University Senate Agenda
February 5, 2016, 2:00-3:15 in Rowan Hall Auditorium

ATTENDEES: Stephanie Abraham, Lisa Abrams, Bonnie Angelone, Herb Appelson, Nathan Bauer, Nasrine Bendjilalli, Lori Block, Joe Cassidy, Jennifer Courtney, Patrick Crumrine, Jess Everett, Stephanie Farrell, Jon Foglein, Richard Fopeano, Tiffany Fortunato, Bill Freind, Mat Gendreau, Danielle Gougan, Jill Gower, Michael Grove, Sean Hendricks, Erin Herberg, Jane Hill, Joseph Johnson, Kristine Johnson, Subash Jonnalagadda, Andrew Kopp, Phil LaPorta, Charles Linderman, Janet Lindman, Julie Mallory-Church, Esther Mas Serna, Jonathan Mason, Lesley Mateo, DeMond Miller, JT Mills, Marge Morris, Scott Morschauser, Jennifer Nicholson, Bruce Plourde, Ravi Ramachandran, Robert Rawlins, James Roh, Lane Savadove, Ted Schoen, Christopher Simons, Dawn Specht, Mary Staehle, Dan Strasser, Umashanger Thayasivam, Nancy Vitalone-Raccaro, Shari Willis, Hong Zhang.

NOT IN ATTENDANCE: (Re presented by Alternates) Terri Allen represented by Elif Bahn, Christine Davidson-Tucci represented by Esther Mummert, Tom Doddy represented by Michelle Andre, Diane Garyantes represented by Nick DiUlio, Lori Getler represented by Christine Larsen-Britt.

Beth Wassell, Charlene Williams.

EXCUSED ABSENCE: - Ozge Uygur (maternity leave)

2:00-2:20

1. Approval of agenda – moved, seconded, approved
2. Introduction of visitors - N/A
3. Approval of minutes from December meeting – moved, seconded, approved
4. Came up for approval at BOT

ble it for a later date. Increased competition was
ting.

the same work to two different classes? In the academic integrity training, a student should refer back to the original faculty member and get permission.
All in Favor: Motion carries unanimously.

d. Interim Policy on Adjunct Credentials (page 22): Forward looking change and not designed to get rid of current policy
All in favor: Motion carries unanimously.

7. Curriculum report (Erin Herberg) (page 23)
Process Q on Sub-minors: First reading (separate file):

Designed to streamline the process and current offerings – working to figure out how to incorporate with Banner; specializations will be called concentrations. Concentrations equivalent to minors
COGS were passed – push to offer more. Proposal designed to tighten up the definitions and make sure we don't have over credentialing. Q- Once it's voted in, what's the timeline? This could take 18 months minimum.
Process Q on Moving Department of Geography and Environment to School of Earth and Environment:

BA program in Geology (new program): Motion carries unanimously.
BS program in Geology (new program): Motion carries unanimously.
Process Q on Moving Department: Motion carries unanimously.

8. Proposal to create a new Senate Committee on Graduate Education and the Division of Global Learning and Partnerships: First reading (page 24)

Could benefit from having a committee to work with Rowan Global. Will vote on it at the next meeting.

3:05-3:15

9. New business

Additional Items:
-Academic Integrity Committee needs volunteers
-Graduate Advisory Committee looking for a volunteer

Questions:
Q regarding teaching loads and this move to become a research institution? Bill will discuss with Provost and President.
Q regarding the new Business building not having enough classrooms? A3 and A4 buildings on Rowan Boulevard will have additional rooms.
Q is there a contractual cap on the class size? Boat load number? Bill sent the agreement to all Senators.
Q why not have a senate resolution pertaining to teaching loads? Bill stated that he would

10. Adjournment

Distribution of Senators, Academic Year 2016 -2017

Accounting and Finance: 19 faculty, 2 Senators
Art: 16 faculty and professional staff, 2 Senators
Biological Sciences: 17 faculty, 2 Senators
Biomedical Engineering: 3 faculty, 1 Senator
Chemical Engineering: 8 faculty, 1 Senator
Chemistry/Biochem: 23 faculty and professional staff, 2 senators
Civil/Environmental Engineering: 12 faculty and professional staff, 1 Senator
CMSRU: 16 faculty, 2 Senators
Communication Studies: 19 faculty, 2 Senators
Computer science: 18 faculty members, 2 Senators

Attendance Policy – Faculty & Students Responsibilities

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

1) Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.

2) Students absent for any of the following reasons:

- Official University activities,
- Documented illness,
- Death of a family member or loved one,
- Inclement weather,

must inform their instructor with official or written documentation before the fact in the case of official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather. Students should consult with their instructor regarding acceptable documentation.

3) Rowan respects the diversity of faiths and spiritual practices in the university community. Students who wish to observe religious holidays which occur when classes are scheduled must inform their instructors before the fact, and preferably within the first two weeks of each semester, even when the exact date of the holiday will not be known until later. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for students to make up missed work and examinations.

4) In the case of rare and compelling circumstances not listed in #2 above, students should

4) Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above. However, faculty are encouraged to consider accommodations for rare and compelling circumstances.

5) If a student develops a pattern of excessive and/or unexplained absences, the faculty should advise the student to request assistance from the Dean of Students.

6) Faculty (singularly or as part of a department or program) may establish additional reasonable attendance criteria that are consistent with the above. This may include setting a maximum number of absences for a course---whether excused or unexcused---after which a student should withdraw from the class

Revised 5-31-2012

Policy on the Electronic Submission of Coursework during Periods of University Closure

Faculty increasingly, but not exclusively, accept the submission of coursework via electronic media such as Blackboard, Canvas, e-mail, etc. Doing so has several clear advantages, including the ability of students to submit coursework remotely or during periods of University closure. Faculty members who intend to require students to meet work deadlines via electronic submission, even if such deadlines fall during periods of University closure, should state this expectation explicitly in their syllabi. An exception to this policy would be made for online courses offered through the Rowan Global and Learning Partnerships which have unique calendars and are not affected by University closures.

ROWAN UNIVERSITY POLICY

Title: Academic Integrity Policy

Subject: Academic Affairs

Policy No: AA: 2015:XX

Applies: University-Wide

Issuing Authority: Office of the Provost

Responsible Officer: Provost / Senior Vice President for Academic Affairs

Adopted:

Amended:

Last Revision: 10/15/2015

I. PURPOSE

The purpose of the academic integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate academic integrity expectations, and the process for addressing academic integrity problems.

II. ACCOUNTABILITY

Under direction of the Provost, all University Deans shall implement this policy and all faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy applies to all students, faculty and staffs of Rowan University.

IV. DEFINITIONS

A. Cheating: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

B. Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks and properly cited. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

C. Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.
D. Academic Misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests; and the unauthorized submission of student work in more than one class.

V. POLICY

A. The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements.

B. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

C. Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed.

1. A Level 1 violation may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.
2. Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. A second Level 1 violation will automatically become a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.
3. Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. If a student had previously been found responsible either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation at any level will automatically become at least a Level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.
4. Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.

D. Reporting And Adjudication Of Academic Integrity Violations

1. A student or University employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor or the Office of the Provost.
2. An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.
3. Role of Instructor
   a. If the instructor then concludes that misconduct has occurred, he or she should obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the

departmental office, or the Office of the Provost. The instructor should complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level.

b.

x

- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- Altering test answers and then claiming instructor inappropriately graded the examination.
- Violating the Network and Computer Use Policy, al

ATTACHMENT 2
CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS BY OFFENSE

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

A. Level 1 Violations
   1. Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.
   2. Example: Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.
   3. Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no-credit for work in question, required attendance at an Academic Integrity Seminar, and/or an assignment that will increase the student's awareness of academic integrity.
   4. Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination in accordance with policy.

B. Level 2 Violations
   1. Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. A second Level 1 violation will automatically become a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.
   2. Example: Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.
   3. Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.
   4. Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination in accordance with policy.

C. Level 3 Violations
   1. Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. If a student had previously been found guilty either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation at any level will automatically become at least a Level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.
   2. Example: Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.
   3. Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

4. Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

D. Level 4 Violations
   1. Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.
   2. Example: Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.
   3. Recommended sanction: Expulsion from the University and a permanent dismissal notation on the student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.
   4. Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

B. Additional Procedural Guidelines

1. For matters not being adjudicated by the Academic Integrity Review Board (Levels 1 and 2), the Office of the Provost will conduct a review to determine whether the student has any prior violation and then determine appropriate additional procedures.
2. When applicable the Office of the Provost will be responsible for providing both the student and the instructor with proper notice concerning their participation in a hearing before the Academic Integrity Review Board. In addition, notice of the results of hearings will be provided. In the event that either the student or the instructor does not attend a scheduled hearing, the matter will be heard based on the written record and the information provided by the party in attendance.
3. Hearings conducted by the Academic Integrity Review Board will be closed to all members of the campus and outside community except those directly involved with the case.
4.

reviews the case and findings and provides a final decision. This will be the final step in the adjudication process.

14. Following the hearing, the Office of the Provost will provide the accused student with written notification of the decision reached and a list of any sanctions imposed. If the student is found “responsible,” a record of the decision will be placed in the student’s advising folder.

ATTACHMENT 4
ACADEMIC INTEGRITY FLOW CHART FOR INSTRUCTORS

Rowan University Academic Integrity Flow Chart for Instructors - AcademicIntegrityFlowchart_2009.pdf

ATTACHMENT 5
REPORT OF AN ACADEMIC INTEGRITY VIOLATION (RAIV)

Rowan University Report of an Academic Integrity Violation (RAIV) - RAIV_Elec_Form.docx

Curriculum Senate Report February 3, 2016
The following proposa ls are being submitted for Senate Approval
Process F- New Degree Program Proposals
The following proposals have been approved by the Senate Curriculum Committee.
Proposal #

Resolution to Create A New Senate Committee

GRADUATE EDUCATION AND GLOBAL LEARNING AND PARTNERSHIPS

Reviews and recommends academic policies and procedures in the Division of Global Learning and Partnerships, including the development of online and hybrid courses, as well as traditional courses offered by DGLP. Also reviews and recommends academic policies and procedures for graduate programs not housed in DGLP.

Eligibility: 8 Faculty (to include at least 1 representative from each College)
2 Professional Staff
2 SGA Reps
2 Graduate Students
1 AFT Rep

Total: 15