

UNIVERSITY SENATE MINUTES

September 30, 2011: 1:45 pm, Rowan Hall Auditorium

ATTENDEES: Gina Audio, Lori Block, Kate Boland, Keith Brand, Gregory Caputo, Joe Cassidy, Bruce Caswell, Hanmei Chen, David Clowney, Jennifer Courtney, Patrick Crumrine, Ron Czocho, Denis DiBlasio, Carol Eigenbrot, Jess Everett, Jon Foglein, Bill Freind, Michael Grove, Eddie Guerra, Steve Hartley, Julie Haynes, Karen Haynes, Erin Herberg, Sandy Jones, Donna Jorgensen, Monica Kerrigan, Valarie Lee, Yuhui Li, Michael Lim, Janet Lindman, Douglas Mann, Douglas Mapp, Lawrence Markowitz, Jacqueline McCafferty, Rory McElwee, Thomas Merrill, Eric Milou, Amos Mugweru, Darren Nicholson, Susan O'Rourke, Keeley Powell, Peter Rattigan, Ravi Ramachandran, Dan Reigel, Beth Rey, Lane Savadove, Mariano Savelski, Nick Schmelz, Edward Schoen, Midge Shuff, Mickey Smith, Eileen Stutzbach, Uma Thayasivam, Skeff Thomas, Jennie Thwing, Sandy Tweedie, Mary Beth Walpole, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Robert Bullard represented by Lori Getler, Gerald Hough represented by Greg Hecht, Corinne Meredith represented by Beth Wassell, Kathryn Quigley represented by Carl Hausman, Connie Rosenberger represented by Cynthia Mullens.

NOT IN ATTENDANCE: Herb

2:00 – 2:20pm

7. Open Period: Interim President Houshmand – The concept of forming a University of South Jersey goes back to former governor Tom Kane and has been talked about since by former governors Jim McGreevey and Jon Corzine. Now Governor Christie, is considering this move again along with the potential dismantling of UMDNJ. The NJ Higher Education Commission has met with key players and will meet with Rowan officials again on October 6 to discuss creating a University of South Jersey consolidating Rutgers-Camden, Rowan University, the School of Osteopathic Medicine affiliated with Kennedy Hospital in Stratford, and Cooper Medical School of Rowan University. We are offering input and promoting concept that this become Rowan, the University of South Jersey (USJ), headquartered in Glassboro. There are others promoting another name and that USJ be headquartered in Camden. This could have consequences for the Rowan Boulevard project and thus we are aggressively proposing it be centered in Glassboro. Under this plan Rowan would be a research university so we could create other majors and benefit from a different formula for state appropriation.

Dr. Houshmand wants us to work together to protect our assets/university here. We showed during the Hurricane that when we work together we are a powerful force and can accomplish great things. Let's not argue over smaller matters. As President he can manage the university and reorganization will happen. Board has given him the directive to do so.

Houshmand suggests Rowan create a new connection between all South Jersey colleges and county colleges. South Jersey has way too few undergraduate seats. Has 1/3 of population and 1/15 of seats. Large brain drain of high school students going to other states is a huge waste of money/funds. Rowan University and Gloucester County College have entered into a dual enrollment agreement that will allow students to be accepted at both schools at the same time. Students can start a Gloucester county college, be dually enrolled students, take a one- credit course their first and second semester about majors/career paths, then taking one course from Rowan their second year. If they have a 2.0 or higher GPA we will offer them an opportunity to finish their 4 years and graduate with a degree from Rowan in Liberal Studies: HHS. This would run through CGCE for students who continue years three and four at the site of Gloucester County College.

We have no financial problems this year.

2:20 - 2:50pm

8. Presidential Search Committee Update - from Sandy Tweedie - good search firm. Search Committee has been busy, with more business next week.
9. Standing Committees & Task Forces
  - a. Research Committee: Policy for Conducting Fee-for-Service Projects at Rowan University (page 5) Bring it back to departments and send comments back to Cori Meredith.
  - b. Ethics Committee: Workplace Violence Policy (page 7) Bring back to departments and send comments to Yuhui Li, Sociology.
  - c. Curriculum Committee: Curriculum Proposals Minor Change - new information field to proposals for new courses that identifies Schedule Type. Erin Herberg – this is on HOLD until we get a definition of the codes in banner.
  - d. General Education Tactical Team Update (see details below) Rory talks about Gen Ed, 2 open forums so far. Also the survey on bann

- e. Approval of Committee on Committees – Beth Rey, committee chair – motion to approve list of University Senate Committee Membership - moved, seconded, approved.

10. Old Business

2:50– 3pm

11. New Business –

Solar ray project near 322 is off the table due to initial cost of getting it going reports Skeff Thomas.

Joe Cassidy –

SENATE 2011-12 SCHEDULE
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FALL 2011

Friday, September 16: 1:45-3pm: Senate Executive Committee Meeting  
Friday, September 30: 1:45-3pm: SENATE meeting  
Friday, October 14: 1:45-3pm: Senate Executive Committee Meeting  
Friday, November 4: 1:45-3pm: SENATE meeting  
Friday, December 2: 11am-12:15pm: Senate Executive Committee Meeting  
Friday, December 9: 1:45-3pm: SENATE meeting

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SPRING 2012

Friday, January 20: 11am-12:15pm: Senate Executive Committee Meeting  
Friday, February 3: 1:45-3pm: SENATE meeting  
Friday, February 17: 1:45-3pm: Senate Executive Committee Meeting  
Friday, March 2: 1:45-3pm: SENATE meeting  
Friday, March 30: 1:45-3pm: Senate Executive Committee Meeting  
Friday, April 13: 1:45-3pm: SENATE meeting  
Friday, April 27: 11am-12:15pm: Senate Executive Committee Meeting  
Monday, May 7: 9am-2pm: SENATE end-of-year meeting

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AFT Meetings dates are:

- ! Sept 9, 2011
- ! October 7, 2011
- ! November 18, 2011
- ! January 27, 2012
- ! February 24, 2012
- ! March 23, 2012
- ! April 20, 2012
- ! May 4, 2012

## Policy for Conducting Fee-for-Service Projects at Rowan University

### Objective

Rowan University has established procedures for an academic unit to conduct research and provide instructional or community services to an external sponsor. In addition, academic units on campus may be approached to provide routine services to a sponsor on a fee-for-service basis. The proposed policy describes the process that needs to be followed by the academic unit so that the campus is able to demonstrate (e.g., to Federal, State, or University auditors) that appropriate procedures are in place to assure consistency and compliance with Federal and State rules and laws.

### Definition of Fee-for-Service Projects

Fee-for-service work typically consists of the execution of a predefined or repetitive process, or the production of a

3. The fee-for-service contract should be submitted to the Office of Sponsored Programs who will forward it to the appropriate University offices for review and approval. The project can begin only when OSP returns a fully executed contract to the Department.
4. The accounting processes for fee-for-service activities differ markedly from the management of academic research accounts. The Department (academic unit) is entirely responsible for the financial management of the fee-for-service project. This includes requesting Banner account set-up, generating invoices, and interfacing with Accounts Receivable when funds are received. The Department can choose to request that the project PI budget for the financial management costs as part of the fee-for-service project. The University will periodically audit Departments' fee-for-service accounts.
5. The Office for Sponsored Programs can provide templates for fee-for-service project invoices.

August 2011

## X. ROWAN UNIVERSITY WORKPLACE VIOLENCE POLICY

In compliance with New Jersey Executive Order #49, Rowan University is committed to ensuring the safety and security of the University's Workplace.

Violence against employees can take many forms including harassment or bullying, intimidation, threats, threatening behavior (with or without the use of technology) and physical acts of violence. Threats and/or threatening behavior, or acts of violence by University employees against themselves, other staff members, faculty, students, visitors or other individuals while on University property or using University facilities will not be tolerated and are causes for removal from the workplace and may result in discipline including possible termination of employment. Threatening behavior includes, but is not limited to verbal or non-verbal threats or intimidation, hitting, shoving, stalking, attacks, sexual assault, vandalism, arson and carrying any type of weapon or explosives

Each University employee has a responsibility to report any threatening or violent behavior when a member of the University community or visitors to the campus exhibits such behavior. Any incidents of physical acts or threats of violence should be immediately reported to the Public Safety Department. Any immediate concerns for safety should also be addressed to Public Safety. Any employee who believes he or she has witnessed or has been subject to harassment, intimidation, threats or threatening behavior should report it to the office of Equity and Diversity and/or the Office of Human Resources and the claim will be investigated. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

Harassment, bullying and intimidation under this policy refers to the conduct of any university employee in the workplace that a reasonable person would find hostile, offensive and detrimental to the university's legitimate business interest or educational mission. This behavior includes but is not limited to infliction of verbal abuse such as the use of fighting words, insults, and obscenities; violent physical conduct; use of information and communication technologies, such as e-mail, cell phones, pagers, text or instant messaging and websites that a reasonable person would find threatening, intimidating, or an invasion of privacy; or the sabotage or unwarranted disruption of a person's work performance.

Any claim of harassment of a member of a protected class, brought by any person, will be investigated under the NJ Policy Prohibiting Discrimination in the Workplace and dealt with separately under the NJ Policy Prohibiting Discrimination in the Workplace.

An employee who is found in violation of this policy may be subject to disciplinary action up to and including termination of employment. In appropriate cases, employees may be required to attend appropriate training, EAS (Employee Advisory Service) and other appropriate action as a condition of continued employment. Major discipline may be imposed for work place incidents which are repeated and pervasive, or for a single incident which is severe and egregious. The university is committed to fully investigate and address any complaints and violations to this policy.