ! Open Forum
- !

FT/Fac	Avail		Reassign	Reassign	Adjusted		New	Total			FT Fac
Budget	Faculty	Chairs	(N/T)	Tch	Load		Faculty	Reassign			

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Resolution to Revise the Course Withdrawal System Policy,
Course Withdrawal Forms, Late Registration Policy, and Late Registration Form

WHEREAS, multiple forms are currently used for dropping and withdrawing from courses at different points in the semester;

WHEREAS, the current versions of these forms are not consistent with and not clearly distinguished from each other;

WHEREAS, incorrect versions of these forms are frequently used by students and staff members, sometimes resulting in drops that should have been withdrawals;

AND WHEREAS, inconsistent and overlapping policy terminology sometimes makes it difficult to understand which process is which;

THEREFORE BE IT RESOLVED,

That the form used to drop or add courses after the Drop/Add period (Late Registration Form, also known as the Hardship Form) and the forms used for withdrawal from courses during the semester (Course Withdrawal Forms A and B) be revised as shown in the attached versions;

AND BE IT FURTHER RESOLVED,

That the Course Withdrawal System and Late Registration policies be combined, updated, and clarified as shown in the attached version.

Context

The Academic Policies and Procedures Committee recently learned that the form called "To Add a Course after the Drop/Add Period" (nicknamed the "hardship form") was sometimes being used for withdrawals during the last four weeks of the semester. Because the form identifies the action as a drop, this resulted in the course being removed from the student's transcript, which is not what should happen at that point in the semester. The Associate Provost made an immediate policy change so that 1) the "hardship form" no longer includes the drop function and 2) the Registrar's Office will only process withdrawals requested through the appropriate withdrawal forms after the drop/add period.

Further investigation of this situation revealed a great deal of confusion because of variations and inconsistencies in the forms, suggesting that a revision of the entire process would be helpful.

Overview of Changes

Key changes are described below. There are no substantive changes to the process or the policy; the revisions are mainly clarifications and updates.

Add/Drop Request Form:

Both late adds and late drops are subject to the same approvals. Separate forms must be submitted for each add or drop.

ROWAN UNIVERSITY
STUDENT REQUEST TO WITHDRAW FROM A COURSE

Conditions governing each type of withdrawal are specified in the Course Withdrawal Policy, available in the Student Information Guide and on the Provost's Policies and Procedures website. You remain financially responsible for a course even if you withdraw. Deadlines are posted on the Registrar's website. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline. Please note that the Chairperson and Dean are those of the Department and College where the course you are withdrawing from is housed.

Last name	First name	
Rowan ID	Major	
CRN	Course number	Section
Course title	Semester/Part of Term	

WITHDRAWAL (withdrawal from course after Drop/Add and before mid-Semester/Term): A W will be assigned to this course on your transcript if this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (optional)	
Student signature and date	
Date of last attendance	
Professor signature and date	

LATE WITHDRAWAL (withdrawal from course after mid-Semester/Term and before the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline.

Reason for withdrawal (required)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			

HARDSHIP WITHDRAWAL (withdrawal during the last four weeks of the Semester/Term): A WP or WF, as indicated by your professor, will be assigned to this course on your transcript if your request is approved and this form is submitted to the Registrar by the posted deadline. Please note that Hardship Withdrawals are approved only for rare and compelling circumstances and that documentation is required. Documentation must remain attached through the approval process.

Reason for withdrawal (required and must be accompanied by documentation)			
Student signature and date			
Date of last attendance		WP	WF
Professor signature and date			
Department Chairperson signature and date			
Dean/Dean Designee signature and date			

ROWAN UNIVERSITY
STUDENT REQUEST TO DROP OR ADD A COURSE AFTER THE DROP/ADD PERIOD

This form will be processed by the Registrar's Office for up to two weeks after the end of the Drop/Add Period. Deadlines are posted on the Registrar's website. After this date, changes of registration can only be processed through a request to withdraw. It is your responsibility to obtain the required signatures and submit this form to the Registrar by the deadline.

Last name	First name
Rowan ID	Major
Semester/Part of Term	

C

Change of Registration Policy

The following policy explains guidelines and procedures governing the following changes of registration:

- ! Adding a course after the Drop/Add Period

Withdrawing from a course

Registration in a given Rowan University course implies the student's obligation to complete its requirements. Provisions for withdrawal are made for special circumstances. Withdrawing from a course results in the student being assigned a W, WP, or WF. This is not a grade and does not affect GPA. However, the course and the notation of the withdrawal remain on the student's transcript and students remain financially responsible for courses from which they withdraw. Except in extreme circumstances when the Department Chairperson and the Dean of a particular college allow, students are not permitted to withdraw from the same course more than two (2) times. In all situations outlined in this policy, it is the student's responsibility to meet the appropriate deadlines and obtain the required signatures.

Withdrawal: To withdraw from a course between the Drop/Add period and mid-semester, students must submit a *Student Request to Withdraw from a Course*. The specific deadline for this form of withdrawal is posted on the Registrar's website. The reason for the request may be stated on the form and must be signed by both the student and the course professor, who must note the student's last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a W on the official transcript.

Late withdrawal: To withdraw after mid-semester but before the last four weeks of the semester, the same process as stated above under Withdrawal will prevail, except that the reason(s) for the request must be stated and approval must be obtained from the Professor and respective Department Chairperson. The specific deadline for this form of withdrawal is posted on the Registrar's website. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). The professor will also note the student's last date of attendance on the form. Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a WP or WF on the official transcript.

Hardship withdrawal: Withdrawals during the last four weeks of the semester are considered exceptional and may occur only with the approval of the Professor, Department Chairperson, and Dean. Documentation of the circumstances is required. Poor academic performance and excessive unexcused absences are not acceptable reasons for requesting a hardship withdrawal. The professor will indicate that the student is withdrawing with a passing grade (WP) or withdrawing with a failing grade (WF). Upon receipt of the approved *Student Request to Withdraw from a Course*, the Registrar's Office will enter a WP or WF on the official transcript.

Report of the University Curriculum Committee
 May 7, 2010
 Submitted by Janet Moore Lindman

Process C

SCC#	College	Title	Department
09-10-300	Education	School Nursing – Baccalaureate Certification Program	Special Education
09-10-311	Education	Counseling in Educational Settings	Special Education
09-10-326	Education	COGS in Early Childhood Education, P-3	Teacher Education
09-10-331	Education	ESL Certification Program	Teacher Education
09-10-401	Engineering	Mechanical Engineering Program	Mechanical Engineering
09-10-421	Engineering	COGS in Sustainable Engineering	Chemical Engineering
09-10-427	Engineering	Concentration in Systems Engineering	Electrical/Computer Engineering
09-10-508	Fine & Performing Arts	BM Jazz Studies: Educational Specialization	Music
09-10-616	Liberal Arts & Sciences	COGS in History	History
09-10-713	Liberal Arts & Sciences	BS in Planning	Geography/Anthropology

09-10-

09-10-420	Engineering	Health Transfer Processes	Chemical Engineering
09-10-422	Engineering	Sustainable Energy	Chemical Engineering
09-10-423	Engineering	Life Cycle Assessment	Chemical Engineering
09-10-424	Engineering	Environmental Policy	Civil Engineering
09-10-425	Engineering	Environmental Management	Civil Engineering
09-10-426	Engineering	Sustainable Engineering Foundations	Civil Engineering
09-10-428	Engineering	Engineering Electromagnetics – minor change	Electrical/Computer Engineering
09-10-515	Fine & Performing Arts	History of Graphic Design	Art
09-10-516	Fine & Performing Arts	B.A. in Art	Art
09-10-517	Fine & Performing Arts	Web Design 2	Art
09-10-518	Fine & Performing Arts	Web Design 1	Art
09-10-519	Fine & Performing Arts	Time-Based Media: Video	Art
09-10-520	Fine & Performing Arts	Time-Based Media: Animation	Art
09-10-624	Liberal Arts & Sciences	Introduction to American Studies	Philosophy/Religion
09-10-625	Liberal Arts & Sciences	Senior Seminar in American Studies	Philosophy/Religion
09-10-626	Liberal Arts & Sciences	Internship	History
09-10-627	Liberal Arts & Sciences	Teaching Shakespeare	English
09-10-628	Liberal Arts & Sciences	Teaching World Literature	English
09-10-629	Liberal Arts & Sciences	Young Adult Literature	English
09-10-630	Liberal Arts & Sciences	US Literature: Realism	English
09-10-631	Liberal Arts & Sciences	British Literature: Romanticism	English
09-10-632	Liberal Arts & Sciences	Applied Spanish Program Sequence A	Foreign Language & Literatures
09-10-633	Liberal Arts & Sciences	Afro-American History Since 1865	History
09-10-634	Liberal Arts & Sciences	Afro-American History to 1865	History
09-10-724	Liberal Arts & Sciences	Environmental Policy	Law/Justice
09-10-725	Liberal Arts & Sciences	Politics of the Middle East	Political Science
09-10-727	Liberal Arts & Sciences	Sociology of Death, Dying & Bereavement	Sociology
09-10-803	Liberal Arts & Sciences	Structures of Math I	Mathematics

Resolution to Form a Standing Faculty/Administration/Professional Staff
Committee to Review All New Hiring Activities

WHEREAS, the University is in a fiscally uncertain time;

WHEREAS, the University has not instituted a hiring freeze;

AND WHEREAS, the University has a tradition of shared governance;

THEREFORE BE IT RESOLVED,

That a standing Hiring Review Committee be formed beginning in September 2010 consisting of representatives from the University's faculty, staff, and administration to review all open new and pre-existing full-time University positions prior to the start of the hiring process for those positions;

OTHER RECOMMENDATIONS:

The Provost's proposal of 4/20/2010 to reduce adjusted load and advising/administrative reassigned time should not be pursued until there can be a thorough documentation and analysis of the impact of such a reduction on the core academic mission. The adjusted load has contributed to the quality and quantity of scholarly activity as evidenced in recent T&R and promotion folders. Before any reduction in adjusted load is considered, the costs to the scholarly mission should be understood as well as the changes that will be required in expectations for scholarship in T&R, promotion, and A-328 review. Advising and administrative reassigned time contribute to the quality of faculty-student interaction and the quality of curricula, hallmarks of Rowan University. Before any reduction in advising and release time is considered, the costs to the student-centeredness of the institution that should be understood as well as the adjustments should be made in the criteria for T&R, promotion, and A-328 review. The differences in the degree to which the various colleges and departments rely upon reassigned time for advising and program administration mean that arbitrary reduction targets will create inequities in services to students and workloads for faculty and staff. The various college and department models for advising and program administration should be documented and compared before any reduction in reassigned time is considered. The proposal to use cost-center revenues to buy-back reassigned time will only create new inequalities as the opportunities for such revenues varies enormously between department. Those programs that do not have ready opportunities to generate new revenues will require lead-time to do so, at least a year. Finally, the savings from the 4/20/2010 proposal in FY 2011 would be small, so the UBPC concludes it is possible to postpone this important decision about the structure and culture of the academic departments and the core academic mission without significantly hampering the ability to balance the FY 2011 budget. Moreover, the UBPC has identified substantial areas for savings that should allow the University to meet its fiscal obligations for FY11 while this decision is under consideration. Such a delay will also enable the academic departments across the campus an opportunity to review their revenue center participation.

NOTES:

In its work thus far, the UBPC has identified approximately \$2.7 million towards closing the \$5.2 million budget gap primarily from salary savings and postponement of implementation of the revenue-center model for the Graduate School. The UBPC also anticipates an additional contribution to operations from Student Affairs in the range of \$ 0.2 to \$1 million. The combined impact of these adjustments to the budget would lower the FY 2010 deficit to \$1 or \$2 million. These saving could be re-occurring, depending upon final details. There remain many ideas among those compiled by the Senate for the UBPC to evaluate which could close the budget gap. For example, if the university can succeed in monetizing half the West Campus to cover approximately half of the West Campus debt service, the budget would be balanced. Likewise, any contribution from the Tech Park would reduce the deficit. As part of its research, the UBPC has requested and is awaiting additional information on many of the Senate's ideas.

In recent years, the adjusted load and department reassigned time have been steadily reduced. Over the period FY 2007 to FY 2009, reassigned time has been reduced by almost 22%. (See chart below. FY 2010 statistics are not available in a compatible format.)

FT/Fac	Adjusted	Reassign	New	Total
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