

Kean University
The Faculty Senate
College of Natural, Applied and Health Sciences Curriculum Committee
Approved March 14, 2000

The domain of this committee involves course offerings contained in the curriculum for the College of Natural, Applied, and Health Sciences. The goal of this committee is to help deliver the highest quality curriculum for the college and university, and maintain the highest academic standards for the course offerings.

Standing Charges:

1. To approve all new course offerings and revisions of courses.
2. To ensure the academic standards of the university are met by proposed courses and revisions.
3. To determine the applicability of proposed offerings to specific programs, and to the short and long term goals of the university.
4. To assess proposed and existing courses in an effort to avoid duplication of other offerings within the university curriculum.
5. To mediate situations involving inter-departmental and/or inter-college concerns as necessary, and to establish guidelines in this regard.
6. To participate in any ad hoc committees, as necessary, and send representatives to participate in other curriculum committees, when common concerns are at issue.
7. To establish guidelines and timelines for the periodic review and assessment of courses within each of the departments.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
College of Humanities and Social Sciences Curriculum Committee
Approved March 14, 2000

The domain of this committee involves course offerings contained in the curriculum for the College of Arts, Humanities and Social Services. The goal of this committee is to help deliver the highest quality curriculum for the college and university, and maintain the highest academic standards for the course offerings.

Standing Charges:

1. To approve all new course offerings and revisions of courses.
2. To ensure the academic standards of the university are met by proposed courses and revisions.
3. To determine the applicability of proposed offerings to specific programs, and to the short and long term goals of the university.
4. To assess proposed and existing courses in an effort to avoid duplication of other offerings within the university curriculum.
5. To mediate situations involving inter-departmental and/or inter-college concerns as necessary, and to establish guidelines in this regard.
6. To participate in any ad hoc committees, as necessary, and send representatives to participate in other curriculum committees, when common concerns are at issue.
7. To establish guidelines and timelines for the periodic review and assessment of courses within each of the departments.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
College of Business and Public Administration Curriculum Committee

Approved March 14, 2000

The domain of this committee involves course offerings contained in the curriculum for the College of Business and Public Administration. The goal of this committee is to help deliver the highest quality curriculum for the college and university, and maintain the highest academic standards for the course offerings.

Standing Charges:

1. To approve all new course offerings and revisions of courses.
2. To ensure the academic standards of the university are met by proposed courses and revisions.
3. To determine the applicability of proposed offerings to specific programs, and to the short and long term goals of the university.
4. To assess proposed and existing courses in an effort to avoid duplication of other offerings within the university curriculum.
5. To mediate situations involving inter-departmental and/or inter-college concerns as necessary, and to establish guidelines in this regard.
6. To participate in any ad hoc committees, as necessary, and send representatives to participate in other curriculum committees, when common concerns are at issue.
7. To establish guidelines and timelines for the periodic review and assessment of courses within each of the departments.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
College of Education Curriculum Committee
Approved March 14, 2000

The domain of this committee involves course offerings contained in the curriculum for the College of Education. The goal of this committee is to help deliver the highest quality curriculum for the college and university, and maintain the highest academic standards for the course offerings.

Standing Charges:

1. To approve all new course offerings and revisions of courses.
2. To ensure the academic standards of the university are met by proposed courses and revisions.
3. To determine the applicability of proposed offerings to specific programs, and to the short and long term goals of the university.
4. To assess proposed and existing courses in an effort to avoid duplication of other offerings within the university curriculum.
5. To mediate situations involving inter-departmental and/or inter-college concerns as necessary, and to establish guidelines in this regard.
6. To participate in any ad hoc committees, as necessary, and send representatives to participate in other curriculum committees, when common concerns are at issue.
7. To establish guidelines and timelines for the periodic review and assessment of courses within each of the departments.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
Elections Committee

Approved March 14, 2000

The domain of this committee involves all matters related to the election policies and procedures for the annual and special Faculty Elections. The goal of this committee is to facilitate the impartial election of faculty representatives to the various Senate and Letter of Agreement Committees.

Standing Charges:

1. To determine the electorates, vacancies and membership eligibility for all Senate and Letter of Agreement Committees, consistent with the Senate Constitution, senate policy, the Manual of the Faculty Senate Nominations and Elections Committees and the Letters of Agreement.
2. To work with the Nominations Committee to implement and insure the policies and procedures contained in the Manual of the Faculty Senate Nominations and Elections Committees are followed. Specifically these include, but are not limited to:
 - a) to determine the elections calendar for each academic year.
 - b) to maintain and update a database of membership to all elected Senate and Letter of Agreement Committees, including all resignations and replacements.
 - c) to select an agency to conduct the annual Spring election, and oversee the entire election process
 - d) to interpret and oversee the protocols of the election to insure the fairness of the process.
 - e) to review and recommend modifications to the Manual of the Faculty Senate Nominations and Elections Committees, to the Faculty Senate.
 - f) to ensure the annual re-organizational meetings are held during the spring semester of each academic year.
 - g) to expose the publication of campaign literature that is false or anonymous.
3. To determine the election rules not explicitly defined by the Manual of the Faculty Senate Nominations and Elections Committees.
4. To fulfill any specific or special charges from the Faculty Senate.
5. To make periodic progress reports to the Faculty Senate (several times during the election process), and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
General Education Committee

Approved March 14, 2000

The domain of this committee is the policies, procedures and curricular offerings related to the General Education and Learning Assistance Program (GELAP) at Kean University. The goal of this committee to serve as the custodians of the General Education Program, and to support the mission of General Education, ensuring the highest quality educational experience for students.

Standing Charge:

1. To serve as the custodians of the General Education Program and to facilitate the professional development that supports the mission of General Education.
2. To provide leadership in the continued growth and development of the General Education Program.
3. To advise the Co-Directors of General Education on all matters relating to placement criteria, to academic content, and to delivery of services in the program.
4. To approve all designated General Education courses according to the criteria outlined in the April 13, 1999, Faculty Senate resolution.
5. To facilitate the implementation and the continued functioning of the General Education Program following the recommendations and guidelines established by the April 13, 1999, Faculty Senate resolution.
6. To recommend to the Faculty Senate appropriate academic policies for the General Education Program.
7. To perform ongoing curriculum review and development as outlined in the April 13, 1999, Faculty Senate resolution.
8. To oversee and review the mechanisms for evaluating the curriculum of all program components, as established by the Senate GELAP Implementation Committee, and to report these results to the faculty and the appropriate administrative offices.
9. To review the reports and recommendations submitted by the Academic Services Coordinating Committee (in conjunction with the Council of Deans) to the General Education Committee.
10. To review the responsibilities of the Academy of General Education Faculty and Professional Staff for coordinating development and implementation as established by the Senate GELAP Implementation Committee.
11. To review and update as necessary the roles and responsibilities of the Co-Directors of the General Education Program.
12. To consult with the departments and disciplines of the university about curriculum development, services, assessment criteria and results, and ways to support the development of students skills and dispositions throughout all levels of the general education curriculum.
13. To fulfill any specific or special charges from the Faculty Senate.
14. To make periodic reports, a mid-year progress report, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
Graduate College Committee

Approved March 14, 2000

The domain of this committee involves all matters related to the policies and programs of the Nathan Weiss College of Graduate Studies at Kean University. The goal of the committee is to improve the quality, reputation and visibility of the Nathan Weiss College of Graduate Studies, offering the highest quality graduate education, in keeping with the mission of the university.

Standing Charges:

1. To review, and recommend revision as necessary, or propose new policies and programs regarding graduate academic standards. These recommendations should then be sent to the Graduate Council for review, referral (if necessary) to any other related/affected Faculty Senate committee, recommendation, and when appropriate, forwarding to the Faculty Senate for action.
2. To review, recommend revision as necessary, or propose new policies regarding graduate student retention. These recommendations should then be sent to the Graduate Council for review, referral (if necessary) to any other related/affected Faculty Senate committee, recommendation, and when appropriate, forwarding to the Faculty Senate for action.
3. To work cooperatively with Academic Standards Committee, Admissions Committee, Student Retention Committee, Academic Technology and Multimedia Committee, Research Committee, Library Committee, University Curriculum Committee, School Curriculum Committees, and Graduate Dean on areas of common concern, to recommend policy revisions and new policies that affect the Nathan Weiss College of Graduate Studies and of the college's operations at Kean University. All such recommendations should first be presented to the Graduate Council.
4. To fulfill any specific or special charges from the Faculty Senate.
5. To make a mid-year progress report to the Faculty Senate, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University

The Faculty Senate

Library Committee

Approved March 14, 2000

The domain of this committee involves all matters related to library policies and procedures, and how they impact on usage by the students, faculty and staff. The goal of the committee is to improve the overall quality of the Library holdings and services, making it the intellectual center of the university.

Standing Charges:

1. To examine current policies governing the use of the Library, and to recommend changes in these policies to the Faculty Senate for consideration.
2. To annually assess the quality and services of the library and address concerns raised by students, faculty and staff in these areas, reporting the findings to the Faculty Senate.
3. To act as a liaison between the library and the Faculty Senate.
4. To ensure that the services of the library are widely publicized among the students, faculty and staff, including, for example, developing a frequently asked questions (FAQs) sheet regarding library services.
5. To suggest to the Faculty Senate ways of improving and expanding the functions of the library that aid in instruction.
6. To serve as an advocate for the library before the Administration and Board of Trustees.
7. To have the chair of this committee, or designee, serve as a member of the University Library Liaison Committee, to facilitate communication between departments and the Library Committee, and to bring issues from the liaisons to the Library Committee.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make a mid-year progress report to the Faculty Senate, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
Nominations Committee
Approved March 14, 2000

The domain of this committee involves all matters related to the nominations process, which include the policies and procedures for the nomination of candidates to the annual and special Faculty Elections. The goal of this committee is to facilitate impartial nominations, as candidates are selected for the various Senate and Letter of Agreement Committees.

Standing Charges:

1. To publish current committee memberships and announce all vacancies for Senate and Letter of Agreement Committees to the Faculty Senate Constituency.
2. To verify the eligibility of nominees, as determined by the Elections Committee based on the Senate Constitution, Senate policy, the Manual of the Faculty Senate Nominations and Elections Committees and the Letters of Agreement.
3. To work with the Elections Committee to implement and ensure that the policies and procedures contained in the Manual of the Faculty Senate Nominations and Elections Committees are followed. Specifically these include, but are not limited to:
 - a) to solicit nominees for the vacancies for Senate and Letter of Agreement Committees.
 - b) to administer the self nomination process, verifying the eligibility of the self-nominees.
 - c) to publish a preliminary listing of candidates for the election.
 - d) to administer the nomination by petition process, verifying the eligibility of the petition nominees.
 - e) to publish the final list of candidates for the election.
 - f) to promote responsible campaign practices.
4. To fulfill any specific or special charges from the Faculty Senate.
5. To make a mid-year progress report to the Faculty Senate, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
Research Committee

Approved March 14, 2000

The domain of this committee involves all matters related to promoting and supporting the research and scholarly activities of the students, faculty and staff. The goal of this committee is to facilitate the research and scholarly activities of the students, faculty and staff, in accordance with the mission of the university.

Standing Charges:

1. To facilitate the process by which the faculty and staff can learn about grants and support for research, scholarly and creative works. This includes aiding in the development of an Office of Research and Sponsored Programs website and database, and scheduling/coordinating workshops with the faculty to increase awareness of the opportunities available.
2. To propose to the Faculty Senate methods for assisting faculty and staff to more effectively and efficiently publicize their research, scholarly activities and creative works. This includes the development of a new publication/website that highlights the scholarly and creative accomplishments of the students, faculty and staff. The goals of this process are:
 - a) to promote interaction/collaboration among members of the Kean University community.
 - b) to promote interaction/collaboration between members of the Kean University community and other educational institutions.
 - c) to generate interest in providing Kean University with external funding and support.
3. To monitor the current policies criteria and procedures for obtaining released time and make recommendations to the Faculty Senate and bargaining unit for improvements in the process.
4. To ensure that the services of the Office of Research and Sponsored Programs in the Nathan Weiss College of Graduate Studies are widely publicized among the faculty and staff, including, for example, developing a frequently asked questions (FAQs) sheet regarding the available services.
5. To assist the office of the Associate Dean of the Nathan Weiss College of Graduate Studies organize, promote and host the Annual Kean Research Fair, highlighting the research, scholarship and creative works of the students, faculty and staff.
6. To select a Kean University representative to the New Jersey Research Consortium, and other appropriate research related organizations.
7. To fulfill any specific or special charges from the Faculty Senate.
8. To make a mid-year progress report to the Faculty Senate, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
Student Retention Committee

Approved March 14, 2000

The domain of this committee involves all matters related to the retention of students at Kean University. This includes studying rates of retention, factors leading to attrition, and proposing policies to address the problem of student retention at both the undergraduate and graduate levels. The goal of the committee is to improve the rates of student retention at Kean University, in keeping with the mission of the University.

Standing Charges:

1. To assist the Administration, Director of Student Retention, the Office of Institutional Research, Departments, Colleges, the Center for New Students, the General Education Committee and the GELAP Implementation Committee, to survey and report on the causes of attrition at Kean University to the Faculty Senate.
2. To work cooperatively with Administration, Director of Student Retention, the Office of Institutional Research, Departments, Colleges, the Center for New Students, the General Education Committee and the GELAP Implementation Committee, in the dissemination, proposal and review of policies and plans to address student retention.
3. To work cooperatively with the Admissions Committee to review and recommend revision of the policies regarding recruitment and admissions, with a focus on factors that affect student retention. This review includes admissions criteria for regular and special admission, at both the graduate and undergraduate levels.
4. To work cooperatively with the Admissions Committee to monitor and report on retention and graduation statistics based on admission categories and status.
5. To work cooperatively with the Admissions Committee to monitor and report on the statistics and demographics of entering through exiting students.
6. To monitor and report to the Senate the actual student retention rates for the university each academic year.
7. To work cooperatively with the Academic Standards Committee in areas of common concern.
8. To work cooperatively with the General Education Committee and the GELAP Implementation Committee in areas of common concern.
9. To fulfill any specific or special charges from the Faculty Senate.
9. To make a mid-year progress report to the Faculty Senate, and issue a final report to the Faculty Senate at the end of the Academic Year.

Kean University
The Faculty Senate
University Curriculum Committee
Approved March 14, 2000

The domain of this committee involves the policies, procedures, programmatic offerings and curricular issues of the university. The goal of this committee is to help deliver the highest quality curriculum across the university, that are consistent with mission of the university, the social and economic demographics of the region, and institutional resource and budgetary issues.

Standing Charges:

1. To routinely consider program documents reflective of curricula across the university, and make recommendations regarding their approval to the Faculty Senate, in a timely fashion.
2. To maintain a broad institutional perspective in its review and evaluation of programmatic proposals.
3. To make curricular policy recommendations that are consistent with the mission of the university, the social and economic demographics of the region and issue of budgetary and institutional resources.
4. To review over-all curriculum procedures, and make policy recommendations to the Faculty Senate.
5. To serve as arbiter in matters of curricular conflict between colleges.
6. To review specific curricula and programs which appear to deviate from approved goals or established standards.
7. To periodically review and make recommendations to revise the Curriculum Procedures Document, to the Faculty Senate.
8. To fulfill any specific or special charges from the Faculty Senate.
9. To make periodic reports, a mid-year progress report , and issue a final report to the Faculty Senate at the end of the Academic Year.

