

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
April 21, 2006
10:15 a.m., Howard/Ketter Room**

Agenda

1.0 Action Items

**1.1 Proposal for the SSU Teaching and Learning Center Action
Resolution ASA05-06**

Dr. Michael Field, Provost and Vice President for Academic Affairs will present the Proposal for the Shawnee State University Teaching and Learning Center developed by the University Faculty Senate, Faculty Development Committee to provide an enriched learning environment for development of faculty and staff. The proposal is attached.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA05-06, the Proposal for the Shawnee State University Teaching and Learning Center.

**1.2 Proposal for the SSU Women's Center Action
Resolution ASA06-06**

Dr. Field will present the Proposal for the Shawnee State University Women's Center developed by the Women's Forum to empower, educate, and advance women on campus and in the wider community. The proposal is attached.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA06-06, the Proposal for the Shawnee State University Women's Center.

**1.3 Honoring the Winter Sports Teams and Individual Athletes Action
Resolution ASA07-06**

Dr. Larry Mangus, Vice President for Student Affairs, will present Resolution ASA07-06 honoring the winter sports teams and individual athletes.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA07-06, Honoring the Winter Sports Teams and Individual Athletes.

1.4 Proposal for the SSU Center for Community Service Resolution ASA08-06 **Action**

Dr. Mangus will present the Proposal for the Shawnee State University Community Service Center to coincide with the Ohio Campus Compact AmeriCorps VISTA volunteer. The proposal is attached.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA08-06, the Proposal for the Shawnee State University Center for Community Service.

2.0 Informational Items

2.1 Spring Quarter Enrollment **Information**

Dr. Stephen Midkiff, Registrar, will present a preliminary enrollment report for spring quarter 2006.

2.2 Athletic Training Education Program Accreditation **Information**

Dr. Martha Rader, Dean, College of Professional Studies will report on the notification from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) awarding initial accreditation to the Athletic Training Education Program. The recent review recognizes the program's substantial compliance with the nationally established accreditation standards.

2.3 Student Programming Board **Information**

Ms. Jessica Crosby, Secretary of the Student Programming Board, will report on the activities of the SPB.

2.4 Phi Eta Sigma Installation **Information**

Dr. Mangus will report on Shawnee State University's Chapter of the National Honor Society Phi Eta Sigma's 2006 installation.

2.5 Personnel Items **Information**

In accordance with Policy 5.16, personnel appointments are attached to the Finance and Facilities Agenda.

RESOLUTION ASA05-06

PROPOSAL FOR THE SHAWNEE STATE UNIVERSITY TEACHING AND LEARNING CENTER

WHEREAS, the University Faculty Senate, Faculty Development Committee developed a proposal for a Teaching and Learning Center to provide an enriched learning environment for development of faculty and staff in order to promote excellence in teaching and institutional service; and

WHEREAS, the development of an “ambitious teaching and learning center to promote professional development among faculty and staff” has been identified as one of the four Action Projects Shawnee State University will undertake as part of their participation in the Academic Quality Improvement Program (AQIP) that serves as the basis for our continued institutional accreditation; and

WHEREAS, all constituent groups concur with the proposal for a Teaching and Learning Center; and

WHEREAS, the President and the Provost recommend the establishment of a Teaching and Learning Center;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the establishment of the Shawnee State University Teaching and Learning Center as described in the attached proposal.

(April 21, 2006)

PROPOSAL FOR THE SHAWNEE STATE UNIVERSITY TEACHING AND LEARNING CENTER

I. Mission of the Center

The mission of the Teaching and Learning Center is to provide an enriched learning environment for development of faculty and staff in order to promote excellence in teaching and institutional service.

II. Goals of the Center

- Foster excellence in teaching and learning
- Provide resources and educational experiences on an ongoing basis to faculty and staff
- Stimulate research and scholarship about teaching and learning at SSU
- Align development and training needs explicitly with student learning and/or satisfaction
- Increase collaboration and collegiality among faculty and staff
- Provide leadership in the use of innovative technology as a resource for teaching and learning.
- Assess the ongoing needs of faculty and staff, in terms of career enhancement as consistent with the SSU mission or strategic plan.

III. Administration of the Center

The Center will be staffed by a Director selected by the Provost in consultation with the Center Advisory Committee. The Director will report to the Provost, and will receive appropriate reassigned time from teaching in order to carry out the Center's functions. Clerical help will be provided commensurate with the level of activity as the Center grows. The Director may be removed by the Provost after consultation with the Center Advisory Committee, and returned to full faculty duties.

A. Center Advisory Committee

The University-Wide Personnel Development Committee will function as the Center Advisory Committee, assisting the Director with planning and advice for center operations, as well as campus-wide needs assessment.

B. Facilities and Budget

The University will provide appropriate office/work space as well as an operating budget, through the Office of the Provost. Equipment acquisition for enhanced teaching and learning will be coordinated through the Center. The Center will be expected to seek external grant funding to supplement its budget.

IV. Dissolution

The Provost may recommend dissolution of the Center effective the end of any regular academic term, with the approval of the President. The recommendation to dissolve the Center will be submitted to the Board of Trustees for appropriate action.

Background

This proposal to establish the Shawnee State University Teaching and Learning Center will provide formal recognition and the basis for continued growth of what is currently a successful but informally structured faculty development program.

The development of an “ambitious teaching and learning center to promote professional development among faculty and staff” has been identified as one of four Action Projects Shawnee State will undertake as part of our participation in AQIP, the Academic Quality Improvement Program that serves as the basis for our continued institutional accreditation.

FACULTY DEVELOPMENT INITIATIVES SINCE 2000

Since 2000, a number of initiatives have sought to address the professional development needs of faculty, staff, and administrators at Shawnee. Efforts extending beyond the needs of single units, offices, or departments have been undertaken by the University-Wide Personnel Development Committee, the Faculty Affairs and Development Committee (UFS), and various ad hoc committees.

Faculty members have helped to train other faculty in technology use, leading to the appointment of a Director of Instructional Technologies to provide ongoing training in the Blackboard online course platform. Grants have provided training in new technologies, including Palm Pilots and the I Pods as instructional tools. Librarians have teamed with faculty to provide updated training in information literacy.

Invited to join the Ohio Teaching Enhancement Program (OTEP) by the Provost of Miami University in 2001, Provost Field asked Dr. Barbara Kunkle (Chair of the Faculty Development Committee) to participate on our behalf. This initiative has become the centerpiece of a faculty development program with ties to state, national, and even international programs. Beginning with a Faculty Learning Community for Early Service Faculty in 2001, Shawnee has expanded the program each year. During 2005-06, four faculty learning communities with a combined membership of some 35 faculty (more than 25 percent of the entire full-time faculty population) are engaged in a full year of bi-monthly seminar meetings to enhance their knowledge and skills for addressing the learning needs of our student population. In addition to an early service group, named “Shawneesians,” the current FLCs include Cybertrek, which focuses on new

technologies in higher education; GenEd FLC, which explores the changing meanings and cultural landscapes of general education; and the Women's Studies FLC, which explores particular issues affecting women as students and teachers in the university.

Other activities have included workshops for faculty and staff in areas such as the ADA (Americans with Disabilities Act), Gender and Language, Sexual Harassment, and Diversity. Committees involved with faculty development have also brought experts to SSU to address training needs of faculty and staff. Carnegie scholar Craig Nelson lectured and conducted two intensive workshops about what teachers can do to help their students succeed. Organization guru Meggin McIntosh equipped faculty, staff, and administrators with the skills needed to "Keep Chaos at Bay" in our workspaces. Milt Cox (the "father" of the faculty learning community movement) came from Miami University to train faculty in developing a course mini-portfolio.

PLANNING

The plan for the Shawnee State University Teaching and Learning Center has been developed through consultation with the following groups and individuals: the Provost; an ad hoc committee of faculty and staff active in faculty development assigned by the University Faculty Senate to develop a proposal; members of faculty learning communities; the Associate Provost; members of the Strategic Planning Committee; AQIP Action Team #4. An important additional resource is a volume published by the POD Network (Professional and Organizational Development Network in Higher Education): *A Guide to Faculty Development: Practical Advice, Examples, and Resources* (2002), Ed. Kay Herr Gillespie.

RATIONALE

1. The Center will enable faculty and staff to better address our mission to promote excellence in teaching and learning on our campus.
2. An established structure allowing carefully targeted planning is consistent with the continuous improvement model embraced by AQIP, and will yield greater consistency and better focus on institutional goals.
3. Shawnee is the only regional state university in Ohio currently without a faculty development center and a focused program of continuous training and development.
4. There is widespread agreement among faculty and staff that a center is now needed as evidenced by support for the idea within the current AQIP process and by the recommendations of several ad hoc committees.
5. Unlike K-12 educators, few higher education faculty members ever receive training in how to teach. Faculty members are experts in a discipline, but may or

may not be expert at reaching today's undergraduate students in ways that will help them reach their potential.

6. The rapidly expanding scholarship of teaching and learning is providing new knowledge about the different ways students learn, including at-risk students, and first-generation college students. A faculty development center will bring insights about improved methods of teaching drawn from this new research to our faculty.

7. Research indicates that sustained development activities such as faculty learning communities produce a positive correlation to such factors as retention of new faculty, increased collegiality and esprit de corps, and reduction in feelings of isolation among participants.

8. Sustained development activities such as faculty learning communities are cost-effective tools for broadening the teaching skills of faculty and keeping them abreast of new developments in higher education. Research documents positive impacts on student learning and retention when faculty members engage in sustained development activities such as those provided by faculty learning communities.

9. Over time, the Teaching and Learning Center would be an investment not only in fulfilling Shawnee's mission, but in terms of the bottom line as new-faculty and student retention rates improve.

10. Finally, studies reported by the POD Network (Professional and Organizational Development Network in Higher Education) link improved student learning to the presence of an active center for teaching and learning.

RESOLUTION ASA06-06

PROPOSAL FOR THE SHAWNEE STATE UNIVERSITY WOMEN'S CENTER

WHEREAS, the University's Women's Forum developed a proposal for a Women's Center to empower, educate, and advance women on campus and in the wider community; and

WHEREAS, the development of a Women's Center would increase awareness of gender related issues affecting the status of women within academia and the workplace, providing expertise and advice about women's issues to the Affirmative Action Committee; and

WHEREAS, all constituent groups concur with the proposal for a Women's Center; and

WHEREAS, the President and the Provost recommend the establishment of a Women's Center;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the establishment of the Shawnee State University Women's Center as described in the attached proposal.

(April 21, 2006)

PROPOSAL FOR A WOMEN'S CENTER

I. Mission of the Center

The mission of the Women's Center is to empower, educate, and advance women on campus and in the wider community.

II. Goals of the Center

- Increase awareness of gender related issues affecting the status of women within academia and the workplace, providing expertise and advice about women's issues to the Affirmative Action Committee.
- Address the specific concerns of women within Appalachian culture.
- Provide a forum for discourse regarding issues affecting women at SSU.
- Encourage the establishment of academic courses and programs that provide the opportunity for concentrated study of women's issues, while serving as a resource to the Women's Studies academic minor.
- Offer programming which will increase the level of self-esteem and personal expectations of all women.
- Create an atmosphere where all women are valued, treated with respect, and afforded the same opportunities available to others within the university community.
- Offer space for meetings, study, programs, and discussions.

III. Administration of the Center

The Women's Center, established by the Board of Trustees under SSU policy 2.09, will be staffed by a director selected by the Provost in consultation with the Women's Forum Steering Committee/Women's Center Advisory Committee. The director will report to the Provost, and will receive appropriate reassigned time from teaching and/or other duties in order to carry out the Center's functions. Clerical help will be provided commensurate with the level of activity as the Women's Center grows. The director may be removed by the Provost after consultation with the Women's Center Advisory Committee and returned to full faculty or staff duties.

A. Center Advisory Committee

Initially, upon the formation of the Women's Center, the existing Women's Forum Steering Committee will become the Women's Center Advisory Committee. The twelve member Women's Center's Advisory Committee

will normally consist of three representatives each from the student body, the staff, the faculty and the administration. Staff, faculty, and administrative members will serve renewable staggered two-year terms; student members will serve renewable one-year terms.

B. Facilities and Budget

The University will provide appropriate office/work space as well as an operating budget, through the Office of the Provost.

IV. Dissolution

The Provost may recommend dissolution of the Center after consultation with the Women's Center Advisory Committee effective the end of any regular academic term, with the approval of the President. The recommendation to dissolve the Center will be submitted to the Board of Trustees for appropriate action.

Background

The existing Women's Forum is the moving force behind the formal proposal to establish a Women's Center at Shawnee State University. The establishment of the Women's Center will provide the support necessary to ensure that the important activities of the Women's Forum continue, and that new initiatives can be nurtured and developed.

Over the past five years, the Women's Forum has accomplished a great deal in providing programming and advocacy at Shawnee State University by relying on the time and effort put forth by dedicated volunteers above and beyond their fulltime occupations. It is essential to recognize that, however effective voluntary efforts are, building a strong educational community that supports the ongoing full and active participation of women students, requires more of an institutional commitment.

The establishment of a Women's Center at SSU will be consistent with standard practices in higher education in general, and with most of Ohio's public universities specifically. (See chart below.) These campuses have discerned that Women's Centers are a vital, indispensable resource for colleges and universities seeking to address gender discrimination and inequities and striving to create diverse learning communities.

University	Women's Center
Bowling Green State University	Yes
Cleveland State University	Yes
Kent State University	Yes
Miami University	Yes
Ohio State University	Yes
Ohio University	*A new student center is being built with space being allocated for a women's center – currently No
Shawnee State University	No
University of Akron	No
University of Cincinnati	Yes
University of Findlay	No
University of Toledo	Yes
Wright State University	Yes
Youngstown University	Yes

The Women's Center will be consistent with the mission and vision of Shawnee State University, for it will:

- Advance Shawnee State University's institutional mission;
- Improve campus climate;
- Aid in the retention of students, faculty, and staff;
- Coordinate and initiate quality, innovative educational programming;
- Increase the use and effectiveness of existing services and programs; and
- Strengthen ties with the community and alumnae.

The Center will serve as a resource and information distribution center and offer advocacy, support, and referral to other campus and community services to all women and men regardless of age, race, ethnicity, religion, disability, sexual orientation, or socioeconomic status. The Women's Center, therefore, will serve as a focal point and gathering place for students, faculty, administrators and staff. Some of the services the Center will provide include the following:

- Continuing to coordinate current Women's Forum activities:
 - The Leslie Williams Symposium for the Advancement of Women
 - Women's History Month activities
 - Brown Bag Seminars (Sexual Harassment, Date Rape, Self Defense, "Chilly Climate," etc.)
 - Distinguished Service Award Luncheon
 - Clothing Drive
 - Breast Cancer Awareness walk/run
 - March of Dimes used cell phone drive
- Coordinating Professional Programming
 - Mentoring program for students, staff, and faculty
 - Leadership training
- Serving as Community Liaison
 - General referral to available programs/services
 - Specific liaison with SOMC regarding and promoting women's health issues
- Serving as Student Liaison
 - Offer/coordinate internships (both in the Center and in community)
 - Work with sororities in women-centered philanthropic activities
 - Research and advertise scholarship opportunities
- Serving as Faculty Liaison
 - Coordinate programs with classes
 - Serve as resource/consultant for research in women's issues
 - Serve as resource/consultant for pedagogy in women's studies related coursework
- Collect/Share Resources on Topics Related to Women
 - Books, videos, pamphlets, magazines and other sources
- Edit/Publish Newsletter and/ or Literary Magazine devoted to women's issues

RESOLUTION ASA07-06
HONORING THE WINTER SPORTS AND INDIVIDUAL ATHLETES

WHEREAS, Shawnee State University athletes have been named to the NAIA All-American teams, American Mid-East All Conference teams, and an individual named National Association Intercollegiate Athletic All-Scholar Athlete; and

WHEREAS, the Shawnee State University Women's Basketball Team was runner-up in the American Mid-East Conference tournament and qualified for National Association of Intercollegiate Association National Tournament;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University recognizes the remarkable achievement of the Shawnee State University Women's Basketball team and commends the players and coaches for their outstanding team and individual performances and grants special recognition to these athletes for their outstanding accomplishments and commend the individuals as listed below:

NAIA All-American Scholar Athlete:

Anna Ramey (women's basketball)

All-American Mid-East Conference All-Scholar Athlete:

Anna Ramey (women's basketball)

NAIA All-American Honorable Mention:

Tara Walker (women's basketball)

1st Team American Mid-East Conference:

Tara Walker (women's basketball)

Terrence Davison (men's basketball)

3rd Team American Mid-East Conference:

Heather Shilling and Shannon Thomas (women's basketball)

American Mid-East Conference All-Freshman Team:

Karen Diehl and Kelly Wagner (women's basketball)

(April 21, 2006)

**RESOLUTION ASA08-06
COMMUNITY SERVICE CENTER**

WHEREAS, Shawnee State University has participated with the Ohio Campus Compact and provided for a VISTA volunteer for the past two years; and

WHEREAS, a Community Service Center would coordinate all community service activities and service learning initiatives and would be staffed with an AmeriCorps VISTA member under the supervision of the Vice President for Student Affairs;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University grants approval that a Community Service Center be established in accordance with the charter attached to this resolution to benefit the community and to encourage students to engage in responsible citizenship.

April 21, 2006

Community Service Center

I. Mission Statement

The Shawnee State University Center for Community Service coordinates all community service activities and service learning initiatives to benefit the community and to encourage students to engage in responsible citizenship.

II. Responsibilities of the Center

- Build partnerships between SSU and the local community and serve as the university's contact with local agencies and organizations
- Assess students skills and interests and match them with appropriate volunteer opportunities/ agencies
- Organize and recruit student volunteers for service projects
- Monitor and track the number of student volunteers and their hours of service to the community
- Work with professors to integrate service learning into their classes
- Provide volunteer placements for the students in the "Reflections of Community Involvement Class"
- Sponsor campus fundraising activities to support various national/ international emergencies such as the Hurricane Katrina relief effort and the Tsunami relief effort
- Direct all Shawnee State University Red Cross blood drives
- Plan an annual Alternative Spring Break trip and other service opportunities for students
- Develop and supervise service projects on "Make a Difference Day" and other national days of service
- Facilitate "Hunger and Homeless Awareness Week" activities

III. Administration of the Center

Staffing

The Community Service Center is staffed with an AmeriCorps VISTA member from the Ohio Campus Compact (OCC). The VISTA volunteer is under the Division of Student Affairs with the Vice-President for Student Affairs acting as his/her supervisor. The location of the Center for Community Service is in the Student Success Center.

Funding

The salary of the VISTA member is provided by The Corporation for Community Service. All major travel expenses of the VISTA are covered by the Ohio Campus Compact. The VISTA member receives room and board compensation from Shawnee State University. The University provides appropriate office/work space as well as an operating budget, through the Office of Student Affairs:

Room and board: \$12,000

Office operation expenses: \$3,000

Total budget: \$15,000

Long Term Goals of the Center

- To advance the importance of community service and service learning at Shawnee State University
- To be a recognizable resource about community service and service learning for the university and the local community
- To publish a monthly newsletter promoting past service projects and accomplishments of the center and to advertise future activities of the center
- To create a website that gives information about upcoming events of the center for the university and the community
- To expand the staff of the center creating more opportunities for growth and service

IV. Dissolution

The Vice President for Student Affairs may recommend dissolution of the Center to the President. Upon approval of the President the recommendation to dissolve the Center will be submitted to the Board of Trustees for Appropriate action.

Shawnee State University

Preliminary Enrollment Report – Spring Quarter 2006

Compared to 2005

(15th Day Census Data)

	2005	2006	# Difference	% Percent
Headcount	3245	3260	+15	+ 0.5
Total FTE	2801	2854	+53	+ 1.9
Subsidy Eligible FTE	2753	N/A	N/A	N/A

Highlights:

- Headcount enrollment for the Spring Quarter 2006 is 3260, up 15 students (-0.5 %) over the 3245 students enrolled for the Spring Quarter 2005.
- FTE is 2854, up 53 FTE (+ 1.9 %) when compared to 2005 Spring Quarter's 2801 FTE.
- Subsidy Eligible FTE is not available at this time.
- Current students reside in 15 different states.
- Students reside in 78 of Ohio's 88 counties.

Prepared by the Office of the Registrar
04/11/2006