

**APPROVED MINUTES FOR THE 5th REGULAR MEETING
OF THE FACULTY SENATE
FACULTY OF ARTS AND SCIENCES-CAMDEN
April 20th, 2004**

- I CALL TO ORDER:** The meeting was called to order at 12:20 p.m. in room 121 Armitage Hall, Dr. Tyler Hoffman, Faculty Senate President, presiding.
Approval of minutes of meeting on February 10th, 2004. The February 10th, 2004, minutes were **APPROVED, VOICE VOTE.**
- II Approval of Candidates for the Degree of Bachelor of Arts and the Bachelor of Sciences: Diplomas dated May 2004 - Assistant Dean Nancy Gulick.**
Dean Nancy Gulick presented each senator with a list of the candidates who applied for May 2004 graduation. She noted that there were 421 applications, but that past experience has shown that some candidates will find that they have not fulfilled their graduation requirements. Dean Gulick requested that we add the name, Melissa Beckett, under Psychology. The list of candidates for the Degree of Bachelor of Arts and the Bachelor of Sciences degree for May 2004 graduation (pending that each candidate meets graduation requirements) was **APPROVED, VOICE VOTE.**
- III Committee Vacancies - Dr. Rich Epstein, Chair, Rules of Procedure Committee.**
Dr. Epstein reported that ballots for faculty committees for 2004-2005 are being sent out and that there are ample candidates willing to serve on committees to fill all vacancies. When votes are tallied, Iris Rodriguez will type up appointments and distribute across campus. Dr. Epstein thanked everyone for their willingness to be on committees and announced that Dr. Allen Woll will be the next Faculty Senate President.
- IV Approval of new courses/course changes, Form 29s - Senator James Rushing, Chair, Academic Policy Committee.**
Four Form 29s were presented:
- a. English course number 350:098 (Reading) has been dropped and the course has been combined with course 350:099 (Writing). The English Department believes that reading and writing skills are best taught in combination rather than separately. Change was **APPROVED, VOICE VOTE.**
- The Foreign Languages Department presented three Form 29s:
- b. Course 470:402, The Living German Language: History and Modernity, is a new course that will provide knowledge for an advanced student or German major who plans to teach the German language at any level. Covering the linguistics, dialect, and history of German is good for future teachers. New course was **APPROVED, VOICE VOTE.**
 - c. Course 470:310, Communication in German Media, is a new course that will introduce students to a variety of types of texts, from the most informal to the most formal, as well as to a variety of communication media. New course was **APPROVED, VOICE VOTE.**
 - d. Course 470:100, Survival German, is a course that has been taught as a special topics course during the Winterim session in the past, but is now being offered as a permanent course. This course is intended for students with no prior experience in German; the course provides intense instruction primarily in spoken German, with special emphasis on the needs of travelers. Sample topics to be covered include pronunciation tips, menus, ordering food, asking for directions, arranging for a room, etc. Course was **APPROVED, VOICE VOTE.**

- V Technical support at the college - Dr. Jerry Verbrugghe, Chair, Information Services Committee.**
Dr. Verbrugghe informed the Faculty Senate that the Information Services Committee comprises five faculty members and three ex-officio (David Gwalthney, John Mannings, and Harold Winshel). He explained that the Teaching Excellence Center on the Camden Campus has been disbanded and Associate Dean Nancy Rosoff now oversees technical services as part of her duties. She asked Dr. Verbrugghe to attend the senate meeting to ask if there were any questions and to address any technical services that needed attention at this time. The availability of video equipment was addressed. There is no video equipment available on campus; however, the Department of Anthropology, Sociology, and Criminal Justice very graciously lends out their video equipment (which was obtained through a grant). The need to request special permission for the use of this equipment well in advance and concern for lack of video equipment was expressed. Smart classroom responsibility has been handed to RUCS. It was suggested that classrooms in the upper library be made into smart classrooms. Dr. Verbrugghe indicated that this is already underway.
- VI Revision to General Education Requirements - Senator James Rushing, Chair, Academic Policy Committee.**
Senator Rushing presented a proposal that the general education requirements be amended to read, in part, “computer science (198), NOT including 198:110. Since the Department of Computer Science no longer offers course 198:110 to Arts and Sciences students, it was suggested that transfer students not be permitted to transfer this course, since four-year Rutgers students cannot get credit for this course. Senator Rushing’s proposal to amend the general education requirements was **APPROVED, VOICE VOTE.**
- VII Statement regarding use of email - Mary Beth Daisey, Associate Provost for Student Affairs.**
Associate Provost Daisey asked the Faculty Senate for an endorsement to encourage Departments to use RAMS (Rutgers Automated Mail System) email lists. A suggestion was made that RAMS create lists by course. It was noted that Admissions urges each student to open an email account when a deposit is received (even before the student arrives on campus). A University mandate makes sure all faculty, staff and students open an email account. Associate Provost Daisey’s request for endorsement was **APPROVED, VOICE VOTE.**
- VIII Classroom Disruption Policy - Dr. Sid Katz, Chair, Ad Hoc Committee on Classroom Disruption.**
Dr. Katz presented a report by the Ad Hoc Committee on Classroom Disruption Policy. It was suggested that the Classroom Disruption Policy be placed on each course syllabus. A motion was made to place sections 1 and 2 (with revision of wording of withdrawl” to “removal” in section 2) in the undergraduate catalog; all 3 sections should be placed on Faculty Handbook. It was suggested that the Academic Policy Committee review the policy before it goes to the Faculty Senate for approval. This suggestion was **APPROVED, VOICE VOTE.** It was suggested that the Faculty Senate review any revisions made by the AP Committee at next years meeting. This suggestion was **APPROVED, VOICE VOTE.**
- IX New Business. Climate of Campus Survey - Mary Beth Daisey, Associate Provost for Student Affairs.**
Associate Provost Daisey presented a General Climate Survey that she requested Senators to review and make any changes or additions they felt would improve the survey. She emphasized the importance of faculty feedback on this survey.

REPORT ON ATTENDANCE:

Members Present: T. Hoffman, J. Meyer, J. Schiavo,, S. Katz, J. Rushing, A. Lees,
M. Nerurkar, K. Frame, M. Greipp

Members Excused: W. Saidel, S. Shende, J. Still, R. Cowley, K. Shienbaum

Members Absent: J. Dighton, L. Burke, A. Roche, J. Ma, J.T. Barbarese, C. Fitter, M.
Dillon, J. Baird, K. Carte-Engel, M. Nerurkar, K. Frame, C. Brown, N.
Marmorstein, I. Roseman, C. Brenner, J. VanTil, G. Caputo, M. Meloy,
C. Avins, S. Cosminsky, J-L Hippolyte, W.D. Jerome, M. Bravo

Meeting adjourned at 1:30 P.M.

Submitted by,

Tyler Hoffman, President
Faculty Senate (AY 2003-2004)