

Senate Executive Committee Agenda
November 4, 2016 at 2:00 PM in Lib 326

1. Task force on Diversity and Inclusion (page 2)
2. Proposed changes to Registrar's policies and procedures (page 3)
3. Possibility of offering online SIR II evaluation
https://www.ets.org/sir_ii/administration/online_delivery/

Task Force on Diversity and Inclusion in the Rowan

Onerepresentative from the

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- 7. **Stephen Fleming** & Social Sciences:
 - 8. **Kristen diNovi**
 - 9. One representative from GSBS: **Diane Worrad**
 - 10. One representative from Rowan Global: **Kelly Yanek**
 - 11. One to three representatives (as needed) from SEM/Advising: **Lori Getler and Beth Rey**
 - 12. One representative from Student Life/Orientation: **Drew Tinnin**
 - 13. One representative from University Scheduling: **Steve Kessel**
 - 14. One representative from ASA: **Jeffrey Fields**
 - 15. One representative from the Senate Academic Policies & Procedures Committee: **Mike Grove**
 - 16. **Rebecca Gollihur**, University Registrar or designee, which will often be **Melissa McKenna**

Update Plan/Goals

Part III of this document is our recommended set of updated registration-related policies that we

Current registration-related policy information currently appears in many locations (with differing information/formats) including the website, the confluence page (pasted below), and, in some cases, on individual academic college sites. With assistance and input from the Registrar Academic Board (RAB), which includes representation from each academic college, we found, consolidated, and wrote appropriate updates to the major registration-related policies.

Once approved, we will work to remove outdated policies and coordinate with the (o)-5(u)-5(n)6(d)-5(,)-2()-2(co

#	Topic	Old/current policy	Actual practice if differs from policy	
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#	Topic	Old/current policy
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		<p>drop/add have always reflected 5 business days from the start of the term.</p>	<p>Term in which the course appears is 3 weeks or shorter: Regular Drop/Add dates are the first 2 business days of the session/Part of Term in which the course appears</p> <p>If the course length/Part of Term in which the course appears is over 3 weeks and up to 6 weeks: Regular Drop/Add dates are the first 3 business days of the session/Part of Term in which the course appears</p> <p>If the course length/Part of Term in which the course appears is over 6 weeks and up to the full term (12-16 weeks): Regular Drop/Add dates are the first 5 business days of the session/Part of Term in which the course appears</p>		<p>simply putting Rowan Global and main campus/Registrar dates together, making them easier to find and follow. Need drop/add dates for all course lengths.</p>
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#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new
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up/begin

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
6	Late	<p>There was no real policy or process - students who wanted to take late-start courses had to complete the cumbersome late drop/add process, that technically, required hardship documentation and had to be completed within 2 weeks of start of term - even though the question still had registration open.</p>	<p>Same - except the deadline is violated constantly for legitimate reasons.</p>	<p>Establish a late start registration and adjustment policy and form that allows students to easily register for late-start courses (those that begin in October/March) that have availability and/or to drop those same courses within the appropriate drop/add periods</p> <p>Establish and better communicate that the drop/add periods for late-start courses differ from full-term courses.</p>	<p>Need formal process and form so students and staff don't unnecessarily complete late add form for a class that has not yet begun</p> <p>Eliminate confusion and need for multiple signatures</p> <p>Working to try to put late start registration process online but in the meantime, manual process of some type is needed.</p> <p>Also need to ensure that anyone going through this notifies</p>

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
7	Withdrawal Form/process	<p>Currently, there are 3 withdrawal periods that reference weeks of the course</p> <p>Regular</p> <p>Withdrawal is after drop/add and before midterm & requires instructor signature only and uses a W grade</p> <p>Late</p> <p>Withdrawal is between midterm & last 4 weeks and requires instructor and chair signatures</p> <p>and uses either a WP or WF</p> <p>Hardship</p> <p>Withdrawal is last 4 weeks of term, requires instructor, chair, and dean signatures and uses either a WP or</p>	Same as policy.	<p>Change weeks/terms to % of Part of Term but keeping overall timelines the same</p> <p>Remove the hardship withdrawal and make a separate process</p> <p>Have one withdrawal form for Regular and Late and keep those processes and signatures for each (as outlined under current policy column)</p> <p>In addition to recommending that students consult with their advisor, we are adding a student verification section where they confirm they have spoken with other offices around campus so the student is fully aware of the financial and other consequences of this action.</p> <p>Clarifying that the signature</p>	<p>Deadlines have to be percentages and not actual weeks, and must reference course/Part of Term (not term) in order to serve our many courses of differing lengths.</p> <p>There is confusion about being able to withdraw for academic reasons and we would like to make the withdraw process more streamlined and remove hardship from at least the portion/form to make it clear that students can withdraw for any reason up to the 75% point of the course (See hardship form.)</p> <p>With 6 (or more) academic colleges addressing hardship issues, it is not possible to be</p>

WF AND
can be
only used in
documented
hardship
cases

is verifying
lastdate of
attendance
and "grade" as
approval.
Confirm
this

#	Topic	Old/current policy	Actual practice if differs from policy	Suggested new policy and practice	Rationale for change
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8 Hardship
Form
/process

Currently
hardship
withdrawal
is the
final/latest
part of
course
withdrawal
- which
is
repeated
below:

Hardship
Withdrawal
is last
4
weeks of
term,
requires
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				<p>IV funds which must be done within 45 days</p>	<p>consistently across colleges by having the same individual (VP of Student Life) who currently handles hardship university/term withdrawals manage the course withdrawal process as well.</p> <p>The above also allows us to better streamline coding/processing for financial aid audit purposes across both course and university/term withdrawals</p> <p>This change also remove additional obstacles from the course withdrawal process and therefore, is again, more in line with the financial aid audit</p>
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