

### **Academics Standards Council**

1. Consult with the Deans of the colleges and the faculty to change the repeat course policy. Grade Change Policy (Please be ready to present to the Faculty Senate on 10/14)
2. Work with the **Advisement and Registration Council** to review the University policy on Last Day to Drop Class and provide recommendations for revising the policy if warranted. ((Please be ready to present to the Faculty Senate on 11/25)
3. Consider the number of credits a transfer student needs to have completed to earn Latin Honors ((Please be ready to present to the Faculty Senate on 11/25)
4. Review 2008 guidelines for student internships, make any necessary revisions, bring to the Senate ((Please be ready to present to the Faculty Senate on 1/27)
5. Consider University's policy for accommodating students with disabilities. ((Please be ready to present to the Faculty Senate on 3/24)
6. The Council might consider the possibility of changing the time of Common Hour so the current time could be used for classes as it is a popular teaching hour.
7. The Council might work with the Center for Teaching Excellence to develop two sets of suggested guidelines, 1) for faculty, on how to best document teaching excellence, and 2) for departments, on how to best document teaching excellence.

### **Standing Charges:**

1. Review and recommend policy for the adoption, implementation and enforcement of educational and academic standards.
2. Review and recommend policy for the adoption, implementation and enforcement of educational and academic standards in curricular issues.
3. Liaise with university officials responsible for all academic policy matters to conduct an ongoing review of their effectiveness.

**Admissions and Enrollment**

1. The council and Vice President Ross present the University's enrollment plan to the Faculty Senate in the fall and spring semesters (10/14)
2. Continue the discussion of how the academic scholarships could be awarded. The idea was proposed to allow programs within the school to write proposals in order to be considered for scholarship money. The committee thought that this provided an equitable way to distribute the money among programs. This will be revisited at a future meeting. (11/11)

**Standing Charges:**

1. Review and recommend policy for (recruitment), admission and retention in undergraduate and graduate programs.
2. Liaise with administrators responsible for admission, retention, and enrollment management issues to review the effectiveness of current policies and practices on an ongoing basis.
3. Report to the Senate on the acceptance of transfer credits from community colleges, and propose recommendations for a policy on the maximum number of transfer credits to be allowed in accordance with the new State Transfer Agreement and the new minimum credit floor of 120 for graduation.

**Advisement and Registration**

1. Provide a preliminary assessment of new advisement model. Gather information by college to determine the roles of professional advisors and faculty advisors. Work with each college to define which advisor is responsible for advising which students. Determine if there is a way to gauge student satisfaction. (Please be ready to present to the Faculty Senate on 3/10)
2. Consider the issue of requiring students to have the approval of an advisor before they can withdraw from classes. Attend the Faculty Senate meeting on 9/25 when the issue is discussed, and draft a proposal that addresses the opinions and concerns of the Faculty Senate.

**Standing Charges:**

1. Review undergraduate advisement and registration policies and procedures, and recommend revisions and/or new policies as needed for both undergraduate and graduate processes.
2. Identify problems and recommend means for improvement in undergraduate advisement and registration procedures.
3. Work with administrators involved in areas of undergraduate Advisement and Registration to recommend ways to facilitate policy implementation.

### **Assessment**

1. Working with the **UCC Council** determine how to implement the UCC Assessment plan in the 2014-2015 year. Report on the progress of the subcommittee on assessment for the UCC. (Please be ready to present to the Faculty Senate 12/9)
2. Set up faculty development for Campus Labs for assessment.
3. Determine if the University should consider using either FSSE or the Higher Education Research Institute's "Faculty Survey" on a regular basis, and, if adopted, that the Research and Scholarship Council be charged with responding to the results

### Standing Charges:

The Assessment Council shall carry out its charges within the context of the current Assessment Policy and the Principles of Assessment, adhered to by this institution. On this campus, assessment is distinct from evaluation. Assessment at WPUNJ shall be defined as the measurement of course, program, and other student learning outcomes, as well as university-wide curricular initiatives, for the purpose of improvement. To enhance our educational environment, assessments will be designed that:

1. Better articulate educational goals,
2. Provide means for collecting information on the progress towards the goals, Recommendation: Concerning the UCC, the UCC Council is developing a web-based assessment instrument of UCC Program Outcome 5. The Assessment Council will provide feedback on the process once this is completed.
3. Disseminate results to faculty and staff involved, who will consider possible modifications in that which has been assessed.

### **Budget and Planning**

1. Vet the Fall Budget, and report to the full Senate in timely manner. (Please be ready to present to the Faculty Senate on 10/28) If it is determined that this is better done at a campus-wide forum, please let the Senate Executive committee know
2. Presentation on the changes on the way the departments are working with their budgets. Please consult the Chair's council, and please come to the Senate with recommendations. (Please be ready to present to the Faculty Senate on 12/9)
3. Co-sponsor an information on the budget process with the office of Vice President Bolyai in the early spring, and consider adding a preliminary information session in late November or December.
4. It is recommended that the council continue to help faculty and staff understand the targeted strategic plan goals and the need to align budget requests with these particular goals in mind.

### **Standing charges:**

1. Advise and prioritize in matters related to institutional planning and finance.
2. Examine and review the institution's proposed budget.
3. Work with the administration in resolving fiscal concerns.

## **Elections**

1. Consider the Elections process, and determine if changes to the process need to be made. Consider ways to make elections to important campus committees more manageable.
2. Bring revisions to the Elections council by-laws to the Faculty Senate for discussion and voting on 10/28 and 11/11
3. Share with the university community the tally of all elections (those on the Senate floor and those conducted online)

## **Standing charges:**

1. Develop standardized procedures for all campus-wide elections.
2. Conduct Faculty Senate elections prior to April 30th.
3. Conduct campus-wide elections according to the election policy for:
  - a) Promotion Committee, Sabbatical Leave Committee, Merit Award Committee.
  - b) University-wide ad-hoc committees and major Search Committees

### **Governance**

1. Review the criteria for earning emeritus status, the process by which individuals are nominated. What perks should be offered to those awarded emeritus status. (Please be ready to present to the Faculty Senate on 3/24)
2. Review standing charges for all councils and make recommendations for revisions (avoid redundancy – consider the 2 graduate councils, increase collaboration where necessary, etc.).
3. Review the Policy Manual periodically and suggest policies that need to be reviewed, revised and/or updated.

### **Standing Charges:**

1. Delineate the role of the Faculty Senate in University governance.
2. Review the various governance statements.
3. Recommend patterns of and responsibilities for self-governance by colleges, schools, institutes, divisions and faculties.
4. Review the Policy Manual periodically and suggest policies that need to be reviewed, revised and/or updated.
6. Educate the Senate on the Constitution and By-Laws.

### **Graduate Policy**

1. Discuss the online policy for graduate courses with the **Graduate Programs and Technology councils** and present to the Senate a guideline for these classes. (Please be ready to present to the Faculty Senate on 11/11)
2. Coordinate an annual “Graduate Studies Forum” that will provide a venue for faculty, administrators and staff to meet and discuss issues relating to graduate studies at this university.
3. Review and recommend policies and procedures for developing a dissertation continuation policy in order to provide a mechanism for allowing graduate students to continue working on a dissertation beyond the last dissertation course.
4. Review and recommend policies and procedures for developing a grading mechanism for keeping a course “in-progress” when it is determined that a graduate student requires additional training and/or academic work.
5. Review and recommend policies and procedures with respect to the current probation policy.
6. Review and recommend policies and procedures for informing graduate program directors that a student has formally accepted an offer of admission.
7. Review and recommend policies and procedures for ensuring that faculty receive adequate training in using new admissions systems and technologies.
8. Review and recommend policies and procedures for developing marketing strategies for graduate programs, including the use of newer technologies (e.g., webinars, streaming videos)
9. Review and recommend policies and procedures for developing, identifying, and coordinating resources in order to support graduate students particularly returning and mature students both with respect to academics and social integration.

### **Standing Charges:**

1. Review and recommend policy for the adoption, implementation, and enforcement of graduate educational and academic standards.
2. Review and recommend policy for admission and retention in graduate programs, and for publicity and recruitment issues.
3. Review graduate advisement and registration policies and procedures, and recommend revisions and/or new policies, as needed.



4. Identify and recommend means for improvement in graduate advisement and registration policies and procedures.
5. Liaise with university officials and bodies responsible for policy on the above matters to review the effectiveness of policies and facilitate their implementation.
6. Work with other appropriate offices as needed.

### **Graduate Programs**

1. Review and recommend new graduate programs, major changes in existing programs, and areas of expansion.
2. Work on “Online Integrity and Standards” policy with the **Graduate Policies and Technology councils** (Please be ready to present to the Faculty Senate on 11/11)
3. Consider the creation of a university-wide thesis policy? Should the University post all graduate theses online?
4. Present the council suggestions for Academic Change Proposal Form to the Faculty Senate

### **Standing Charges:**

1. Recommend policy on course requirements for graduate degrees and the procedures for inaugurating, changing, or terminating graduate courses and programs.
2. Review and recommend new graduate programs, major changes in existing programs, and areas of expansion.

### **Research and Scholarship**

1. Work with the administration to set a date for Research and Scholarship Day at the beginning of the academic year and develop a long-term plan for a successful Research and Scholarship Day
2. Continue efforts to improve Research and Scholarship Day, and coordinate with the Provost's Office about the possibility of creating an research week on campus.
3. Continue to develop the Survey of Faculty Needs for Research, Scholarship, and Creative Expression. Please inform the Senate Executive council when you believe this survey will be sent to faculty, and set a date to share the results with the full Senate. (Please be ready to present to the Faculty Senate on 10/14 or 10/28)
4. Plan a process by which to distribute the Survey of Faculty Needs for Research, Scholarship, and Creative Expression to faculty.
5. Study guidelines for documenting research on curriculum vitae in various disciplines, and that the best practices for doing so (according to college or discipline)
6. Share more information with the faculty on open access publishing. Make recommendations to the university about accepting open access publishing in retention and promotion decisions. Also suggest models for funding such publications. (Please be ready to present to the Faculty Senate on 10/28)

### **Standing Charges:**

1. Promote Faculty, Librarian, Professional Staff, and Adjunct Faculty scholarship; identify, on an ongoing basis, current and anticipated faculty, librarian, professional staff and adjunct faculty needs with regard to scholarship and research and recommend strategies designed to meet those needs,
2. Support the continued efforts to build academic research networks on and beyond the William Paterson campus,
3. Review, yearly and as needed, the policies, procedures, and guidelines for each of the following:
  - a) Institutional Review Board for the Protection of Human Subjects,
  - b) Scientific and Academic Fraud and Misconduct

## Technology

1. The council should become a part of the evaluation, configuration, and testing of Ellucian Degree Works. The Technology Council has an important role, through its diverse membership, in providing unique perspectives and constructive assistance in making sure that the implementation of this student degree audit system is successful.
2. Work on “Online Integrity and Standards” policy with the **Graduate Policies and Graduate Programs councils** (Please be ready to present to the Faculty Senate on 11/11)
3. Consider the new system of “tickets” for help, BlackBoard, and printing. Using data from the system please consider the results of the new system in terms of the nature of the problems ticketed, the length of time to solve a problem, and other issues you consider important. Please remember to let the faculty know that focus groups will take place early in the spring semester to assess the new system, and invite senators to be part of these focus groups. (Please be ready to present to the Faculty Senate on 11/25)
4. Consider the following issues as they concern online learning:
  - a) The readiness and training of faculty and students.
  - b) Resources available to Instructional technology, the Center for Teaching and Learning with Technology, and the Library
  - c) Academic Integrity
  - d) Intellectual Property
  - e) Quality Control

Continue collaboration with other Councils and Committees on technological plans that impact the academic arena.

Act as conduit of technology innovation, so the pedagogy drives the technology.

Contribute to the planning and implementation of the University's Strategic Plan where it relates to technology.

Work with relevant technology committees (Technology Across Curriculum and IT Advisory Board) to make recommendations about online and hybrid courses and programs.

Establish regular meetings between the Council and the CIO to discuss technology policies for the campus.

Standing Charges:

- a. Identify the technological needs of faculty.
- b. Recommend technology policies and initiatives based on curricular and scholarship needs.
- c. Participate in the University's technological policy-making and planning.
- d. Liaise with technology administrators on policy, curricular, and scholarship issues.

### **UCC Council**

1. Draft a proposal to modify the UCC pre-requisites. Should the university consider not requiring an Area 4 class be completed before a students can take classes in Area 5 and 6. (12/9)
2. Determine how to activate the assessment plan for the UCC program. Work with the UCC assessment coordinator if someone is appointed to this position.
3. Encourage all disciplines to include Writing Intensive and Technology Intensive courses for students in their majors and minors. Encourage all disciplines to teach classes in the different UCC areas.
4. Review the UCC objectives in the University Strategic Plan. Work with the UCC Director, the Senate, and the Administration to develop strategies and priorities for implementing the strategic plan initiatives.
5. Continue discussion of the implementation of topical and interdisciplinary courses; streamlining process while ensuring high standards
6. Continue to align UCC efforts with strategic plan and Middle States
7. Continue to conduct orientation presentations at summer programs for incoming students

### **Standing Charges:**

1. The UCC Council, working with the Undergraduate Council, shall monitor the General Education program and review and recommend to the Senate all proposed course and curriculum changes for UCC credit.
2. The UCC Council will review and make recommendations regarding all changes in the UCC Policy to the Senate.

### **Undergraduate council**

1. Provide date to faculty community by which council must have new programs that are intended to begin in fall 2015.
2. To promptly review changes and additions to the undergraduate curriculum, and present the council's opinion of the proposals to the Senate regularly throughout the year. (10/14 bring to Senate all minors, majors, and Honors tracks ready for Senate review)
3. Continue the conversation about the kinds of "blue form" information that will help the Council to continue operating in an efficient and effective manner.
4. Follow-up and decide on a date in Fall to meet with Nina Trelisky about an electronic format for new program proposal form (9/23 – probably much too early)

### **Standing Charges:**

1. Recommend policy on undergraduate course requirements for degrees and the procedures for inaugurating, changing, or terminating undergraduate courses and programs.
2. Review and recommend new undergraduate programs, major changes in existing programs, and undergraduate courses.