



Memorandum

To: Barbara Lee
From: Phoebe A. Haddon, Chancellor
Date: November 6, 2018
Re: University Senate Responses

On behalf of Rutgers–Camden, I offer my appreciation to the University Senate for their thorough review of polices and useful recommendations. Below are our responses.

S-1305: Smoke-free Rutgers

We at Rutgers–Camden share the committee’s commitment to promoting smoking cessation and smoke-free spaces. Our responses to the four areas identified are listed here:

Promoting smoking cessation education for faculty, staff and students: The Student Health Services and Health Education offices are tasked with providing health-related outreach and educational programs to students, including programs for smoking cessation. These offices, in conjunction with residence life, student affairs, orientation, student involvement and other student serving offices, promote these offerings and direct students to services on a regular basis throughout the year. In addition, Rutgers–Camden has taken additional steps to inform and engage students through a campus “app,” the Student Health Services student advisory boards, peer educators, and social media campaigns. The human resources department and individual offices promote smoking cessation for faculty and staff.

Moving smoking urns away from building entrances: At Rutgers–Camden, the smoking urns have been moved and 30-foot rule signs have been posted at building entrances on all major buildings. We will continue to monitor student, faculty and staff behavior and may suggest additional moves if the practice is not being followed in spite of these urns being moved. We will work with our corresponding facilities managers to implement this recommendation, if not already completed.

Creating a task force to look at second-hand smoking: The Student Health Services advisory board at Rutgers–Camden has the responsibility of reviewing and making recommendations on ways to promote smoking cessation on campus.

Enforcement authority and training: Enforcement often occurs peer-to-peer for students, faculty and staff. For students, the code of student conduct does have a stated infraction for any student who violates a university policy, and the housing and residence life handbook is explicit regarding the violation for smoking within the residence hall. A resident or non-resident student can be charged with a violation and be sanctioned accordingly. Outreach and education through individual departments is also required and is something that Rutgers–Camden is addressing through the Student Health Advisory Council's work as well as with peer education campaign and posted information. Addressing smoking requires a community effort, and the entire community is needed to assist and engage with enforcement, education and outreach.

S-1616: Use of Absentee Ballots in Special Student Organization Funding

We at Rutgers–Camden agree that all students should have the opportunity to vote in all student elections, and that there should be a means available in substitution of an on campus paper ballot for these votes. Several years ago, we moved student government elections to an online process, as we do believe that this improves access for commuting, online and evening only students. We agree to investigate the use of online secure balloting for special elections moving forward. Since the only special student organization that holds elections on all three campuses and exists in Camden is NJPIRG, we have charged the vice chancellor for student affairs with working with her corresponding counterparts in Newark and New Brunswick to create an online or mail-in option for these elections moving forward in cooperation with the Office of Information Technology on our corresponding campuses.

S-1602: Excused Student Absence for Religious Observance

The academic units, faculty governing bodies and Office of the Dean of Students discuss this issue periodically and believe that, while it may not be possible to avoid scheduling exams or important assignments on any given religious holiday, it remains important to work with students who must miss class, exams or assignments due to religious observance. Our professors are willing to work with students directly, and the Dean of Students is willing to work with students to communicate these absences or confirm the religious holiday where required – making sure to give deference to students' religious freedom while not impeding the academic rigor of our classes and programs.

This has worked successfully at Rutgers—Camden, and the academic and administrative unites will continue to work in collaboration to ensure that this does so moving forward.

To ensure that faculty and students are aware of the policy, Michael Palis, Provost, and Jason Rivera, Vice Chancellor for Student Academic Success, are developing a communication plan that alerts faculty and students about the Religious Holiday Policy. The communication plan will include:

- Posting the policy on student service and support websites (i.e., advising and registration; office of new student programs; student academic success; Dean of Students; faculty resource websites)
- Requesting that all Deans include the policy on school websites.
- Ensuring that the policy is included in new faculty hire documents.
- An email reminding students and faculty about the expectations for absence accommodations and the fulfillment of academic requirements.
- The inclusion of a statement about the Religious Holiday Policy in documents that are widely disseminated to faculty and students (i.e., progress reports, welcome back communications, etc.).

S-1714: Procedures for Adjudicating Academic Integrity Policy Infractions

Rutgers–Camden has reviewed the response and recommendations thoroughly. We endorse the core principle that Rutgers University must maintain robust, expedient and effective academic integrity policies and procedures that are appropriate for an AAU public university.

Rutgers–Camden has a process for academic integrity adjudications that has been and continues to be coordinated among all of the undergraduate, graduate and professional school academic units, student affairs and the provost of the campus who is the designated chief academic officer for this process.

In the process, the Office of Community Standards (student conduct and academic integrity) conducts regular trainings with faculty in departmental, governing body and open invitation sessions. Faculty have the opportunity to consult with the Office of Community Standards or with any of a number of trained academic integrity facilitators who are associate deans and faculty members in every academic unit on campus, and academic integrity coordinators who are administrators in the larger academic units who help coordinate case assignments and communication. For the most part, faculty handle cases directly with support from these individuals and offices; the outcome of the cases are then recorded centrally within the Office of Community Standards. Severe cases in which suspension is recommended must be handled by an academic integrity facilitator or the office of community standards, due to the procedural and due process training required for these cases. In addition, the Office of Community Standards assembles appeals committees as needed and facilitates the final appeals which are sent to and decided by the provost. The office conducts training sessions and case study reviews with the academic integrity facilitators and coordinators two to four times each academic year to

ensure everyone understands the process, to offer a time to discuss difficult cases, and to address any process concerns that may arise. The office also conducts outreach and then conducts training for advisors and hearing board and appeals committee members. The office also coordinates all of the student communications during and at the conclusion of the process, including sanction completion. We feel that our current process incorporates both academic units and student affairs and allows for consultation and guidance by faculty with whomever they choose.

We believe, as does the committee, that understanding academic integrity is critical and therefore have prioritized ensuring that faculty and students understand the academic integrity parameters. We have implemented a required online academic integrity tutorial for all students. Initially this training was required for undergraduate first year and transfer students. Now all incoming graduate and undergraduate students on campus, off campus, and online are required to complete the academic integrity training. The training consists of videos that were developed and customized to ensure the content was relevant for students, and situations graduate students tend to encounter were situations were incorporated into the graduate tutorial. Students who do not complete the tutorial are barred from registering for the following semester until their training is completed. We are also looking forward to participating in the university committee formed to review these procedures and will actively participate in these discussions. We anticipate that the committee will review and respond to additional recommendations in this area.

S-1702 Increasing Student Voter Turnout

We at Rutgers–Camden agree that encouraging students to vote and coordinating all efforts for voting is critical as we work to develop students into engaged and informed citizens. The university has worked with the project at Eagleton as well. In addition, NJ PIRG works with the campus administration and student organizations to encourage students to register and to vote through marketing, promotions, tabling and classroom announcements. Each year, the various groups coordinate efforts through the Division of Student Affairs for our students. Through Eagleton, the president, and the chancellor, we send messages promoting the RUVoting.rutgers.edu website and provide students with information regarding obtaining absentee ballots, voting locations, voter registration and downloadable forms. We communicate this important voter information widely through our campus “app,” posters, announcements, student discussions and tabling – all of which we will continue to encourage in a coordinated fashion.

We appreciate the many helpful recommendations of the University Senate committee and plan to implement the following:

- **Orientation:** engaging students in the voting process, promoting voter registration and sharing voting information through orientation.
- **Residence Hall:** engaging students in the voting process, promoting voter registration and sharing voting information in our residence halls.

- **Voting at Home:** encouraging commuter student to vote before or after class or to use absentee ballots to cast their votes.
- **Syllabi:** encouraging faculty to include voting information on course syllabi

As noted by the committee, Rutgers–Camden is a local polling location. Therefore, students who register here and/or live in the surrounding neighborhoods may already conveniently vote on campus.

As a university with a relatively high commuting student population, many of our students take public transit or drive our students and therefore would likely need less assistance reaching their polling locations.

Rutgers–Camden will continue to promote voter registration, voter education and voting among our student body and will incorporate the recommendations noted above.

We will provide later updates for the S-1703 (Grant Costs) and S-1401 (Taking Courses on Other Campuses). Again, we appreciate the thoughtful and thorough work and useful recommendations of the University Senate committees and look forward to continuing to work together for the betterment of our students, faculty, staff, and community.