

Charges for Senate Councils

2017-18

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 2017-18)
 - 1) Review and re-submit the Academic Standing Policy on academic warning, academic probation, dismissal and reinstatement to the Senate
 - 2) Work with the Assessment Council and Associate Provost for Curriculum and International Education to revise procedures and documentation for program review.
 - 3) Liaise with the Technology Council to determine further edits of the Academic Integrity Policy, and work with General Counsel to determine any implementation/enforcement concerns

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 2017-18)
 - 1) Prepare for the Senate the list of administrators to be assessed in 2017-2018
 - 2) Modify reports to the Senate to include an Executive Summary and Recommendations per administrator. Full reports of all data tables will be archived with the Faculty Senate but not distributed for review and discussion.

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 2017-18)

- 1) Analyze Enrollment Management reports to determine progress in increasing enrollment and weaknesses in admission and retention and work with the Vice President for Enrollment Management to make recommendations for increasing enrollment
- 2) Examine and reconcile the differences in enrollment statistics reported in various sources (Factbook, IPEDS; reports to the Senate from the Director Office of Enrollment Management)
- 3) Analyze the effectiveness of the Starfish program in supporting students at risk for probation and dismissal
- 4) Conduct campus-wide retention symposium

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 2017-18)

- 1) Develop a proposal for a consistent ongoing training module that is universal for all advisors.
- 2) 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 2017-18)

- 1) Work with the Academic Standards Council and Associate Provost for Curriculum and International Education to revise procedures and documentation for revisions to the Program Review Handbook and clarify the process of assessment.

- 2) Develop assessment training and information sessions at the College level, based on the results of the Needs Assessment Survey deployed in Spring 2016 and presented to the Faculty Senate in October 2016; consider request.
- 3) Collaborate with the Research and Scholarship Council to assess its effectiveness in promoting research

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 2017-18)
 - 1) Examine the distribution of resources for the marketing of undergraduate and graduate programs

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 2017-18)
 - 1) Explore feasibility of replacing paper ballots with instant electronic polling for Executive Committee elections and special elections
 - 2) For regular elections of Senators and Senate committees, explore feasibility of creating website for Council to publicly post nominations when they are accepted

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 2017-18)
 - 1) Prepare revisions to the Senate by-laws regarding the emeritus policy and procedures (Section 2-9C)
 - 2) 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.

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 2017-18)
 - 1) Plan a Graduate Forum “2018”: Developing an Incubator Program for Growing Graduate Infrastructure and University – Business Partnerships
 - 2) Review Graduate Course Repeat Policy: Review and make recommend policies and procedures governing repeating a course.
 - 3) Review and recommend policies and procedures for developing a “Graduate Support Network (GSN)”: A WPU-based group of academics and professionals committed to the idea of supporting graduate students and diversity through mentorship and academic support.

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 2017-2018)
 - 1) Continue to revise the document “Best Practices Checklist for Online Programs” in order to ensure the integrity of graduate programs that are offered completely on-line; share revisions with the Technology Council
 - 2) Monitor usage and 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 2017-18)

- 1) 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 2017-2018
- 2) Develop proposal for revising the application and award process for the Open Access Publishing Pilot Program
- 3) Clarify and articulate the meaning, value, and role of RSCE (Research, Scholarship and Creative Expression) activity by faculty and students.
- 4) Collaborate with the Provost and Executive Vice President to create and provide support to a Working Group whose purpose is to identify the recommendations from the forums and the retreat in 2016-2017, with the intent to act on those considered within reach, to translate the results of the discussions into specific plans of actions and begin implementing them, and set in place a mechanism for addressing others in the longer term.
- 5) Collaborate with the Assessment Council to assess faculty attitudes towards ART and its effectiveness in promoting research

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 2017-18)

- 1) Review the document "Best Practices Checklist for Online Programs" prepared by the Graduate Programs Council.
- 2) Liaise with the Academic Standards Council to determine further edits of the Academic Integrity Policy, and work with General Counsel to determine any implementation/enforcement concerns.

- 3) Work with the Center for Teaching and Learning with Technology to organize and host a workshop on Qualtrics.

XIII) UNDERGRADUATE COUNCIL

- a) 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.
- b) Additional Charges (Priorities for 2017-18)
 - 1) Monitor usage and review the online academic change proposal form to determine if further additions or modifications should be suggested.

XIV) 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 2017-18)
 - 1) Liaise with the Assessment Council to continue assessment of UCC outcomes with a focus on Area 5 Community and Civic Engagement.

Original: 9/3/17

2nd draft: 9/6/17

3rd draft: 9/7/17

