

Minutes

September 28, 2020

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS President Tony Ward called the meeting to order at 4:10 p.m. This meeting was held via Collaborate.

2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Sarah Minter, Eugene Burns, Linda Hunt, Barbara Warnock, Tom Piontek, Bastien LeCouffe, Georgeann Kamer, Thomas Bunting, Sheena Shifko, Keijing Liu, Janet Feight, Adam Miller, Mikel Stone, Sarah Clausing, Ruby Gray, Drew Feight and all officers (Tony Ward, Kyle Vick, Jim Reneau, and Jennifer Napper).

Absent: Phil Blau

3. Minutes: Motion to approve April minutes was seconded by Barbara Warnock. They were unanimously approved.

4. Agenda: Item 11 Iivv EDEC 5477 Physical and Cognitive Development was removed from the minutes due to being tabled at the DLC meeting. Motion to pass the amended agenda was seconded by Linda Hunt. Approved unanimously.

5. Remarks from President Tony Ward: I would just like welcome everyone back to fall semester. It is definitely a very strange semester. There are a number of items to discuss today. So, I'll stop right there.

6. Treasurer's Report: The finalized treasury report from the last academic will be provided at the meeting next month. We've been allotted \$868 for this academic year. The report is attached to the minutes. Tom Piontek made motion to approve the report. This was seconded by Janet Feight. Passed unanimously.

7. Administrative Reports:

President, Jeff Bauer:

I would echo the same sentiments I've heard over and over again. This is not the way we really like to do these things, and I hope that we won't have to do it forever like this. As I entered my twilight years, I never envisioned that this is what it would look like and I hope we can put this behind us at some point in the

future. I just want to thank all the faculty for the sacrifice, dedication, and extraordinary efforts that you've provided delivering classes in the most challenging environment. As I mentioned, this isn't the way we want to provide education, but we've been forced to make some great modifications because of COVID. I wish I could tell you that the end is near on this and it will be back to normal soon, but I think that's unlikely.

Right now, we have to continue preparing for a very different educational environment for at least the remaining part of this year and possibly for some time in 2021. I hope this won't be the case, but from what I hear from experts, they are suggesting that we won't really have effective vaccine delivery, until next year and probably more universal delivery until later on next year. At least, there won't be enough to allow a more normal teaching environment to be reestablished. As such, I hope we will be able to complete most of our current fall semester. We provided some additional days with no fall break or Veteran's Day, so that we could complete most of the educational objectives prior to Thanksgiving Vacation. We are looking at spring schedule right now and considering some adjustments, but we've not made any formal decisions on those.

As far as what's happening on campus, at the end of last week we had had 14 positive cases of COVID. Three of those actually occurred in the summer, so that leaves only 11 over the first five weeks, eight students and three employees, giving a positivity rate around 2% to 3%. Originally, we were only going to test symptomatics, however we did test RA's as well as our student ambassadors before the semester began. Two weeks ago, we started developing plans for more extensive testing of asymptomatics. This was encouraged by the governor, and obviously we do have some funds that are available to help us conduct more extensive testing. We started that process by testing student athletes a couple weeks ago. We then started testing residential students last week, as well as pilot testing on some faculty. We're beginning to test faculty and other employees that have significant contact with students and/or the public. As noted, testing is voluntary, but we're strongly encouraging everyone who is holding in person classes and those that have frequent contact with the public to get tested. We hope to have a large sampling of employees and students within the next 2 weeks and once again, this is intended really to identify those asymptomatic carriers as well as better data on how prevalent the virus is here on campus.

Shawnee state is going to continue to conduct important activities and business despite the pandemic. I think I've made announcements on more than a few occasions that this fall, we're going to continue our strategic planning process. As part of that process, we will be looking at and possibly implementing initiatives

before the end of the calendar year to address diversity, equity and inclusion issues on campus.

As for the financial condition of the University, the CARES Act funding that we've received is helping us pay for expenses like testing and PPE, and all of those things that are related to COVID. It does not give us funding to support instruction, although some will be used for technology preparation, - for instance, when we moved classes online in the spring. We're also going to be using the funding to hire some temporary advisors that will help us reach out to our most at risk students this semester and next. Unfortunately, we were forced to follow up on summer furloughs for a number of our employees, with layoffs. We've laid off approximately 25 administrative and staff members. Those layoffs were executed depending on years of service, some have just recently left their positions. In total, we eliminated over 10% of our administration staff and over twice as many positions that were vacated will not be filled.

Fall enrollment was down, as I think everybody expected, but not nearly as bad as we anticipated last June. Overall, headcount is down about 5%. However, the big concern is our first-time freshman numbers are way down. We declined by over 20%, which really cancelled out a lot of the gains that we achieved fall 2019. On the bright side, retention was better than expected also, which helps to mitigate the decline.

some adjustments to fiscal year 20 have closed the \$2,000,000 deficit that was reported to the board in June. It appears as though our Senate Bill 6 ratio will be above threshold for the last fiscal year. However, we have reduced our reserves significantly. We're going to have to work on replenishing them even in the wake of COVID cost reductions. I've asked our vice president, Mike Barhorst, to set up a budget process that will begin sooner and will include opportunities for input and feedback from our key constituent groups.

To finish on a positive note, I think there are some really good things happening here on campus, even though the campus density is way, way down. First of all, I just need to tell everybody with some sense of optimism that the pandemic will pass. The university and campus are fine. I think we're primed to return to a growth mode, and we will be bigger and better once we get through this period of time. We're learning a great deal from the experience. I think we will also be a better institution once we return to normalcy. If anything else, and I know this sounds maybe a little bit trite, but our online programming has certainly improved. We have more faculty taking the dive into delivery online, and although I'm very hopeful we can return back to a completely in person class or

campus in the near future, I think that many faculty will be able to use a lot of their online knowledge and experience now to help in their delivery of course work. Faculty continue to demonstrate great dedication, commitment to our mission and it's been the main reason why we're going to survive this crisis. We're going to do OK.

We are establishing new leadership across the campus that will help carry us through this time. Our programs continue to improve even while we're dealing with the pandemic. We're developing a growing reputation for high quality education. I don't know if you saw my note from last week, but we were now ranked in the range of #39 to 51 in the top public schools and regional universities in the Midwest in the US news and World Report ranking for 2021. That's a great achievement for us. This follows our regional ranking and social mobility of the previous year. Our #9 national ranking in gaming, our ranking in plastics, our math masters as a best value, and others. We're really making a name for ourselves. That will take us far in the future.

Lastly, let me mention that we are creating stronger community partnerships that will grow stronger together. The community partnership we've been serving on master planning together and we're trying to create a situation where we have physical development of the campus in connection with the downtown area. We're busy trying to create an art and innovation hub, or district that will take you from the Vern Riffe Center to the Southern Ohio Museum and the Lofts, over to Chillicothe St, ending over at the Kricker Innovation Hub, which will be undergoing a \$3,000,000 facelift, beginning maybe even before the end of this year. So, we have some really good things happening here on campus. I'm really looking forward to what we can achieve together when we finally get through the pandemic.

Provost, Sunil Ahuja:

I appreciate this opportunity to connect with all of you. Obviously for me as a new person, I would far prefer a face-to-face meeting, but this will do for now under the conditions. First of all, again, welcome back everyone to the academic year. I hope it's going well for everyone. I also want to thank the faculty, Chairs, and Deans for all the work that has gone on over the summer and again this year with all the various transitions and adjustments and so on. I can only imagine all the hours that have been put in to getting the semester started and to continue to offer quality education to our students under very challenging circumstances. So, my heartfelt thanks to all of you and I certainly appreciate all the time and effort and energy that you have put into it. I am now completing my first quarter in the

position as Provost. So certainly, I have had some time to learn about the institution and adjust to my position. I would have preferred to have met and seen all of you by now, but I'm looking forward to that as well. I'll refer at the moment to the message that I sent to faculty a few weeks ago, in terms of areas of emphasis in academic affairs and the kinds of things that I look forward to talking with all of you about in greater detail in terms of particular directions and so on.

Academic programs, possibilities of new areas of focus and new areas of growth which is absolutely crucial for the institution. I'm looking forward to providing the ideas, energy, and commitment that I can to that. It goes without saying that the design and development of curriculum has to be done by faculty. The appropriate processes, procedures, and policies will be followed, but my focus on that is to provide energy and ideas to see where we can advance, where we can make additions, and where we can grow in that sense. This is certainly very much connected to enrollment and retention. Issues that the president referenced as well, are certainly important for us and I see for more possibilities, which I think will come from programs and the quality of programs that we are able to offer.

Financial sustainability of the institution is another thing that I have noted as a strategic goal for the institution. Certainly, on that as well, I'm looking forward to working all of you and engaging in specific approaches and ideas in connection to that.

Last, but not least, this year as well as in the near future, is accreditation and assessment. Looking toward HLC's midcycle review in a couple of years and everything that we need to do to ensure a successful review and the associated issues within that of assessment. I am committed to ensuring good work and success in that area and again look forward to engaging with all of you on that as well.

Briefly, we have begun to discuss what the spring semester will look like. As you may know, a number of institutions have begun to tweak their calendars in various ways. We at least have the start and stop dates as well as various important dates already published. But the conversation is ongoing if any changes need to be made to it.

We do have a date for fall 2020 gradation, however none of the details have been worked out. There is a meeting of the Commencement Committee this Wednesday to have those initial conversations with the possibility of some limited face-to-face kind of graduation. This would also include those students from last spring semester that may want to return to walk. But if that occurs, that would

have to be planned most importantly with the health and safety protocols in mind.

So that's a sort of all I'll offer for now, but I'm looking forward to working with all of you, and certainly I hope to see all of you and meet many of you.

8. Announcements from Senate floor:

None.

9. Committee and Director Reports

UFS President, Tony Ward: I just want to give you a brief overview on some of the things the executive committee has discussed over the summer. There is a proposal that will be discussed later regarding a change to the UFS Constitution and Bylaws. This is due to the recent reorganization that took place in the spring that eliminated the University College, which means there is no longer a need for University College representatives in the UFS. If the proposal to change the constitution passes the UFS, then the full university will have to vote on it in order to ratify it. The changes to the bylaws will automatically take effect.

There is also a proposal to change the bylaws regarding the members that make up the Honors Program Committee. This is also a bylaw change and so will automatically take effect.

UFS Vice President, Kyle Vick: The OFC has mostly been talking about how universities are dealing with COVID. It seems like some of them have stricter requirements for cleaning classrooms and such. There was a report from the Chair of Oversight for the STRS system. You can find information about this in the reports that were put out. A lot of the universities have been doing restructuring and they are going to put out a white paper regarding involving faculty more in those decisions.

10. Unfinished Business

None.

11. New Business

I. Formation of Ad Hoc Committees

- a. Program Warehousing
- b. Program Review

Sarah Minter seconded the motion to discuss the reformation/reactivation of these committees.

UFS President Tony Ward: The Program Warehousing Committee was originally made up five members, three faculty and two deans. One of the last things to come out of this committee was a document defining terms, which got voted down at EPCC and dropped due to COVID. He proposes these committees get reactivated and be composed of the same types of members as before.

Discussion included the possibility of combining the two committees. It was clarified that the two committees tackle two separate issues. For the Program Warehousing Committee, a problem arose when data was not made available for them to test the efficacy of metrics that were adopted by the UFS as well as a problem with defining terminology. This was confirmed by previous members of the committee. For the Program Review Committee, it was charged more with the revision of the procedures and documents used in program review.

Further discussion centered around keeping the two committees separate. Including comments that program review shouldn't be about defending the existence of a program. The program review group was just getting started when the pandemic hit. The program warehousing group had been meeting for quite a while, but needed data to make decisions about the metrics.

Kejing Liu seconded the motion to reconstitute and reactivate these two committees. Motion passed unanimously.

II. Curricular Proposals

Tom Piontek made a motion to bundle **11a-ww**. This was seconded by Georgeann Kamer. Motion passed unanimously.

No discussion on the bundle. Linda Hunt seconded the motion to vote on the bundle. Motion passed unanimously.

11xx. Honors Program Director, Jen Scott: The Honors Program Committee is currently set up to have representatives from each department. The decision to structure it this way was made for good reasons, unfortunately, it has made the committee a pretty unwieldy. It is difficult to find a meeting time for all members to meet. She has proposed to make the Honors Program Committee to be made up of members similar to other governance committees, two representatives from the College of Arts and Sciences, two from the College of Professional Studies and one at-large member. This would make the committee more compact and hopefully allow it to meet and make decisions more efficiently. In the past it was difficult to find a meeting time where even a quorum could be reached.

Barbara Warnock made a motion to pass the proposal. Georgeann seconded the motion. Motion passed unanimously.

11yy. UFS Constitution and Bylaws.

UFS President Tony Ward: This is a small change to the constitution and bylaws due to the reorganization of the university, which eliminated the University College. Which means, there are two senators from a department that no longer exists. What is being proposed is to remove one section 4.2.2 of the constitution. The rest of the changes are just renumbering. There's also mention of University College in section 6 of the bylaws. It is being proposed that the last sentence from the first paragraph of that section be removed which allows for the University College to elect members to EPCC, GEAC, and DLC. See changes attached to the minutes.

No discussion. Motion to pass this proposal was made by Linda Hunt. Motion was seconded by Georgeann. Motion passed unanimously.

A two-week time period must pass before the university community can vote on the changes to the constitution. There will be a special election.

12. Adjournment: Motion to adjourn the meeting was seconded by Linda Hunt.

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

As Of: 2020-09-28
Budget Per 2020-2021
Budget Ac 10-1010-30-10042-*

Object	Description	FY Budget	Committed	Obligated	Other Consumption	Expenditures	Consumption	Budget Balance	Expended %
56101	Other Professional Svc							500.00	
		500.00							
58103	PERS 2							70.00	
		70.00							
58201	Medicare							7.00	
		7.00							
58202	Unemployment Compensation 2							3.00	
		3.00							
58203	Workers Compensation 2							5.00	
		5.00							
61007	Misc Supplies								
62101	Travel								
64104	Rental							283.00	
		283.00							
66199	Miscellaneous								
Total		868.00						868.00	

Notes: Nothing has been expended for the academic year.

Respectfully Submitted
James M. Reneau – Treasurer UFS

The role of the Parliamentarian is to provide non-binding advice to the UFS President on the appropriate interpretation of Robert's Rules of Order. If a Parliamentarian is appointed, the Parliamentarian shall be a non-voting member of the Executive Committee and of the UFS.

ARTICLE IV: ELECTIONS AND ELECTION DISTRICTS FOR SENATORS

SECTION IV.1: RESPONSIBILITIES OF SENATORS - Each Senator shall serve for a term of two years, and all efforts will be made to stagger the terms of Senators so that no more than half of the Senate is up for election each year. Senators shall seek input from their constituents on matters before the UFS and shall seek to ensure that the concerns of their constituents receive due consideration before the UFS. It is the responsibility of Senators to attend UFS meetings and to inform their constituents and the UFS President of their absence and the reasons for that absence from any UFS meeting.

SECTION IV.2: ELECTION DISTRICTS

SECTION IV.2.1: Each academic department or school within the College of Arts & Sciences (CAS) and the College of Professional Studies (CPS) shall have the right to elect ONE Senator by majority vote of the UFS membership of each department.

~~SECTION IV.2.2: UFS members with appointments in the University College (UC) shall have the right to elect ONE Senator by majority vote of the UFS membership in the UC.~~

Formatted: Font color: Red, Strikethrough

SECTION IV.2.3: Officers: The entire faculty will be the election district of all officers.

Formatted: Font color: Red, Strikethrough

SECTION IV.2.4: UFS members with appointments in the CPS shall have the right to elect TWO Senators-at-Large by majority vote of the UFS membership in the CPS.

Formatted: Not Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Not Strikethrough

SECTION IV.2.5: UFS members with appointments in the CAS shall have the right to elect TWO Senators-at-Large by majority vote of the UFS membership in the CAS.

Formatted: Strikethrough

Formatted: Font color: Red

ARTICLE V: ELECTIONS, RECALL, RESIGNATION

SECTION V.1: ELECTIONS OF SENATORS AND OFFICERS - Elections of Senators and Officers shall be conducted annually. All Officers and Senators shall serve for a term of two years, but the terms shall be staggered so that no more than one half of the Senate shall stand for election in any given year. The election shall not take place sooner than two months prior to the last day of classes of the end of the Spring semester and no later than 10 (ten) working days prior to the last day of classes of the Spring semester. 30 days prior to the officially announced date of the UFS election, the UFS President will establish, in consultation with the Executive Committee, an Election

SECTION 6: ELECTION AND APPOINTMENT OF COMMITTEES

Each academic department and school of the College of Arts & Sciences and the College of Professional Studies shall have the right to elect one representative to the EPCC, the GEAC, the HPC, and the DLC by popular, majority vote of the UFS members in each department. Annual elections shall be conducted by the end of Spring Semester by department chairs, according to their departmental by-laws. Representatives to the EPCC, the GEAC, the HPC, and the DLC shall serve for a term of two years and may stand for re-election at the end of their term. ~~UFS members with appointments in the University College shall have the right to elect one representative to the EPCC, the GEAC, and the DLC.~~

Formatted: Font color: Dark Red, Strikethrough

The AAC, DLSC, RSAC, and TLC shall be staffed as follows: When an opening for a committee position occurs, the President of the UFS shall call for nominations. If only one person is nominated that person shall automatically be appointed to the committee. When more than one person is nominated, the President of the UFS will forward the names to the Executive Committee for a vote. The FAC, DLSC, RSAC, and TLC shall each consist of five members. Two of those members will be appointed from the College of Arts and Sciences, two will be appointed from the College of Professional Studies and the fifth member will be appointed from the faculty at large. When the Executive Committee appoints members to open seats a reasonable effort shall be made to stagger the terms of the members and ensure that representation is shared among each college's departments and programs. All faculty representatives shall serve for a period of two years and may stand for re-appointment at the end of their term.

Each graduate program shall have the right to elect two representatives to the Graduate Council by popular, majority vote of UFS graduate faculty members in each program. Elections shall be conducted by the program's department chair or program director according to their departmental or school by-laws. GC representatives shall serve for a term of two years and may stand for re-election at the end of their term.

Wherever possible all UFS Committees will have at least one Senator or UFS Officer serve on that committee. If the committee chair is not a Senator, either the committee chair or the Senator may provide official reports to the UFS but the Senator shall have the responsibility of keeping the UFS informed of the committee's progress.

SUBCOMMITTEES AND AD HOC COMMITTEES - Standing Committees may create sub-committees to report back to the Standing Committee as necessary to better carry out their tasks. The UFS may create ad hoc Committees for a definite term and specific, limited charge to address specific issues that arise and are not addressed by the existing committee structure by a 2/3 majority vote at a duly constituted UFS meeting.

MID-TERM VACANCIES - In the event of a resignation or vacancy, an election shall be held to fill said vacancy within (30) thirty working days.