

**BOARD OF TRUSTEES  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**April 13, 2007**

**10:15 a.m., Howard/Ketter Room**

**Agenda**

**1.0 Action Items**

**1.1 Faculty Development Policy 2.04 Revision Action  
Resolution ASA02-07**

Dr. Michael Field, Provost and Vice President for Academic Affairs, will present the revisions to the Faculty Development Policy 2.04.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA02-07, the Faculty Development Policy 2.04.

**1.2 Honoring the Winter Sports Teams and Individual Athletes Action  
Resolution ASA03-07**

Dr. Jim Settle, Vice President for Student Affairs, will present Resolution ASA03-07 honoring the winter sports teams and individual athletes.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA03-07, Honoring the Winter Sports Teams and Individual Athletes.

**2.0 Informational Items**

**2.1 Spring Quarter Enrollment Information**

Dr. Stephen Midkiff, Registrar, will present a preliminary enrollment report for spring quarter 2007.

**2.2 Respiratory Therapy Program Information**

Dr. James Kadel, Interim Dean, College of Arts and Sciences, will present the recent report from the Committee on Accreditation for Respiratory Care (CoARC) regarding the Respiratory Therapy Program's Probationary Accreditation.

**2.3 Appointment and New Hire Information**

Dr. Field will report on the appointment of Dr. Stephen Midkiff as the Director of Institutional Research, and on the hiring of Ms. Jonica Burke as the new Registrar.

**2.4 Student Programming Board**

**Information**

Mr. Dustin Martin, Secretary of the Student Programming Board, will report on the activities of the SPB.

**2.5 Office of Career Services Career Expo**

**Information**

Mr. Steven Gregory, Director of Career Services will report on the Career Expo his office sponsored on March 13, 2007.

**2.6 Office of Counseling and Psychological Services**

**Information**

Dr. Michael J. Hughes, Director of Counseling and Psychological Services, will report on the increasing number of students his office is serving.

**2.7 Health Clinic**

**Information**

Dr. Settle will report on the hours of service and the number of students and staff the Health Clinic has served in the past six months.

**2.8 Personnel Items**

**Information**

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

## **RESOLUTION ASA02-07**

### **FACULTY DEVELOPMENT POLICY 2.04 REVISION**

WHEREAS, the Provost recommends revisions to Policy 2.04 as the university moves from a quarter system to a semester system; and

WHEREAS, the application process has been adjusted to reflect new dates for submission of applications and approval which align with the semester calendar; and

WHEREAS, the rates of compensation for leaves with pay have been adjusted to be aligned with semesters; and

WHEREAS, the University Faculty Senate has reviewed the proposed revisions and concurred with the revisions; and

WHEREAS, the President concurs with these changes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the attached revisions to Policy 2.04 Faculty Development Program.

(April 13, 2007)

## Shawnee State University – University Policies and Procedures

### Faculty Development Programs: Tuition Reimbursement and Paid Leaves 2.04

#### 1.0 General Guidelines

##### 1.1 Scope of BOT Policy 2.04:

The primary purpose of the BOT Faculty Development Program 2.04 is to advance the academic competence of faculty members while enhancing their contribution to the University as teachers and scholars. Eligible faculty members may take advantage of three options:

- A. Tuition or Fee Reimbursement Without Reduced Work Load
- B. Tuition or Fee Reimbursement With Reduced Work Load,
- C. Faculty Leave with Pay for Education, Research, or Creative Activities.

1.1.2 Courses may be regular college courses, advanced workshops, or institutes not otherwise funded under the separate Faculty Enrichment Program.

##### 1.1.3 Exclusions

Proposals for faculty development designed to address long-term institutional priorities or targeted tuition reimbursement or training for approved, program initiatives will not ordinarily be covered under Policy 2.04, but may be funded in other ways.

- A. Faculty may not apply for the same educational opportunity under both BOT 2.04 and the Faculty Enrichment Program during the same year.
- B. If the faculty member is covered by grants or funding from outside sources, reimbursement will be made only for that portion of the tuition and fees that exceed the amount of such assistance.
- C. Tuition and fees during paid leave will not ordinarily be reimbursed under Board Policy 2.04. In other words, one may apply for tuition and fee reimbursement or paid leave, but not both during the same year.

##### 1.1.4 Eligibility

- For proposals involving the taking of courses, the applicant must have been employed as a full-time faculty member at Shawnee State University for no fewer than three years.
- For proposals involving paid leave for research or creative activities, the applicant must have been a full-time faculty member for seven years and be otherwise eligible according to provisions of Ohio Revised Code 3345.28.

#### 2.0 Application Process

- Applicants shall submit a proposal, relevant documentation, and an application form (available from the Provost's Office) for the review and signature of the department

chair and dean. The chair and dean may each include a statement of support or opposition on the application form but will not prevent the application from going forward. The applicant shall personally deliver this packet of processed materials to UFS Faculty Affairs and Development Committee chair no later than April 15.

- The available funds for tuition and fees will be competitively awarded. By May 15 annually the Faculty Affairs and Development Committee will forward a prioritized recommendation to the Provost who will determine awards, including partial funding.

- 2.1 The proposal should include a detailed description of the research, creative activity, or coursework in which the faculty member will participate.
- 2.2 The proposal should include a rationale describing the benefits to Shawnee State University and to the faculty member's professional development of the proposed activity.
- 2.3 If the proposal includes a request for reduced workload, the Chair or Dean, as appropriate, should include a statement of workload reduction costs and a plan for staffing the classes not being taught by the faculty member.

### 3.0 Criteria for Selection

- A. Proposal demonstrates that the purpose of the course or series of courses will be to expand the faculty member's knowledge base in an area specifically needed by his or her department.
- B. Proposal demonstrates that the purpose of the course or series of course will be to develop or enhance area(s) of competence expressly identified as needs within approved curriculum, program, or institutional initiative.
- C. Proposal demonstrates that the purpose of the course or series of courses will be to update or refresh knowledge or skills in the area of the faculty member's expertise and/or area of primary teaching responsibility.
- D. Consideration will be given to the potential contribution of the faculty member to the University as a result of the faculty development activity.
- E. Consideration will be given to the past performance of the faculty member in his/her teaching assignment and graduate work.

- F. Consideration will be given to the ability of the academic unit to arrange for alternate course staffing or to absorb the work during the period of professional development leave.
- G. Consideration will be given to the specific credentialing needs of the division and/or institution.
- H. Consideration will be given to the total funds available in a given year.

#### 4.0 Faculty Leave with Pay

Leaves may be granted to faculty under full time contracts with seven or more academic years of full time-time experience at Shawnee State University. To be eligible again, a faculty member must complete another seven years of academic teaching service at Shawnee State University.

##### 4.1 **Two** Faculty Leave-with-Pay plans are available:

- Plan I supports the faculty member for one **semester** at one hundred percent of salary.
- Plan II supports the faculty member for two **semesters** at sixty-six and two-thirds percent salary.

##### 4.2 The salary will be determined from a calculated two **semester** academic year base.

For example a faculty member with a \$60,000 salary would be compensated as follows:

\$60,000 if given 1 **semester** leave (\$30,000 + 100% of \$30,000)

\$40,000 if given 2 **semester** leave (66 2/3% of \$60,000)

##### 4.3 No faculty member, by virtue of being on professional leave, shall suffer a reduction or termination of his/her regular employee retirement or insurance benefits or of any other benefit or privilege he/she receives as a faculty member at Shawnee State University. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during the period of faculty leave, the faculty member shall be given a chance to have the benefit increased to its normal level, in accordance with rules adopted by the Board of Trustees or the managing authority. No faculty member, by virtue of being on paid professional leave under this program, shall suffer an interruption in continuous employment status.

##### 4.4 All requests for paid leave that demonstrate the potential of improving the faculty member's knowledge or ability will be considered. In all cases, final determination of eligibility, allocations, and awards of leave will be made by the President.

- 4.5 Upon completion of a faculty leave, recipients are expected to serve the University one **semester** during the regular academic year for every **semester** on leave. The service shall begin with the academic year **semester** immediately following the leave. An individual who elects not to return for the ensuing **semesters(s)** shall be required to refund the University an amount equal to the compensation received during the period of faculty leave.
- 4.6 No faculty leave shall be granted that requires a compensating addition to the permanent faculty of the University.
- 4.7 All provisions of the Ohio Revised Code 3345.28 will be adhered to in implementing this policy.

## 5.0 Reporting

- 5.1 Terms of the leave will be clearly stated in a letter from the University President to the faculty member.
- 5.2 Within three months after returning from a paid leave, the faculty member must submit to the President a report indicating the attainment of the faculty member under the Faculty Development Program.
- 5.3 Following completion of course/workshop/institute, reimbursement will be made to the individual upon submission of:
  - An institutional fee statement
  - Documentation of successful course completion

## RESOLUTION ASA03-07

### HONORING THE WINTER SPORTS AND INDIVIDUAL ATHLETES

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

WHEREAS, the Shawnee State University Women's Basketball Team was runner-up in the American Mid-East Conference tournament, and the Shawnee State University Men's Basketball Team qualified for American Mid-East Conference Tournament Quarter Finals;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University recognizes the remarkable achievement of the Shawnee State University Women's and Men's Basketball teams 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:***  
Shannon Leasure (women's basketball)

***All-American Mid-East Conference All-Scholar Athlete:***  
Shannon Leasure (women's basketball)

***1<sup>st</sup> Team American Mid-East Conference:***  
Josh Reed (men's basketball)

***2<sup>nd</sup> Team American Mid-East Conference:***  
Kelly Wagner (women's basketball)

***American Mid-East Conference Honorable Mention:***  
Karen Diehl (women's basketball)  
Aaron Davis (men's basketball)

***American Mid-East Conference All-Freshman Team:***  
Jill Cropper (women's basketball)

***American Mid-East Conference Freshman of the Year:***  
Jennifer Grandy (women's basketball)

***American Mid-East Conference Newcomer of the Year:***  
Josh Reed (men's basketball)

(April 13, 2007)