

## **Assessment Committee**

Revised charges approved at the May 5, 2012 Senate meeting

The domain of this committee involves matters related to student-learning outcomes and program (institutional) effectiveness.

### **Standing Charges:**

1. The goal of this committee is to monitor protocols for informing the University community about the assessment process and feedback, and linking recommendations from the program review cycle and the Office of Accreditation and Assessment to policies and procedures at the departmental level.
2. To monitor academic program review guidelines and assist University in implementing the goals and objectives of their program review cycles.
3. To serve as a communication liaison between the Office of the Accreditation and Assessment and academic and non-academic departments and as a communication liaison between the Office of Accreditation and Assessment and the University Senate. As a communication liaison, the Assessment Committee will help disseminate data related to student learning outcomes and program/institutional effectiveness.
4. To collaborate with the University Senate and its standing committees to incorporate data regarding student learning outcomes and program/institutional effectiveness into policies, procedures, and reports.
5. To monitor and review formats for annual reports, accreditation updates and other documents which include the reporting and collecting of assessment data relevant to student learning outcomes and program/institutional effectiveness.
6. To plan, implement, and evaluate, in collaboration with the Office of Accountability and Assessment, one annual professional development workshop, seminar, or on-line assistance which focuses on student learning outcomes and/or program/institutional effectiveness.
7. To recommend resources for faculty members and staff in the development, integration and use of assessment techniques, tools, exemplars, journals, guides, etc. to measure student learning outcomes and program/institutional effectiveness.
8. To periodically review online assessment-related documents to ensure accuracy and clarity for the University community.
9. To work cooperatively with other committees including Academic Standards, Admissions, Student Retention, UCC, College Curriculum, GE, and Distance Learning.
10. To fulfill any specific or special charges from the University Senate.

To report mid-year progress to the University Senate, and issue a final report to the University Senate at the conclusion of the academic year.

# Kean University

The University Senate

## Distance Learning Committee

Revised charges approved 11-25-2014

### Charges:

- The Distance Learning Committee will participate in the approval process for Distance Learning course curriculum designations in accordance with curriculum procedure.
- The Distance Learning Committee will examine the current technology used to support Online Learning in all of its forms at Kean University and make recommendations for its improvement and on future technology decisions.
- The Distance Learning Committee will propose, monitor and evaluate the Online and Hybrid Course Development process.
- The Distance Learning Committee will make recommendations that help to ensure that online and hybrid courses maintain Academic Integrity.
- The Distance Learning Committee will assist in the design of the online and hybrid course standards that are in compliance with Quality Matters guidelines.
- The Distance Learning Committee will propose best practices of instruction in online and hybrid courses.
- The Distance Learning Committee will assist in the assessment of the delivery of online and hybrid courses and programs.
- The Distance Learning Committee will provide timely ongoing advice and direction to The Center for Online Learning that will lead to the development of critical documents; the provision, assessment and expansion of services to faculty and students; and to ensure compliance with Middle States requirements for Distance Education programs.

### Proposed Composition:

- Kean Faculty from all academic units.
- Enrollment Services (Admissions/Financial Aid/Registrar)
- Library
- Communications/Marketing
- Academic Support (writing/tutoring)
- OCIS
- Director of Online Learning
- KFT representative
- Student representative

# Kean University

The University 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, University 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, University Senate resolution.
6. To recommend to the University Senate appropriate academic policies for the General Education Program.
7. To perform ongoing curriculum review and development as outlined in the April 13, 1999, University 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 University Senate.
14. To make periodic reports, a mid-year progress report, and issue a final report to the University Senate at the end of the Academic Year.

# Kean University

The University Senate

## University Appeals Board

From the Academic Integrity Policy

Policy Revised Fall of 2012

### COMPOSITION AND AUTHORITY OF THE UAB

The University Appeals Board is a body elected by the Faculty Senate membership whose role is to review all student appeals of violations of academic integrity.

The voting members of the UAB consist of one (1) full-time teaching faculty members elected from each academic college by the Faculty Senate membership; one (1) professional staff member elected by the Faculty Senate professional staff membership; three (3) students, one each, appointed by each of the three student governing bodies; and one (1) administrator or staff member appointed by the Vice President of Academic Affairs. The Vice President for Student Affairs will appoint a nonvoting member who will serve as an observer. It is the responsibility of this member to observe and monitor procedure, and act as the liaison between the UAB and the Vice President for Student Affairs. After the Senate election results, in May, the Vice President of Academic Affairs will convene a UAB meeting for the purpose of electing a UAB Chair for the proceeding fall semester.

The UAB must be elected during the Faculty Senate's regularly scheduled elections. Faculty Senate members of the UAB serve for two years. A quorum of 60% of the voting members is required to consider appeals.

The decisions of the UAB are considered final and may be appealed only on the grounds of alleged procedural or substantive error. Appeals will be directed in writing to the Vice President of Academic Affairs and must be filed within ten (10) business days of the decision issued by the University Appeals Board. The written appeal must identify the nature of the alleged procedural or substantive error on which the appeal is based. Prior to reaching a decision on the appeal, the Vice President of Academic Affairs will meet with the Chairperson of the University Appeals Board to review the basis on which the UAB reached its decision. If the Vice President of Academic Affairs determines that a procedural or substantive error occurred, the Vice President of Academic Affairs may direct the UAB to reconsider its decision. The determination of the Vice President of Academic Affairs is final.

### OTHER PROCEDURES FOR UAB REVIEWS

Additional procedures for UAB reviews include:

- **Student Presence at UAB Meeting:** Students will be notified by certified mail that their appeal will be heard on a specific date and time, and that they are invited to attend. The student must notify the UAB Board Secretary in advance whether or not he/she plans to attend the hearing or inform the Board Secretary if the hearing is scheduled at a time when the student cannot attend so that a mutually agreeable date can be scheduled. Should a student not attend by choice, the appeal will be heard based on the written record. Should the meeting be rescheduled for student's convenience and the student fail to attend the meeting, the appeal will be heard based on the written record.
- **Faculty Presence at UAB Meeting:** The involved faculty member will be notified of the date and time of the hearing. The arrangements described above pertaining to attendance and rescheduling are also applicable to involved instructor.
- **Case Records:** Pending a scheduled appeal meeting, two (2) confidential copies of scheduled cases will be kept in the Office of the Vice President of Academic Affairs for review by Board members and the directly involved parties, i.e., the faculty member and the accused student.
- **Attorneys Present at Meeting:** Attorneys may attend at the accused student's request to observe the proceedings and advise the student. Attorneys may not address the Board or otherwise participate.
- **Parents or Guardians Present at Meeting:** Parents or guardians may attend at the accused student's request to observe the proceedings and advise the student. Parents or guardians may not address the Board or otherwise participate.

# Kean University

## The University Senate

- **Hearing Procedure:** The UAB will convene its meetings first and then invite student and faculty to present their information. The Board Moderator will be the person through whom materials or questions will be addressed to the Board. All materials or questions to be introduced must normally be sent to the Moderator at least three (3) class days prior to the scheduled hearing. Notification of the UAB's decision will be by certified mail.
- **Recusal:** Board members will use their discretion concerning cases where familiarity may affect their impartial judgment.
- **Time/Witness Limitation:** The Board Moderator may limit the number of witnesses to be heard or may exclude irrelevant or unduly repetitious information.
- **Hearing Record:** The UAB will receive and consider oral and documentary information that support or discredit the charges presented
- **Alternative Actions:** If there is a need for the UAB to meet outside the academic year, (e.g. summer months), and a quorum cannot be reached, hearings may be delayed until the beginning of the next academic year, or the Faculty Senate, student organization or Vice President of Academic Affairs, as appropriate may be asked to elect an alternate member, as appropriate.
- **Voting Procedures:** The UAB votes may be cast by secret ballot, with the recommendation made on the basis of a majority of voting members present. Minority opinions may be written to the Vice President of Academic Affairs. In the case of a tie vote, voting will continue until the Board deems that it must notify the Vice President of Academic Affairs of a deadlock. Thus, voting may span more than one meeting. In the case of a deadlock, the Vice President of Academic Affairs shall make the final decision.
- **Procedural Questions:** Any procedural questions should be addressed to the Office of the Vice President of Academic Affairs.

Kean University

The University Senate

**Writing Emphasis Committee**

# Kean University

The University 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 University 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 University Senate.
8. To fulfill any specific or special charges from the University Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the University Senate at the end of the Academic Year.

# Kean University

The University Senate

(Elected locally)

## 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 University Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the University Senate at the end of the Academic Year.



# Kean University

The University Senate

(Elected locally)

## 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 University Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the University Senate at the end of the Academic Year.

# Kean University

The University Senate

(Elected locally)

## 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 University Senate.
9. To make periodic reports, a mid-year progress report, and issue a final report to the University Senate at the end of the Academic Year.