

BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
August 11, 2006
10:15 a.m., Howard/Ketter Room

Agenda

1.0 Action Items

1.1 Approval of James Flavin, Professor Emeritus Action
Resolution ASA15-06

Dr. Michael Field, Provost and Vice President for Academic Affairs, will present the resolution recommending the title of Professor Emeritus be granted for Dr. James Flavin. This recommendation is in accordance with Board policy 5.18 and is supported by the President.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA15-06, James Flavin, Ph.D. Professor Emeritus.

2.0 Informational Items

2.1 Changes in Department Chairpersons Information

Dr. Field will report the changes in CAS Chairpersons: Dr. Darren Harris-Fain is serving as the Chair in the Department of English/Humanities; Dr. Paul Madden is serving as Chair in the Department of Teacher Education; and Dr. Krista Taylor Maxson will serve as the Chair in the Department of Mathematical Sciences beginning fall quarter.

2.2 Preliminary Enrollment Data Information

Dr. Stephen Midkiff, Registrar, will report on preliminary enrollment data for summer and fall quarters.

2.3 Audit of Enrollment and Financial Aid Records Information

Dr. Midkiff will present a draft report on the recent audit of the enrollment and financial aid records.

2.4 Upward Bound and Upward Bound Math/Science Summer Programs

Mr. Ryan McCall, Project Director, Talent Search, Upward Bound/Math Science, Upward Bound, will report on the summer Upward Bound and Upward Bound/Math Science program.

2.5 Educational Talent Search Five Year Grant Approval Information

Mr. McCall will report on the Shawnee State University's Educational Talent Search grant approval.

2.6 Graduate Placement Report Information

Mr. Steve Gregory, Director of Career Planning and Placement, will report on the 2005 Graduate Placement Report.

2.7 MOT Update Information

Ms. Debra Scurlock, Assistant Professor, Department of Occupational Therapy, will report on the Masters of Occupational Therapy program which will begin holding classes August 21, 2006.

2.8 Personnel Items Information

In accordance with Policy 5.16, Personnel Appointments are attached to the Finance and Facilities Agenda.

RESOLUTION ASA15-06

JAMES FLAVIN, Ph.D.

PROFESSOR EMERITUS

WHEREAS, the Shawnee State University Board of Trustees has the inherent authority to grant Emeritus Status for outstanding service and contribution of selected faculty and administrators; and

WHEREAS, Dr. James Flavin has served with distinction for over 23 years in higher education as teacher, mentor, and leader; and

WHEREAS, Dr. Flavin was an outstanding professor of English at the University as evidenced by his continued dedication and devotion to the mission, the region and especially his students; and

WHEREAS, Dr. Flavin, retired Professor of Shawnee State University, provided exceptional leadership to the Department of English in 1986 spearheading the development of its English degree, resulting in it being accepted by the Board of Regents in 1987; and

WHEREAS, Dr. Flavin assumed the role of chair of the Department of Arts and Humanities from 1986-1990 during its “start-up” phase; and

WHEREAS, Dr. Flavin was the recipient of the Distinguished Teaching Award in 2002 and the Bear Hug Award in 2005; and

WHEREAS, the Chair of the Department of English and Humanities (now the new Dean of the College of Arts and Sciences) submitted a letter providing numerous details of exceptional services to Shawnee State University and requested Professor Emeritus status; and

WHEREAS, the Dean, Provost, and the President strongly recommend this action; and

WHEREAS, the Board of Trustees finds the service of Dr. Flavin to be extraordinarily meritorious and that he meets the minimum requirements in Board Policy 5.18 for Emeritus status;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees confers the title of Professor Emeritus on Dr. James Flavin, together with all rights and privileges of the position herein granted.

(August 11, 2006)

Shawnee State University

940 Second Street
Portsmouth, Ohio 45662
740.354.3205

June 1,2006

Dr. Rita Rice Morris
President
Shawnee State University
Portsmouth, OH 45662

Dear Dr. Morris:

It is a pleasure for me to propose to you and the Board of Trustees that Dr. James Flavin be granted Professor Emeritus status. Jim began his career at Shawnee State University in 1983 when it was still Shawnee State Community College. In his over twenty years at Shawnee State he has distinguished himself as a classic scholar-teacher and as a hardworking colleague.

Jim is not only one of the most highly regarded professors in the Department of English and Humanities but one of the most highly regarded teachers at SSU. His students often comment on his rigorous but fair standards in the classroom, his ability to communicate the material in a clear and engaging manner, and on his willingness to work with them so they can excel in their writing and appreciation of literature. In 2002, he was honored with the Distinguished Teaching Award, a fitting tribute to his dedication to his students and his discipline.

Jim is also an active and productive scholar. He has an impressive range of publications, both scholarly and creative, no small feat considering the amount of grading English professors need to do in the department. Jim has published extensively and presented often on Native American Literature as well as nineteenth century British literature. His list of creative projects is impressive, ranging from essays in our own Silhouette, to short stories, to screenplays, and stage plays. His experience as a practicing writer, moreover, has stood him in good stead in his teaching of creative writing courses in the department. He is an excellent example of the practitioner as teacher, a sometimes rare commodity in academia where artists may prove to be less than effective pedagogues.

Finally, the presentation of the Bear Hug Award to Jim in 2005 is but an exclamation point on a distinguished career of service to Shawnee State University. The Department of English is deeply indebted to him for spearheading the development of its English degree in 1986, resulting in its being accepted by the Board of Regents in 1987. He then assumed the role of chair of the Department of Arts and Humanities from 1986-1990 during its "start-up" phase. He also assisted in developing the General Education Core and integrated composition sequence. He has served on numerous search committees for faculty and administration alike and is a hard working, creative,

cooperative, and generous committee member, having served on committees ranging from Faculty Affairs, to Promotion and Tenure, to Constitutional Drafting, to the Community Involvement Advisory Committee, to the Hodgden Committee, and oversight committees for composition and developmental education. In short, Jim could always be counted upon to pull his weight and then some when his services were needed by the department and the university community.

I really can think of no one more deserving of this honor than Jim Flavin and I hope the board will vote to grant him emeritus status.

Thank you.

Sincerely,

Timothy E. Scheurer, Ph.D.
Chair, Department of English and
Humanities

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July 12, 2006

Dr. Rita Rice Morris President
Shawnee State University
940 Second Street Portsmouth, Ohio 45662-4303

Dear President Morris:

As you know, my staff has completed the enrollment audit of FY 2005 records for the Shawnee State University.

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I am enclosing the auditor's reports, "Executive Summary" and "Summary of Key Findings and Recommendations" for your campus. These reports are based upon our audit of your institution's records and processes to determine compliance with state subsidy policies and HEI data reporting guidelines. I have also provided you with the auditors' "Error Report Summary". This report displays all data items audited and the number of errors reported for each item.

In addition, my staff audited financial aid records for Shawnee State University, fiscal year 2005, to determine compliance with federal and state reporting standards. A total of ninety-eight records were reviewed for this audit. Materials reviewed included the student's application, transcript, class schedule and statement of account. According to the report, of the ninety-eight records that were audited on your campus, all were compliant. I commend you and your staff on your Financial Aid reporting accuracy and for providing a well-organized audit. The results of the audit were exemplary.

A copy of this draft has also been sent to your audit contacts, Stephen Midkiff, Registrar and Deborah Atkinson, Financial Aid Director. I request that you have someone from your staff review and respond to the draft summaries within the next 14 days. We welcome your feedback and will make every attempt to incorporate your response into the final report. Please note that we will review your compliance with our recommendations during future audits. Chris Crump of my staff is coordinating this activity. If you have any questions, please contact him at 614-387-1087 (phone), 614-728-0102 (fax), or mail to ccrump@regents.state.oh.us.

Dr. Rita Rice Morris

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July 12, 2006

Thank you for your cooperation in helping us complete this important report.

Sincerely,

Richard L. Petrick
Vice Chancellor for Finance

Copy to: Stephen Midkiff, Registrar /
Deborah Atkinson, Financial Aid Director

Attachments: Executive Summary
Summary of Key Findings and Recommendations Error Report Summary
Error Report Organized by Issue
Financial Aid Summary Error Report

Shawnee State University
Audit Final Report, July 12, 2006

Executive Summary

According to these reports, of the 5,838 data items that were audited on your campus, there were 39 errors (or a 0.7 % overall error rate). According to the Ohio Revised Code-Rule 3333-1-02, "If the incidence of errors as determined on a sampling basis exceeds five per cent, the board of regents may request the institution to have a complete enrollment audit conducted at the institution's expense by a certified public accountant". For an explanation of each error reported, please see the attached "Error Report Organized by Issue".

Enrollment

There were two issues of concern raised by this enrollment audit.

Subsidy Eligibility:

- Eight students (a 3.7 % error rate) were reported as eligible for subsidy whose fees were not paid by the end of the present term.

We recommend that Shawnee State University review existing procedures for verifying and properly reporting in HEI the subsidy eligibility status of students who did not pay. According to the HEI rule, for the current term, "all fees must be paid by the end of the present term in order to be eligible for subsidy". This procedure should be in place by the start of the next term and will be reviewed during subsequent audits.

Course Inventory:

- Of the 25 courses that were verified using the Course Inventory Expert System, the technical summaries for 4 courses were not on file with the Board of Regents.

We recommend that Shawnee Sate University review existing policies to ensure that summaries for all new technical courses are listed and submitted to the Board of Regents each year. This procedure should be in place by the start of the next term and will be reviewed during subsequent audits.