

UNIVERSITY SENATE MINUTES  
April 14, 2008, 10:50 am, 3091 Ed Hall

**ATTENDEES:** Bonnie Angelone, Michael Banutu-Gomez, Joe Basso, Jacqueline Benevento, Krishan Bhatia, Lori Block, Kate Boland, Bruce Caswell, Sheri Chinen-Biesen, Doug Cleary, Jennifer Courtney, Kevin Dahm, Michele DiCorcia, Robert D'Intino, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Dorie

b. Academic Policies and Procedures

- i. Background (**page 13**) AP&P has created a modified version of a 1998 proposed policy. New modified version clarifies both the policies and procedures, involves the Office of judicial Affairs.

- 1.

President's Report:

1. Rooms, Furniture, & Scheduling Update
  - a. Open Period remains on Mondays at 10:50am, after lengthy discussion with President Farish
  - b. Enrollment Cap vs. Room Cap – Enrollment caps are set by departments. Room caps are set by facilities. No one can violate the room cap due to fire codes. Because Banner doesn't indicate room caps currently, the normal sign-in process has been stopped. Now faculty must contact the Registrar's Office to increase enrollment cap only up to the room cap, never to exceed it.
2. Graduate School Model (**page 4**) model by provost.
  - a. Open forum to be held – scheduled for May 5<sup>th</sup> from 2-4 PM to discuss proposal.
3. Summer School Proposal (**pages 5-6**) union has not passed it yet. The salary cap of 20% of year Q Q q 98

## GRADUATE SCHOOL MODEL

### **Operations**

- Maintain the current operations of the Graduate School with the current level of support staff
- Establish Graduate Council consisting of one representative from each college to:
  - a. Formulate policies, and suggest new curricula/degrees
  - b. Represent the graduate education of each college
  - c. Oversee graduate program reviews
- The Graduate Council representative for each College should be elected by the faculty AND be approved by the Dean of that College.
- Create a position of Director of Graduate School who will report to the Provost Office, with a close collaboration with the Dean of CPCE

### **! –phase revenue sharing**

- During the -Phase and the Self-Funded Phase, the revenue split will be determined based on the overall college MGFTE production, rather than at individual department/program level. This will



9. The disposition of the department revenue shall be decided by a democratic process within the department.
10. The faculty salary incentive revenue shall be distributed to the eligible faculty teaching summer courses proportional to the credit hours taught under this model.
11. Under this model the decision whether a course will run is to be determined according to the department's pre-determined summer model policy.
12. The Administration and the Union agree to review the status of the processes and procedures relating to this agreement annually. Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.



11. The form at a minimum shall contain the following:



The Provost's office and the Un

The purpose of these guidelines is to clarify the procedures that should be followed in charging salary costs to government grants in order to comply with federal rules for grant accounting (e.g. OMB-A-21) and with audit requirements.

**These guidelines apply to all Federal and most State grants. They do not apply to sponsored projects (i.e. industry contracts) where salary can be negotiated with the sponsor.**

**1. Salary Charges to Grants:** When salary is charged to a grant, the *full cost* of that salary (not “replacement costs”) must be charged. **The cost can be paid by the sponsor, by the university (through cost sharing), or by a combination of those sources.** The salary savings realized by the university by not having to pay that portion of Professor X’s salary may be used to offset the costs of instruction or for any other valid university purpose.

Example A: Professor X has a grant from the National Science Foundation that provides 10% of her yearly salary (\$5,000 per semester) to be paid by the grant. The entire \$5,000 is charged to the grant. If Professor X is released from a teaching assignment, the university can use salary savings funds to replace Professor X. Any remaining funds can be used by the university as determined by the Provost and Vice President for Finance.

**Example B: Professor X has a grant from the National Science Foundation that provides 10% of her yearly salary (\$5,000 per semester) to be paid by the grant. Fifty percent of the salary cost (\$2,500 per semester) is charged to the grant. The remainder of the salary is cost shared by the university. Professor X completes the “Cost Share” form as part of her grant transmittal to the Office of Government Grants and Sponsored Projects.**

**2. Compensation Above the Base Salary:** The contract between the American Federation of Teachers and the State of New Jersey states (in Article XX) that an employee can receive up to thirty percent (30%) of his or her base salary or \$18,000, whichever is greater for outside-funded activities, including grants. This compensation applies to funds for the contractual period of employment (i.e. 10-month contract).

Although the State contract provides for compensation over base salary, some federal sponsors may not permit salary to be charged in this way. It is best to check with the sponsor to see if they will allow supplementary salary payments.

If faculty/staff wish to receive compensation that exceeds their base salary from grant funds during the academic year, they must indicate this in their proposal and receive permission from the sponsor (in writing) to do so. Under the contract between the State and the AFT, the university has the option to

3. **Summer Salary:** In some cases, researchers may request that salary for work performed on a grant be paid in the summer. This should be stated in the proposal and the sponsor must agree to this arrangement. OMB A-21 (section 10.2 (a)) states that, “Charges for work performed by faculty members on sponsored agreements during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates, and will be limited to charges made in accordance with other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment.”

Since most faculty at Rowan are on a ten-month contract, summer compensation would generally be limited to no more than two-tenths of their base salary. **In accordance with federal policy, faculty cannot exceed this amount even if they have multiple grants. If faculty have other professional responsibilities in the summer (e.g. teaching, administration) they can not commit to providing 100% of effort on grants in the summer. If a faculty member accepts additional responsibilities in the summer months, their salary and effort must be adjusted to reflect the entire compensation (see Example C):**

Example A: Professor X proposed and was approved to receive salary compensation for two months in the summer. His base salary is \$100,000. He proposed to devote 100% of his effort in the summer on this grant. He has no other professional responsibilities for which he is receiving compensation through Rowan in the summer. Therefore, he can receive \$20,000 (100% of \$20,000) in the summer.

Example B: Professor Y has two grants that pay her summer salary. Her base salary is \$100,000. She has proposed to devote 25% of her effort on Grant A and 50% of her effort on Grant B. She can receive up to \$5,000 from Grant A and up to \$10,000 from Grant B, for a total of \$15,000. She can accept additional professional responsibilities in the summer if she wishes to so.

**Example C: Professor Z proposed and was approved to receive salary compensation for two months in the summer. His base salary is \$100,000. He planned to devote 100% of his effort in the summer on this grant. Later, he accepted an assignment to teach a summer course for which he will receive \$5,000. He must reduce his effort on the grant below 100% and salary should be reduced proportionally. Any unused salary funds in the grant account could be used to compensate other grant employees or used for other purposes in the grant, with the permission of the sponsor.**

#### 4. Student Compensation

Students who receive compensation for work on sponsored projects should be compensated at the prevailing university rates. Fringe benefit rates should not be included in determining the salary paid to students working on grant-funded projects.

## Concerns Regarding West Campus

- Rowan West Campus is a bold idea, but is it necessary? A bigger campus is not automatically a better campus. Main Campus could absorb many additional buildings without moving any sports fields. Infill of additional housing and additional academic buildings would actually improve the Main campus which is currently a poorly coordinated scattered collection of buildings. Many other beautiful campuses have a substantially higher building density than Rowan's main campus.
- How many millions of dollars has been spent to date? (acquisition, consultants, improvements)? How has Rowan's educational mission benefited from that expenditure? How will it benefit in the future?
- Why 600 acres? (Rowan Main Campus is only 200 acres.) At 800 total acres (1.25 square miles), Rowan is now larger in land area than 106 towns in New Jersey.
- Is it fiscally sound for Rowan's west campus construction to be reliant on commercial income? (There has been no market analysis to date).
- How much will operation and maintenance cost for a whole new campus?
  - Security
  - Facilities
  - Grounds keeping

**Background on the two AP&P resolutions being introduced**

**Classroom Behavior Policy**

**Proposed Revision to Attendance Policy**

## **Proposed Classroom Behavior Policy and Procedures**

### **Introduction**

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.





**Classroom Behavior Report Template (to be completed by instructor)**

On (date) in (course name and CRN)



University Policy: Rowan University has a license

## Resolution Promoting Commuter Rail to Rowan

**Whereas:** The Delaware River Port Authority is evaluating various routes for extending commuter rail into Gloucester County,

**Whereas:** One of the three corridors being considered is the Conrail railroad tracks which pass through Rowan campus (known in the study as NJ-3),

**Whereas:** Compared to the other routes under consideration, NJ-3 will provide substantially more benefits including: significantly better pedestrian accessibility to Gloucester County's population; walkable access to many more Gloucester County institutions and businesses; potential revitalization of the historic towns through which it passes; and many environmental and sustainable benefits while lessening traffic on Gloucester County roads,

**Whereas:** NJ-3 will best provide Rowan University students, staff and faculty a safe, convenient and environmentally beneficial alternative for transportation in the region and to Philadelphia,

**Be it resolved that:** The Rowan University Senate strongly supports the selection of NJ-3 as the preferred corridor and recommends that the University administration make a similar endorsement as well as actively engage in promoting the benefits of selecting the NJ-3 route.

**Resolution to Add Professor's Signature to  
"Prerequisite Waiver" Form**  
Draft of February 19, 2008

**WHEREAS**, the Prerequisite Waiver form currently only requires the signature of the department chair;

**WHEREAS**

**ROWAN UNIVERSITY  
PREREQUISITE WAIVER**  
(One course waiver per form)

Rowan ID: \_\_\_\_\_ TERM: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first)

CRN: \_\_\_\_\_ Course number: \_\_\_\_\_ Course title: \_\_\_\_\_

The following prerequisite(s) has/have not been satisfied for the course listed above:

Course number:	Course title:
_____	_____
_____	_____
_____	_____
_____	_____

Detail the reason(s) for the above waiver request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Signature of Instructor Printed Name Date  
Teaching the Course\*

\_\_\_\_\_  
Signature of Department Chair Printed Name Date  
Where Course Resides\*

\* Please note: the required signat