

Charges for Senate Councils

2018-19

I) ACADEMIC STANDARDS COUNCIL

a) Standing Charges

- 1) Review and recommend policy for the adoption, implementation and enforcement of undergraduate educational and academic standards
- 2) Review and recommend policy for the adoption, implementation and enforcement of undergraduate 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.

b) Additional Charges (Priorities for 2018-19)

- 1) Work cooperatively with the Assessment Council and the administration to outline the timelines for the Registrar (Banner)/ official University catalog system / University website in order to have the program review updates and new programs up and running in a timely manner in order to assist current students and recruit new students.
- 2) Collaborate with the Technology Council to review and revise the *Academic Integrity Policy for Students* – using as sources the current version <https://wpunj.edu/human-resources/faculty-and-professional-staff-handbook/academic-integrity-policy-for-students.html>, the 2008 version passed by the Faculty Senate, and the recommendations for additions included in the End-of-Year report of the 2017-18 Technology Council <https://www.wpunj.edu/senate/council-technology/YER-2017-18-Technology.pdf>
- 3) Examine the timelines for approval of course changes and new courses to determine if requests for approvals are acted upon promptly for all submissions, including those in which technology and industry-driven changes require frequent and sometimes significant updates
- 4) Investigate current efforts by faculty and administration at William Paterson to increase awareness of rapidly-changing workplace expectations and infuse them into academic standards as a first step towards supporting and promoting a policy and process to improve the alignment of academic and workplace standards.

II) ADMINISTRATOR ASSESSMENT COUNCIL

a) Standing Charges

- 1) Prepare and administer assessments of the following administrators: President, Provost and Vice president, all deans, all vice presidents
- 2) Prepare summary reports of the results of the assessments for acceptance and transmission by the Senate (according to a schedule to be determined by the Senate).

b) Additional Charges (Priorities for 2018-19)

- 1) Review and implement the timeline for the assessments of the Deans of the Colleges of Arts and Communication, Business, Humanities and Social Sciences, and Science and Health, and the Library

- (1) Prepare the surveys of the Deans and submit to the Senate Executive Committee by November, 2018
- (2) Administer the surveys in January, 2019
- (3) Analyze the results and prepare a summary and recommendations for review by April 1, 2019.

III) ADMISSIONS AND ENROLLMENT MANAGEMENT COUNCIL

- a) Standing Charges
 - 1) Review and recommend policy for admission and retention in undergraduate 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.
- b) Additional Charges (Priorities for 2018-19)
 - 1) Analyze Enrollment Management reports to determine progress in increasing enrollment and addressing weaknesses in admission and retention. Collaborate with the Vice President for Enrollment Management to prepare a report to the Faculty Senate with recommendations for increasing enrollment
 - 2) Analyze the effectiveness of the Starfish program in supporting students at risk for probation and dismissal
 - 3) Compare retention rates across departments, first year cohort, EOF and Honors College with the overall undergraduate retention rates.

IV) ADVISEMENT AND REGISTRATION COUNCIL

- A) Standing Charges
 - 1) Review undergraduate advisement and registration policies and procedures, and recommend revisions and/or new policies, as needed.
 - 2) Identify problems and recommend means for improvement in undergraduate advisement and registration policies.
 - 3) Work with administrators involved in areas of undergraduate Advisement and Registration to recommend ways to facilitate policy implementation.
- b) Additional Charges (Priorities for 2018-19)
 - 1) Continue working on an online training proposal, and include detailed technological components based on institutional capabilities, e.g. making it interactive. Present to Senate.
 - 2) Continue developing a syllabus to address expectations and definitions of the roles of advisor and advisee, along with other points. Incorporate this or links to this in an online training tool.
 - 3) Consult with the union on the recommendation that colleges should mandate initial and ongoing training for their advisors.
 - 4) Work with the Assessment Council to develop a proposal for an assessment of departmental advisement.
 - 5) Survey students with double majors to determine their advisement needs.

V) ASSESSMENT COUNCIL

a) Standing Charges

- 1) 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 the educational goals,
 - (2) Provide means for collecting information on the progress towards the goals,
 - (3) Disseminate results to faculty and staff involved, who will consider possible modifications in that which has been assessed.
- 2) The Council’s principal functions shall be to:
 - (1) Inform and educate the university community regarding issues and trends in relation to assessment (e.g. via an annual newsletter, and annual university forum).
 - (2) Act as consultants for assessment projects campus-wide, including program reviews.

b) Additional Charges (Priorities for 2018-19)

- 1) Work cooperatively with the Academic Standards Council and the administration to outline the timelines for the Registrar (Banner)/ official University catalog system / University website in order to have the program review updates and new programs up and running in a timely manner in order to assist current students and recruit new students.
- 2) Develop a Blackboard Shell through collaboration with IRT, including needs assessment from focus groups and surveys. Develop content on the shell useful to the campus community about assessment.
- 3) Work cooperatively with the Research and Scholarship Council to discuss how to promote assessment and research.
- 4) Work with the Advisement and Registration Council to develop a proposal for an assessment of departmental advisement.

VI) BUDGET AND PLANNING COUNCIL

a) Standing Charges

- 1) Recommend University budget policy and overall direction
- 2) Advise and prioritize in matters related to institutional planning and finance
- 3) Examine and review the institution’s proposed budget
- 4) Work with the administration in resolving fiscal concerns

b) Additional Charges (Priorities for 2018-19)

- 1) Explore how graduate programs are supported and administered. Using the MBA director’s position as a reference point, address these questions: 1) are there other graduate programs at WPU with an individual occupying a similar position in support of a program? 2) is there a model that can be adapted to other graduate programs? 3) can organizational changes in the colleges lend some support for the work that

- enhances a successful and growing graduate program? 4) how does a program obtain extra support if needed? 5) do the deans at each college have any responsibility for making strategic decisions in regard to the marketing priorities of these programs?
- 2) Develop and propose a feedback process for unit/departments from deans and upper administration regarding decisions related to submitted but unfunded projects.
 - 3) Examine the allotment and distribution of resources for making the campus more secure from crisis events, such as an active shooter.

VII) ELECTIONS COUNCIL

- a) Standing Charges
 - 1) Develop standardized procedures for all campus wide elections.
 - 2) Conduct Faculty Senate elections prior to April 30.
 - 3) Conduct campus wide elections according to the election policy for:
 - (1) Promotion committee, Sabbatical Leave Committee, UFRAC 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, and Adjunct Faculty.
- b) Additional Charges (Priorities for 2018-19)
 - 1) For regular elections of Senators and Senate committees, discuss the benefits, disadvantages and feasibility of creating a method for posting the acceptances of nominations in realtime.
 - 2) Review the location and content of the written procedures for running elections

VIII) GOVERNANCE COUNCIL

- a) 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 which need to be reviewed or revised.
 - 5) Review applications for Faculty Emeritus/Emerita status and make recommendations to the Senate after the candidate's retirement is effective.
- b) Additional Charges (Priorities for 2018-19)
 - 1) Submit a proposal to amend By-Laws with a procedure for future amendments
 - 2) Review Senate By-Laws and Council Charges to insure alignment
 - 3) Review Council manuals/documents and recommend policies or procedures for their approval or accessibility

- 4) Review Senate Governing Documents and recommend amendments or updates as necessary
- 5) Review policies and procedures that govern how Faculty Senate actions (e.g., new programs, revised programs, resolutions, proposals, recommendations, policies and procedures) are processed and transmitted to the next administrative level for implementation and how implementation actions are then communicated back to the Senate, thus closing the loop.
- 6) Collaborate with the Senate Executive Council and AFT local 1796 to establish a due diligence policy for the composition of Department Promotions, DFRAC, and DAC Committees when the department does not have three tenured faculty members.

IX) GRADUATE POLICIES AND PROCEDURES COUNCIL

a) 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, review the effectiveness of policies and facilitate their implementation.

b) Additional Charges (Priorities for 2018-19)

- 1) Review and recommend policies and procedures for evaluating Graduate Program viability (i.e., programs on hiatus).
- 2) Graduate Forum "2019": Growing new programs and improving current graduate programs in the face of new challenges.
- 3) Review and recommend a leave of absence policy for matriculated graduate students.
- 4) Graduate Academic, Diversity and Support Group (GAD-SSG) - Review and recommend policies and procedures for developing, identifying, and coordinating academic, multicultural and social integration resources in order to support and mentor graduate students, including returning and international students.
- 5) Review and recommend policies and procedures for developing a Strategic Plan for Graduate Program marketing and branding.
- 6) Collaborate with the Budget and Planning Council on the review and recommendations for policies and procedures for strengthening graduate programs (e.g., recruitment, retention and marketing).
- 7) Explore the benefits and feasibility of establishing a School of Graduate Studies within William Paterson University

X) GRADUATE PROGRAMS COUNCIL

a) 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.
- b) Additional Charges (priorities for 2018-2019)
- 1) Revise the “Best Practices Checklist for Online Programs” per suggestions from representatives to the Faculty Senate and determine the appropriate location for the documents on the WPU website.
 - 2) Review the online academic change proposal form to determine if further additions or modifications should be suggested.

XI) RESEARCH AND SCHOLARSHIP COUNCIL

- a) 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 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 (Priorities for 2018-19)
- 1) Sponsor activities to clarify and articulate the meaning, value, and role of RSCE (Research, Scholarship and Creative Expression) activity by faculty and students with attention towards implementing the seven recommendations developed by the RSCE Working Group pertaining to connecting RSCE to the larger WPU community, ART, student-centered research, and research and art portals.
 - 2) Develop and propose to Faculty Senate a university-wide Open Access policy.
 - 3) Review the activities associated with the week of presentations of research and creative expression entitled “Explorations”; collaborate with administration to review what worked well and what could be improved for 2018-2019.
 - 4) Collaborate with the Technology Council to explore and extend support for University-wide software purchases and implementation designed to support faculty activities in research, scholarship and creative expression.

XII) TECHNOLOGY COUNCIL

- a) Standing Charges
- 1) Identify the technological needs of faculty.
 - 2) Recommend technology policies and initiatives based on curricular and scholarship needs.
 - 3) Participate in the University’s technological policy-making and planning.

- 4) Liaise with technology administrators on policy, curricular, and scholarship issues.
- b) Additional Charges (Priorities for 2018-19)
 - 1) Advocate to establish persistent URLs and best practices for posting and maintaining important University documents online. This charge may include:
 - advocating for the establishment of persistent (unchanging) URLs for the most important University documents and offices;
 - advocating for the establishment of best practices for web managers regarding: (i) linking to university documents and offices; and (ii) reorganizing pages and directories to avoid breaking links from other parts of the site.
 - 2) Continue to support Instruction & Research Technology (IRT) in requesting research into an Online Learning Center.
 - 3) Support nascent Digital Literacy initiative by IRT.
 - 4) Collaborate with the Research, Scholarship and Creative Expression Council to explore and extend funding and resources for University-wide software purchases and implementation designed to support faculty activities in research, scholarship and creative expression.
 - 5) Collaborate with the Academic Standards Council to review and revise the *Academic Integrity Policy for Students*, using as sources the current version <https://wpunj.edu/human-resources/faculty-and-professional-staff-handbook/academic-integrity-policy-for-students.html>, the 2008 version passed by the Faculty Senate, and the recommendations for additions included in the End-of-Year report of the 2017-18 Technology Council <https://www.wpunj.edu/senate/council-technology/YER-2017-18-Technology.pdf>

UNDERGRADUATE COUNCIL

- c) 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.
- d) Additional Charges (Priorities for 2018-19)
 - 1) Become familiar with the new automated program proposal submission process, and make recommendations for changes as needed.

XIII) UNIVERSITY CORE CURRICULUM COUNCIL

- a) Standing Charges
 - 1) The University Core Curriculum Council working with the Undergraduate Council shall monitor the UCC program and review and recommend to the Senate all proposed course and curriculum changes for UCC credit.
 - 2) The University Core Curriculum Council will review and make recommendations regarding all changes in UCC policy to the Senate.
- b) Additional Charges (Priorities for 2018-19)

- 1) Checking existing courses for proper attributes and approvals: as an artifact of the submission-system workflow, some courses simultaneously seeking area attribution + WI or TI are on the books for both even though formally approved for only one of the requested attributes. Coordinate with the Core Director and the relevant Review Panels to check the documentation in these instances and ensure it meets UCC standards, making corrections to the Banner record as required.
- 2) Develop a plan to re-assess courses along with a review of the overall UCC program in coordination with the Provost's office and Middle States
- 3) Select and conduct an assessment of Area 1 Personal Well-Being.
- 4) Per the Technology Intensive Assessment, review of the current TI outcomes
- 5) Monitor and support the implementation of the recommendations from the Community and Civic Engagement and the Technology Intensive assessments

Original: 10/17/18/18