

## **RESOLUTION ASA 08-13**

### **APPROVAL TO RESCIND OUTDATED BOARD OF TRUSTEES POLICIES (Policies 2.02, 2.03, 2.05, 2.07, 4.11)**

WHEREAS, Policy 5.00 REV., Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, Policy 2.02, Guest Lecturers, is outdated and addresses a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.03, Field Trips, is out-dated and addresses permission for academic field trips and is therefore a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.05, Academic Advising, and Policy 2.07, Developmental Education, are out-dated and would more appropriately be addressed in a broader academic policy; and

WHEREAS, Policy 4.11, Part-Time Faculty Travel Policy, is out-dated and imposes an expenditure requirement upon the University that is not mandated by law and creates a potential unnecessary budgetary burden upon the university; and

WHEREAS, Policy 5.00REV, requires Board approval for rescission of any Board policy;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of the following University policies: Policy 2.02, Guest Lecturers; Policy 2.03, Field Trips; Policy 2.05, Academic Advising; Policy 2.07, Developmental Education; and Policy 4.11 effective September 13, 2013; and

THEREFORE BE IT RESOLVED, that the Board of Trustees directs the Provost to review the newly rescinded policies that address guest lecturers and field trips and to consider guidelines to address these topics; and to determine whether a new policy that more broadly addresses academic advising and developmental education would be appropriate.

(September 13, 2013)

# Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.:	2.02
		ADMIN. CODE:	3362-2-03
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	9/30/91
		RECOMMENDED BY:	A.L. Addington
SUBJECT:	GUEST LECTURES	APPROVED BY:	

- 1.0 Faculty are encouraged to utilize the human resources of the community as a supplement to the instruction provided by the University. Instructors may invite outside speakers to address a class where the speaker is knowledgeable in his or her subject and where this topic is pertinent to the course objectives.
- 2.0 Normally, the University will expect the outside speakers to donate their services. In those instances where a fee is required, prior approval by the Division Chair or Dean must be secured before a guest may be contracted for an appearance.
- 3.0 At least a week before the presentation, the instructor should inform his or her supervisor of the time and place of the presentation. The instructor is also responsible for seeing that appropriate steps are taken to guarantee free discussion when controversial topics are presented. This open discussion should take place during the time allocated to the speaker when the presentation is open to those not enrolled in the course. This can be done through open debate, through a question and answer period, or through a presentation of alternate points of view by the instructor, by other speakers, or by distributed statements.

## **RESOLUTION ASA 08-13**

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WHEREAS, Policy 5.00 REV., Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; and

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WHEREAS, Policy 2.02, Guest Lecturers, is outdated and addresses a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.03, Field Trips, is out-dated and addresses permission for academic field trips and is therefore a subject-matter that is administrative in nature and would be more appropriate as a guideline; and

WHEREAS, Policy 2.05, Academic Advising, and Policy 2.07, Developmental Education, are out-dated and would more appropriately be addressed in a broader academic policy; and

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THEREFORE BE IT RESOLVED, that the Board of Trustees directs the Provost to review the newly rescinded policies that address guest lecturers and field trips and to consider guidelines to address these topics; and to determine whether a new policy that more broadly addresses academic advising and developmental education would be appropriate.

(September 13, 2013)

# Shawnee State University

<b>AREA:</b>	<b>FACULTY PERSONNEL</b>	<b>POLICY NO.:</b>	<b>2.03</b>
		<b>PAGE NO.:</b>	<b>1 OF 1</b>
		<b>EFFECTIVE DATE:</b>	<b>9 / 3 0 / 91</b>
<b>SU&amp;JECT:</b>	<b>FIELD TRIPS</b>	<b>RECOMMENDED BY:</b>	<b>A.L. Addington</b>
		<b>APPROVED BY:</b>	

- 1.0 Field trips are the prerogative of the instructor. However, an instructor has the responsibility of notifying the appropriate Division Chair or Dean and other faculty members of the students involved, the date, and time of the field trip.
- 2.0 Field trips which are included as a required part of a regular course offering should be included in the course outline, and students should be informed during the first week of class of any expectations related to the field trips.
- 3.0 Special problem courses based in great part on activities associated with a field trip, either of short or long duration and/or distance, should be submitted in accordance with normal course proposal procedures. The cost of special problem courses and related field trips must be generally-self-sustaining from the revenues collected from participating students. If there are additional costs or if campus vehicles are to be used, approval is' required.
- 4.0 Consumption or possession of alcoholic beverages or illegal drugs while on field trips is prohibited. Any person found to be in violation of this policy will be subject to disciplinary action which may include the termination of his/her status with the University.

# Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.05
		ADMIN. CODE:	3362-2-06
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	7-30-90
		RECOMMENDED BY:	A. L. Addington
SUBJECT:	ACADEMIC ADVISING	APPROVED BY:	

Faculty advising of students is an academic process whereby students are rendered assistance by an informed faculty member. Areas of assistance include the development of a general academic plan and a quarterly schedule that will enable students to proceed through their chosen academic program in an appropriate manner. Academic advisors assist students who seek help in areas of academic difficulty and help identify referral sources within the University and direct students to these services when needs are identified.

## 1.0 Development of the Advising System

It is the responsibility of each instructional unit to develop an advising policy appropriate for students enrolled in programs in that unit. This will allow each unit to build into its advising system those special characteristics needed to advise its majors. These policies should include a procedure to handle late admissions and evening students. Students should be notified of the advising process at the time of notification of their assigned faculty advisor.

## 2.0 Student Placement and Advising

2.1 During the admission process, students should be placed in one of the following categories:

- 2.1.1 New Freshman, Degree-Seeking
- 2.1.2 Returning, Degree-Seeking
- 2.1.3 Transfer, Degree-Seeking
- 2.1.4 Special, Non-Degree Seeking
- 2.1.5 Degree-Seeking, Not admitted to a Program
- 2.1.6 Transient, Non-Degree Seeking

2.2 Students will be assigned to the appropriate instructional unit based on their declared major at the time of admission. Student information, including the declared area of concentration, will be communicated to the appropriate unit. Chairs or deans will be responsible for assigning students to faculty advisors within their unit. The name of the assigned advisor and information as to the appropriate procedure to be followed by the student will be communicated to the student by the instructional unit prior to the next registration period.

2.3 Special and/or transient non-degree seeking students will be advised by Student Services personnel until they declare a major. Transfer, degree-seeking students will be advised by both the Director of Transfer Placement and a faculty advisor during their first quarter. Students seeking an Individualized Studies degree will be jointly advised by the Registrar and appropriate faculty.

- 2.4 Students who indicate on their application for admission that they are undecided, will be asked in the assessment section of orientation or registration, to complete an advising preference check list. (The check list will be developed by the Career Center.) The check list will be analyzed by a qualified member of the Student Affairs staff, and the student will be assigned to an appropriate interest area and possible major choice. The student will be assigned a faculty advisor by the Dean or Chair of the interested area, to act as the student's faculty advisor until such time as the student makes a choice of major. When a student decides upon a major, the student will then be moved into the appropriate division and reassigned to an advisor who is appropriate for the selected major. Chairs/deans should identify faculty who are willing to work with undecided students. In the absence of faculty advisors, the Deans and Chairs will act as advisors to undecided students. Faculty willing to advise undecided students should volunteer to have undecided students as part of their advising load. These are students with special needs that may require additional attention. Faculty advisors assigned to undecided students need to be aware of the services of the Placement and Career Center and the referral process involved with this service.
- 2.5 The Registrar's Office, in cooperation with the University Information Systems, will provide faculty advisors with the necessary information relating to the student's academic status. This will include high school background, ACT and placement test scores, and other special information available on the University data base.
- 2.6 Representatives from each instructional unit will be available during the orientation period for new students for advising purposes.
- 2.7 These advising policies will not apply to the advising of off-campus students. Students enrolled at the Pike County Joint Vocational School will be advised by the University Registrar, and those students enrolled at the Southern Ohio Correctional Facility will be advised by the S.O.C.F. Coordinator.
- 3.0 Change of Advisors
- 3.1 Students who change majors are required to report this change to the Office of the Registrar. The change of major will be communicated to the appropriate divisions and the student assigned a new faculty advisor within that instructional unit. The instructional unit will then send the appropriate information to the student including the name of the new faculty advisor.
- 3.2 Provisions should be included in each instructional unit's advising policy to allow for a change of advisor, if necessary, at the request of the student or the faculty advisor.

#### 4.0 Student Responsibilities

Students are responsible for their own registration decisions and progress toward a degree. An important part of this responsibility is consultation with the University catalog, divisional/school guidelines, and the student's advisor.

#### 5.0 Faculty Roles

A committee consisting of members of the Student Affairs Committee and the Faculty Development Committee will develop an in-service program to inform faculty advisors of the role of the different departments at the University handling student applications, placement and testing, registration procedures, etc. Additional in-service time will be included for each instructional unit to discuss strategies that are unit-specific.

#### 6.0 Instructional Unit

Development of advising policies will progress in a timely manner. All advising policies shall be developed and in place for student registration use by Fall Quarter 1989. Copies of these policies, and any revisions of them, shall be submitted to the Student Affairs Committee for coordination and information purposes.

#### 7.0 Review of Advising Policies

Instructional units will be responsible for reviewing their own advising policies to ensure they are both adequate and effective. A narrative summary will be forwarded to the Student Affairs Committee and the Provost by the end of each academic year.

# Shawnee State University

AREA:	ACADEMIC AFFAIRS	POLICY NO.:	2.07
		ADMIN. CODE:	3362-2-08
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	12/8/89
SUBJECT:	DEVELOPMENTAL EDUCATION	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

Developmental education is an integral part of the educational services provided at Shawnee State University. In an open-enrollment institution, numbers of students come to college through nontraditional routes (vocational programs, GED, etc.). The developmental education program provides under prepared students an opportunity to gain the skills and knowledge necessary to attempt college level work.

The program provides developmental courses, individualized learning experiences, and tutoring services for students who (1) lack an adequate high school background or (2) need review due to lapse in schooling experiences.

The emphasis of the program is on mathematics, reading, and writing/communication skills. An expected outcome of the program is increased retention of academically disadvantaged students.

- 1.0 Specific objectives of developmental education programs include the following:
  - 1.1 Provide developmental courses in English and mathematics;
  - 1.2 Bring students to an expected level of competency indicating readiness for enrollment in courses in degree granting programs;
  - 1.3 Provide individualized learning resources;
  - 1.4 Measure the success of developmental programs and the needs for additional emphasis.
- 2.0 The goal of developmental education at Shawnee State University is to provide an opportunity for those students with insufficient background skills to reach an appropriate level for college course work.



# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.11
		ADMIN. CODE:	3362-4-05
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
SUBJECT:	PART-TIME FACULTY TRAVEL POLICY	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

- 1.0 In order to encourage qualified individuals to teach at Shawnee State, the University provides the benefit of reimbursing those individuals that must commute more than twenty-five (25) miles one way or more than fifty (50) miles round trip to perform their teaching assignments.
- 2.0 The basis for measuring the fifty mile limitation will be the calculation of mileage to and from the designated teaching location from either the individual's house (using the town or city included in the individual's Post Office address) or Shawnee State's campus, whichever is less. Thus, if a part-time faculty member travels sixty (60) miles round trip, as measured by the method described above, to perform his teaching responsibility, he/she will be reimbursed for sixty (60) miles for this particular trip. However, if a part-time faculty member travels forty-five (45) miles round trip to perform his/her teaching responsibilities, as measured by the method described above, he/she will not be reimbursed.
- 3.0 Procedure. Eligible part-time faculty will be reimbursed at the University's current travel reimbursement rate per mile. Mileage must be reported on travel forms obtained from the appropriate Dean/Chairperson. These reports must be turned in to the appropriate Dean/Chairperson at the end of each quarter. The administrator will check each travel voucher for accuracy, and will sign and forward the first three copies to the Controller's Office authorizing reimbursement.