

CHARGES FOR SENATE COUNCILS/COMMITTEE, 2004-5
(Including standing charges as described in Senate By-Laws, and additional charges for 2004-5)

I. Admissions and Academic Standards Council

A. Standing charges

- a. Recommend policy for the evaluation of all members of the undergraduate University community regarding admissions, probation, dismissal, and graduation.*
- b. Recommend policy for the adoption, implementation and enforcement of educational and academic standards.*
- c. Recommend policy for academic standards for participation in extra curricular activities.*
- d. Work with administrators involved in areas of Admissions, and extra curricular activities to recommend ways to facilitate policy implementation.*

B. Additional charges:

- 1. Establish a sub-committee reporting to the Council that focuses on issues of academic integrity, such as the disposition of records of student plagiarism.
- 2. Continue to work on arranging individuals from the Center for Academic Integrity to consult with WPU in on-campus visits.
- 2. Continue to address issues of student writing skills including collaboration with WAC and the office of Institutional Research and Assessment to obtain concrete information about faculty inclusion of writing in their courses and their perceptions of student writing skills.
- 3. Prepare an annual report to the Senate on admission statistics of the entering freshman class.
- 4. Report to the Senate on Basic Skills criteria and procedures.

II. Advisement and Registration Council

A. Standing charges

- a. Review advisement and registration policies and procedures, and recommend revisions and/or new policies, as needed.*

b. Identify problems and recommend means for improvement in advisement and registration policies.

c. Work with administrators involved in areas of Advisement and Registration to recommend ways to facilitate policy implementation.

B. Additional charges

1. Work with Timely Degree Completion Initiative Committees to implement advisement improvements.
2. Assess effectiveness of advisement activities that are embedded into First Year Seminar.
3. Refine the practice of advisor notification to take into account faculty leaves (sabbaticals, retirements, replacements). Formalize and standardize policies for reassignment of advisors/advisees.
4. Report on faculty/advisor awareness of WPU's online resource, "Web for Faculty and Advisors."
5. Report on the effectiveness of the new Early Alert System.

III. Athletic Activities Policy Council

A. Standing charges

a. Continually review academic policies of varsity athletic, and club sport programs.

b. Recommend recruiting policies for men's and women's varsity athletics.

c. Recommend policies for post season varsity athletic competitions.

d. Work with administrators, coaches and others involved in areas of varsity athletics, and club sport programs to recommend ways to facilitate policy implementation.

B. Additional charges

1. Complete the review of club and intramural sports opportunities for students and other members of the campus community. Submit a written report to the Senate on this information.

2. Continue to monitor the university's compliance with Title IX. Monitor trends, including last year's reported decline in full-time matriculated student participation in varsity sports. Report to Senate on recent trends in student participation.

IV. Elections Council

A. Standing charges

- a. Develop standardized procedures for all campus-wide elections.*
- b. Conduct Faculty Senate elections prior to April 30.*
- c. Conduct campus-wide elections according to the election policy for:*
 - (1) Promotion Committee, Sabbatical Leave Committee, Merit Award Committee.*
 - (2) University wide ad-hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff.*

B. Additional charges

1. Continue to run the electronic voting system. Continue with utilization of campus e-mail system for faculty notification regarding all election-related information.
2. Update and maintain lists of eligible voters: faculty, librarians and professional staff.
3. Implement Adjunct Faculty voting for a Senate representative; run elections for Adjunct Senate Representative.
4. Maintain complete and updated rosters of eligible voters and candidates for Adjunct representative.
5. Work with Governance Council to address questions that arise regarding election procedures.
6. Explore availability of other electronic voting systems that may better fulfill our campus needs.

V. Governance Council

A. Standing charges

- a. *Delineate the role of the Faculty Senate in University governance.*
- b. *Review of the Governance Statement.*
- c. *Recommend patterns of and responsibilities for self-governance by colleges, schools, institutes, divisions, and faculties.*
- d. *Review the Policy Manual periodically and suggest policies which need to be reviewed or revised.*
- e. *Review applications for Faculty Emeritus status and make recommendations to the Senate.*

B. Additional charges

1. Update and revise Constitution and By-Laws. (e.g., to include revision of senate elections and other changes that have occurred over the past several years)
2. Refine policy and procedures for election of Adjunct Senate Representative (approved by Senate in 2003-4), including mechanism to provide new representative if elected representative no longer teaches at WPUNJ.
3. Educate the Senate Body on Procedure and By-Laws: Provide instruction for the new members of the Senate.
4. Review and revise procedures for sending a substitute for a senate meeting. Possible options: Substitute with voice but not voting power. Voting can be done through Proxy, etc.
5. Review and revise policy manual.
6. Develop a proposal for faculty representation on the Board of Trustees. Examine what other universities do with regard to this issue.

VI. Graduate Council

A. *Standing charges*

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

B. Additional charges

1. Hold sixth annual Graduate Studies Forum, with content to be decided in collaboration with the Graduate Program Directors' Group.
2. Establish a format and agenda for working collaboratively with Graduate Program Directors Group.
3. Make formal recommendation to Senate regarding the waiving of graduate application fees for WPU undergraduates with 3.8 GPA or higher.
4. Make formal recommendation to Senate regarding instituting earlier deadline for acceptance of Graduate Assistants.
5. Investigate and make recommendations regarding active recruitment for Graduate Programs.

VII. Research Council

A. Standing charges

a. Promote Faculty, Librarian, & Professional Staff scholarship; identify, on an ongoing basis, current and anticipated faculty, librarian, and professional staff needs with regard to scholarship and research and recommend strategies designed to meet those needs,

b. Support the continued efforts to build academic research networks on and beyond the William Paterson campus,

c. Review, yearly as needed, the policies, procedures, and guidelines for each of the following:

(1) Institutional Review Board for the Protection of Human Subjects,

(2) Scientific and Academic Fraud and Misconduct,

(3) Assigned Research Time Application and Selection.

B. Additional charges

1. Hold an annual Research and Scholarship Day. Recommend alternative formats for presentations at this event.

2. Develop recommendations for a university-wide student research and creative expression day. If possible, collaborate with College of Science and Health Center for Research on such an event.

VIII. Undergraduate Council

A. Standing charges

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

B. Additional charges

1. Plan and hold a forum on Best Practices with regard to fulfilling university-wide Student Learning Outcomes (together with General Education Committee).
2. Propose a mechanism to streamline the Course Change Proposal so that it can be completed as an interactive on-line form.

IX. General Education Committee

A. Standing charges

- a. Review and make recommendations regarding all changes in the General Education Policy to the Senate.*
- b. Monitor the General Education program in conjunction with the Undergraduate Council Review and recommend to the Senate all proposed course and curriculum change for General Education credit.*
- c. Work closely with all constituencies to attain the goals and objectives stated in the General Education Policy of the Faculty Senate.*

B. Additional charges

1. Continue to implement the General Education (G.E.) Assessment Timeline. Review Assessment data from pilot study; revise survey as necessary; distribute survey to students in GE courses and analyze results. Report to the Senate and review results with Department Chairs.

2. Assess the relationship between increased enrollment (12,000 students) and the quality of GE courses and the GE program; i.e, how does over-enrollment affect GE offerings? Compare flat-rate tuition policy vs. per credit tuition policy with regard to the need to over-enroll GE courses.
3. Plan and hold a forum on Best Practices with regard to fulfilling university-wide Student Learning Outcomes (together with Undergraduate Council).
4. Collaborate with the Registrar to determine overall student progress in completing GE courses within the timeframes designated in the Provost's GE Document of March 2003. .
5. Review new proposals for G.E. courses and make recommendations.
6. Review existing G.E. courses with regard to G.E. Student Learning Outcomes.
7. Introduce new Handbook of General Education (Draft) to First Year Seminar students and instructors. Collect student feedback and refine/edit GE Handbook for routine general distribution.
8. Investigate and report on the use of 100 level courses as GE upper level electives; make recommendations about this issue.
9. Investigate the mechanisms used in transfer evaluations to determine GE equivalents. Report on this process to the Senate.

X. Assessment Committee

A. *Standing charges*

- a. Coordinate assessment activities adopted by the Senate.*
- b. Inform and educate the entire college community regarding issues and trends in relation to assessment.*
- c. Review and recommend priorities and policies regarding assessment to the Senate.*
- d. Prepare and allocate resources with Senate approval for assessment.*
- e. Act as consultants for assessment projects.*
- f. Recommend to the Senate the direction and focus for assessment.*

B. *Additional charges*

1. Continue to work collaboratively with departments undergoing Program Review.

2. Work cooperatively with the Office of Institutional Research and Assessment. Continue to serve as a resource for assessment work in the five colleges. Develop a plan to coordinate assessment activities for the academic units.
3. Continue the Assessment Grant Program.
4. Publish the newsletter Assessment Matters.
5. Hold a third workshop on assessment issues for faculty and Deans.