

Minutes

November 25, 2019

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS President Tony Ward called the meeting to order at 4:00 p.m.

2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Sarah Minter, Phil Blau, Eugene Burns, Linda Hunt, Barbara Warnock, Mikel Stone, Tom Piontek, Georgeann Kamer, Thomas Bunting, Sheena Shifko, Keijing Liu, Ruby Gray, Dan Johnson, Mich Nyawalo, and Adam Miller and all officers (Tony Ward, Kyle Vick, Jim Reneau, and Jennifer Napper).

Absent: Isabel Graziani, Cynthia Hermanson, and Sarah Clausing.

3. Minutes: Motion to approve October minutes was seconded by Adam Miller.

Minutes were approved with the correction of a typo in the UFS presidential remarks.

4. Agenda: Motion to approve agenda was seconded by Sarah Minter. Approved unanimously.

5. Remarks from President Tony Ward:

Following last month's UFS meeting and the Board of Trustees on Friday, November 8, it is clear that the business of Shawnee State University is continuing and evolving. A few items stand out to me.

1. We are all in this together, by "all" I mean "we," as faculty, staff and administration. What affects one of us affects all of us even if we do not see it immediately.
2. Our best work seems to come when we can see "buy-in" from all groups. For instance, having a simple conversation. For too long we appeared to retreat within our own corners of the campus and just assumed everyone else knew what we were doing and how things were going. Since becoming UFS president, I have had more simple conversations from colleagues I have not seen or heard from in a

while. Most just wanted to say hello and somehow wanting to be reassured that all is well.

3. I am taking these interactions as signs that we are climbing out of our holes.

A few items of interest that have come my way recently:

1. Changes to the SSI (State Share of Instruction) formula. Currently, the state wants to add an additional component to this formula (Job and Graduate School Placement data). Some programs on campus currently track this data as part of their individual program accreditation (specifically those programs in CPS). In order for us as an institution to do this, we are going to need to have accurate CIP Codes (Classification of Instructional Programs). The Provost sent a letter to all faculty on Wednesday, November 20, 2019 about this. In this e-mail, she explained that Leigh Gerlach was been tasked with trying to verify all programs, majors, concentrations, etc. have a CIP code as well the appropriate CIP code. IF asked for your assistance please help Leigh in this important endeavor.
2. Faculty issues with navigating our governance processes. Mainly, curriculog. There have been multiple proposals (at least two) on this month's agenda that have been improperly routed, which could lead to delays in getting action taken on the proposals. To help address this, there will be several (at least 2) training sessions offered early during spring semester for how to utilize the Curriculog system.
3. Lastly, we have actually had a few "lively" discussions via e-mail regarding a few proposals (revised smoking policy, ARMC, course evaluations, and the Distance Learning Course Capacity Policy). While it is great to have these discussions, I would remind you that e-mail isn't always the best forum for certain types of exchanges (sometime comments which aren't attached to tact or expression can be misconstrued), but for getting your point across to the entire campus it is probably our best instrument.

Let us continue to communicate and thanks for listening to me in this forum.

6. **Treasurer's Report:** Motion to approve report was seconded by Mikel Stone. No discussion. Approved by acclamation. Report is attached to the minutes.

7. Administrative Reports:

President Jeff Bauer's report:

- A draft of the Smoke Free Campus Policy has been circulated around campus. We are still in the process of talking to constituent groups around campus. There are some concerns about the timing, whether it would be implemented immediately or if there would be a grace period. It has also been requested that smoking in your car not be prohibited. We're still working on the policy. The earliest it would be submitted to the Board of Trustees would be the January 10 meeting
- Three retired faculty have been brought forward for professor emeritus status: Larry Essman, Sharon Scott, and Karen Crummie. They will be recognized at the January 10 Board of Trustees meeting.
- Renovations are continuing. By the end of December, the Rec Center should be completed. There will be an opening ceremony at some point in the beginning of the new year.
- This is still a very trying time for universities. The University of Akron eliminated 80 programs in the last year. Wright State, Rio Grande, and Ohio University have all had a tough year as well. There is still a great deal of difficulties that higher education is facing. It's all the more important that as we move forward, we move forward together. The most important part of what a university offers is its academic programming. Faculty governance is important in designing and maintaining and moving forward with academic programming. As we move toward our strategic planning at the end of this year and early next year that it will play a pivotal role in the university's success.
- Parts of the strategic plan are in draft form. The administration will be reaching out to all groups on campus as well as some external stakeholders to get feedback and suggestions. They will be asking for faculty input and ideas on revising the strategic plan for success in the future.
- From 2025 – 2030, the number of traditional college students is predicted to decrease by about 15% which brings about an additional challenge for the university.

Interim Provost Becky Thiel's report:

- The Calendar Committee met two weeks ago and finalized a two-year academic calendar (2020-2022). The Two-year calendar has been posted

online with a tentative three-year calendar included. Next year, the Calendar Committee will approve the 2022-2023 Calendar so that a two-year calendar is always finalized.

- Reminder that HLC will be on campus reviewing the proposed OTD program. Marc Scott has been sending out meeting requests for the various campus committees and groups. Please make every effort to attend these meetings.
- Scheduling seems to be going smoothly right now. I want to thank all of you for getting your class days and times submitted to your deans in a timely manner and for submitting your book orders by the due date.
- We are moving to a cloud-based Jenzabar student information. It will be about 18 months before we move completely to this J-1 system. Right now, we are just getting the framework and processes established. Later there will be many training opportunities occurring so everyone understands the system before the July 16, 2021 Go Live date.
- BOT meeting will be January 10, 2020. Academic and Student Affairs will have a light agenda for this meeting. Yet one important item will occur when three retired faculty members receive the Professor Emeritus status, Karen Crummie – Department of Business Administration; Larry Essman – Department of Business Administration; and Sharon Scott – Department of Nursing.

8. Announcements from Senate floor:

None.

9. Committee and Director Reports

a. UFS Executive Committee: Kyle Vick, Vice President

A major issue that the Ohio Faculty Council has been discussing is paper mills. Basically, there are websites that offer the services of doing homework and writing papers for students. Papers from grade school book report level all the way up to doctoral dissertation level can be bought. Some websites will even offer a grade guarantee. This can also present a security issue since the companies providing these services have obtain a student's login information, and log in as the student, in order to complete certain assignments. Alarming, this is becoming a widespread problem. OFC is looking into this matter and is planning to distribute a white paper concerning best practices on combating the problem. They can also guarantee that the paper will go undetected by SafeAssign and other software designed to detect plagiarism. These actions would violate the

computer use policy and the academic dishonesty policies. Most universities do not have a policy directly related to this issue.

10. Unfinished Business

None.

11. New Business

Distance Learning Committee proposals (11Ai-Aiv), EPCC Program and Course Proposals (11Bi-Biii), and EPCC Policy Proposal (11Ci).

Item 11Ai and 11Ci were pulled out for further discussion. Linda Hunt made a motion to bundle all other curricular items (11Aii-iv and 11Bi-iii). This was seconded by Tom Piontek. Passed unanimously. No discussion.

Phil Blau motioned to carry the proposal forward, seconded by Tom Piontek. Passed unanimously.

11Ai. Distance Learning Course Capacity Policy. Chris Meade, Distance Learning Committee Chair.

The DLC was tasked, through the latest collective bargaining agreement, to create a policy on course capacity for online courses. The committee looked for a tool used by other universities and came up with the policy being put forth today. Some criticisms of the policy were that there was too much jargon and the policy could be simplified. The committee is willing to rework the policy to try and make it more useable. However, if the form is made simpler, it may not give the committee and objective feel for what specific cap number to put on the course. Secondly, the level (freshman vs. graduate) of the class should also be a factor taken into consideration as well. If faculty do not want to use this policy, the committee is willing to create a new one.

Discussion:

Discussion centered around the form being based on educational theory and philosophy and doesn't focus on the information that matters when determining class size. The difficulty in constructing a form that is relevant to different disciplines was acknowledged. For instance, grading a computer code assignment vs. a paper. It was also discussed that the numbering system is a little too precise, a minimalist approach might be better for determining the cap for a course. It would allow for more flexibility.

Suggestions included just using a simple questionnaire asking the faculty member what they do in their online course (how many writing assignments, discussion board, essay questions, etc.) and how much time they anticipate will be required

to grade assignments. In addition, adding a question regarding what the faculty member thinks the cap should be. This would be followed by the DLC meeting with the faculty member. The DLC would then set the cap they feel is appropriate for the course.

Motion to pass this policy was seconded by Jim Reneau. All voted nay with one abstention.

To summarize, suggestions include:

1. Figure out how other schools are setting caps for their online courses
2. Limit the jargon of the policy and make more understandable
3. Make the policy more flexible
4. Take into account faculty's teaching methods and approach to the course
5. Take into the amount of time required for faculty to perform duties

Note: it was also brought up at the end of the discussion that a policy was not required by the contract. It simply states that the DLC sets the limit in consultation with faculty, chair, and dean.

11Ci. Academic Forgiveness Policy. Glenna Heckler-Todt, Director Advising and Academic Resources and Marc Scott.

This policy was developed to help those students returning to Shawnee State after a significant gap that did not do so well their first time as a student. After a student returns and proves themselves academically, they can have up to 30 credit hours of grades forgiven and their GPA recalculated. This would help students that come back successfully complete a degree, especially if they decide to pursue a different degree. This would also serve as a good recruiting tool.

The policy does not forgive failing grades. The student would have to retake the course in order to receive a passing grade. The grade still stays on the transcript. It just isn't used in the calculation of a GPA. A course that is required to be retaken, either to complete a degree or a GEP course, would not be a part of the academic forgiveness. The department chair and academic advisor has sign off on applying this policy to a student.

Discussion:

The policy specifies that the grades that can be forgiven are C-, D+, D, and D-. F's are not mentioned in the policy. It was discussed that they would have to retake the courses in which they received an F anyway but taking the F's out of the GPA calculation would be different. However, the policy as is does not state

that F's will be academically forgiven, even for GPA calculations. Senators felt that F's should also be included in the policy.

Jim Reneau made motion to modify the policy to include a grade of F to section 3.3, 4.3, and 5.6. Which was in accordance to the intent of the committee that drafted this policy according to Dr. Hecklar-Todt. Mich Nyawalo seconded. Motion passed unanimously.

Dan Johnson seconded the motion to vote on the policy. Motion passed unanimously.

12. Adjournment: Motion to adjourn the meeting was seconded by Sarah Minter at 5:06 p.m.

**Shawnee State University
University Faculty Senate
Treasurer's Report**

As Of: 2019-10-28
Budget Per 2020-21
Budget Ac 10-1010-30-10042-*

Object	Description	FY Budget	Committed	Obligated	Other Consumption	Expenditures	Consumption	Budget Balance	Expended %
66199	Miscellaneous	643.39						643.39	
64104	Rental								
56101	Other Professional Svc	300.00						300.00	
62101	Travel	574.35						574.35	
61007	Misc Supplies								
58103	PERS 2	42.00						42.00	
58201	Medicare	4.35						4.35	
58203	Workers Compensation 2	3.00						3.00	
58202	Unemployment Compensation 2	1.50						1.50	
Total		1,559.74						1,559.74	

Notes:

Respectfully Submitted
James M. Reneau – Treasurer UFS

Faculty Course Capacity Self-reporting

Name of online course: _____

Name of faculty _____

Check applicable level of course: ___ UG lower division ___ UG upper division ___ Masters

Indicate how you would rate this course on each of the pedagogical theories-circle the cell/rectangle(s) most closely describing each of the teaching methods; if the course falls between two rows, circle both:

Level Point allocation	Pedagogical Theory	Bloom's Taxonomy (Column A)	Objectivist- Constructivist (Column B)	Community of Inquiry (Column C)
1 pt		Knowledge and comprehension levels of taxonomy	Predominantly faculty lecture; students assessed by standardized testing of knowledge	Teaching presence limited to course design and Organization, student evaluation Cognitive presence limited to test performance Minimal faculty and student social presence
2 pts		Knowledge and comprehension levels of taxonomy	Predominantly faculty lecture with selected periods of class discussion; students assessed by testing, quizzes, short answer questions, automated activities	Teaching presence includes course design and organization, facilitating discourse, feedback largely to student group as a whole. Cognitive presence limited to test or quiz performance and brief interactions Faculty and student social presence limited to episodic interactions
3 pts		Knowledge, comprehension, and some application levels of taxonomy	Mix of faculty lecture, class discussion, small group project work: quizzes and/or tests, short	Teaching presence includes course design and organization, facilitating discourse, direct instruction; feedback to student

		papers/essays	group as a whole, some individual feedback Moderate level of student cognitive presence Moderate level of faculty and student social presence.
4 pts	Application and analysis levels of taxonomy. Requires critical thinking ability to think holistically, use different perspectives.	Faculty instruction, class discussion; student debates; student public speaking practice; writing and/ or math assignments written application/ analysis assignments; group project work; individual written term paper	Teaching presence includes course design and organization, facilitating discourse, and direct instruction: individualized feedback Student cognitive presence in class and on Performance assignments Faculty and student social presence exhibited.
5 pts	Application level and above of taxonomy Extensive critical thinking requires reasoning through complexities and ambiguities	Faculty instruction, extensive substantive class discussion; individual projects and papers, one major, in-depth research on course topics of interest	Teaching presence includes course design and organization, facilitating discourse and direct instruction, individualized student feedback. Extensive student cognitive presence. Well-developed faculty and student social presence.

* Note: When scores fall between two rows, circle and score with a number between the two points

Totals for each column _____

Total of all columns _____

Other considerations _____

Course Score : Class size

3-5 - 45 students (Large sized class)

6-8 - 35 students (Medium-large sized class)

7-9 - 25 students (Medium sized class; hybrid class with a lab)

10-12 - 20 students (Small-Medium sized class; Writing intensive class)

13-15 - 15 students (Small sized class)

INFORMATION ONLY

PROCEDURE TITLE:	ACADEMIC FORGIVENESS
PROCEDURE NO.:	9.99:1
RELATED POLICY:	9.99REV
PAGE NO.:	1 OF [X]
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	mm/dd/yy [date of BOT meeting]

1.0 This procedure sets forth the requirements for students who seek academic forgiveness under Board of Trustees Policy No. _____

2.0 ELIGIBILITY

2.1 Students who have not been enrolled in the University for five consecutive years are eligible to apply for academic forgiveness.

2.1.1 Academic or faculty advisors will identify students who are eligible for academic forgiveness when the student reenrolls in the university and meets with an advisor to discuss course selection and major. The academic advisor will communicate the requirements to the student at this time (see 3.0 Guidelines).

2.1.2 Students are only eligible for academic forgiveness once in their academic careers at Shawnee State University, no matter how many degrees the student earns from the University. Academic forgiveness only applies to grades and credit hours earned at Shawnee State University.

3.0 GUIDELINES

3.1 To obtain academic forgiveness, students must show one academic year of satisfactory academic progress (minimum of 15 successfully completed credit hours per semester with a 2.5 minimum GPA).

3.2 Students who do not maintain the minimum GPA or credit hours will be ineligible for academic forgiveness. In addition, if their GPA falls below minimum standards they may be put on probation, suspension, or dismissal according to the academic policies

governing those actions, which would also make them ineligible for academic forgiveness.

3.3 Students will work with their academic advisor and the Registrar to determine which credits are eligible for academic forgiveness. The Registrar has final say in this matter. Upon the Registrar's approval, previously earned credits below a grade of C (C-, D+, D, and D-) will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript. Students must retake courses with failing grades that apply to the GEP or their degree program(s). Academic forgiveness does not apply to grades earned in pass-fail or non-credit courses. Grades for no more than 30 credit hours may be forgiven.

3.3.1 Students must meet the degree and General Education Program (GEP) requirements for the most recent catalog year. However, substitutions approved by the GEP director and/or department chair may be used to apply previously earned credit to a degree program.

4.0 EXCLUSIONS

4.1 Academic forgiveness does not apply to financial aid standing. Federal regulations regarding financial aid will still apply. Grades that are academically forgiven will still count toward academic progress ratios, maximum credits earned for financial aid eligibility, and GPA calculated for financial aid eligibility. There will be no automatic eligibility for financial aid based on academic forgiveness. If academic forgiveness is granted, by federal regulations the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. Therefore, students deemed to have unsatisfactory academic progress for financial aid purposes and who receive academic forgiveness will need to file a financial aid appeal and document mitigating circumstances. Federal regulations regarding maximum number of credit hours eligible for financial aid will still apply.

4.2 Credits awarded through evaluation (transfer, College Level Examination Program (CLEP), Life-Learning Experience, in-house examination, military experience, prior learning experience, and Advanced Placement) are not altered by this program, regardless of date received.

4.3 A student receiving benefits from Veterans Administration will not be reimbursed for repeating courses which had been passed (courses with a grade of D-, D, D+, C-) per Department of Defense regulations.

4.4 Academic forgiveness does not apply to developmental coursework since these credits do not count toward a degree; however, a student who had previously failed developmental coursework and/or taken a developmental course three times, may

- retake the coursework but must pass it the first time after reinstatement or reenrollment. Students may also appeal their placement upon reinstatement or reenrollment.
- 4.5 If a student has been awarded an associate degree and/or certificate from Shawnee State University, only courses not used in completion of an associate degree and/or certificate will be eligible for the application of the Academic Forgiveness policy.
- 4.6 Credits earned through College Credit Plus or PSEO may be forgiven; however, academic forgiveness only applies to a student's Shawnee State University transcript and NOT their high school transcript.
- 4.7 This Academic Forgiveness Policy does not apply to graduate students.

5.0 Timeline

- 5.1 Upon a student's reenrollment or reinstatement to the university, a faculty or professional advisor will identify and inform students eligible for academic forgiveness of the program's guidelines and exclusions, and the advisor will apply a tag to the student's advising file in AVISO or similar student retention software for tracking and reporting purposes.
- 5.2. At the end of each semester, the Director of Advising and Academic Resources will pull a report from the student retention software to identify students who have completed the required one (1) academic year (30 credit hours) and 2.5 GPA standards necessary to apply for academic forgiveness. The Director of Advising will notify students who have not met the requirements for academic forgiveness.
- 5.3 After the Director of Advising and Academic Resources notifies students that they are eligible for academic forgiveness, the student works with an academic advisor and department chair to identify eligible credits for forgiveness that would be most beneficial to the student.
- 5.4 After successfully completing one (1) academic year (30 credit hours) of study and prior to the student's final semester at SSU, the student may petition for academic forgiveness by completing a petition in the Registrar's office.
- 5.5 Within two (2) weeks of receiving a student's petition, the Registrar's office verifies the student's GPA since returning to the institution in order to ensure that the student has made satisfactory progress. If the GPA is below 2.5, the Registrar rejects the student's petition for academic forgiveness. If the GPA is above 2.5, the Registrar notifies the student's academic advisor that a petition for academic forgiveness has been received.

5.6 Within two weeks of notifying a student that the petition for academic forgiveness has been approved, the registrar recalculates the student's GPA reflecting academic forgiveness. The grades below a C (C-, D+, D, and D-) approved for academic forgiveness will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript.

History

Effective:

Revised:

Reviewed: