

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
JUNE 9, 2006
10:15 a.m., Howard/Ketter Room**

Agenda

1.0 Action Items

**1.1 Approval of Graduates Action
Resolution ASA10-06**

The 2005-2006 candidates have made satisfactory progress toward graduation and, all final certificate and degree requirements having been met, are recommended by their department and college as candidates for graduation.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA10-06 the 2005-2006 candidates for graduation.

**1.2 Full Service Faculty Promotion Recommendations Action
Resolution ASA11-06**

Faculty submitting applications for promotion were certified as being eligible by the President.

The President, after reviewing individual files and recommendations of the Screening Committees, the Faculty Promotion Committees and the Provost, recommends to the Academic and Student Affairs Committee the following actions:

To the rank of Professor:

Dr. Michael Fiske

Dr. Anthony Dzik

To the rank of Associate Professor:

Dr. Andrew Feight

Dr. Wei-Ying Hsiao

Dr. Gene Beckett

Mr. Ken Warfield

To the rank of Assistant Professor:

Mr. Matthew Cram

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA11-06, Faculty Promotions.

**1.3 SSU Faculty Workload Policy Action
Resolution ASA12-06**

Dr. Michael Field, Provost and Vice President for Academic Affairs will present Resolution ASA12-06, Shawnee State University Faculty Workload Policy. This will replace Resolution E9-00 effective fall 2006 for the Masters of Occupational Therapy faculty and fall 2007 for all other faculty and programs.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA12-06, SSU Faculty Workload Policy.

**1.4 Honoring the Spring Sports Teams and Individual Athletes Action
Resolution ASA13-06**

Mr. Jim Arnzen, Athletic Director, will present Resolution ASA13-06 honoring the spring sports teams and individual athletes.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA013-06, Honoring the Spring Sports Teams and Individual Athletes.

**1.5 Changes in Academic Calendar Action
Resolution ASA14-06**

Dr. Field will present the amended 2006-2007 Academic Calendar (Quarters) which notes three date changes.

It is recommended that the Academic and Student Affairs Committee approve Resolution ASA14-06, 2006-2007 Academic Calendar (Quarters) Amended.

**1.6 Reorganization for Enrollment Management Discussion/Action
Resolution E02-06**

Dr. Field will present Resolution E02-06, Reorganization for Enrollment Management. This recommended change will promote enrollment management consistent with other successful universities in the area of recruitment, retention, and graduation rates.

The Academic and Student Affairs Committee would like to recommend support of Resolution E02-06, Reorganization for Enrollment Management to the Chair of the Board of Trustees.

2.0 Informational Items

2.1 Graduation Statistics Information

Dr. Stephen Midkiff, Registrar, will report on SSU graduation statistics.

2.2 Retiring Faculty Information

Dr. Field will report on the retirement of two faculty members:

Dr. James Flavin, Professor, English/Humanities
Ms. Sunny Strunk, Instructor, Respiratory Therapy

2.3 Dean, College of Arts and Sciences Information

Dr. Field will report on the appointment of Dr. Timothy Scheurer to the position of Dean of the College of Arts and Sciences. His appointment is effective July 1, 2006. Dr. Scheurer most recently served as Chair of the Department of English and Humanities at SSU.

Dr. Field will also take this opportunity to recognize Dr. John Kelley, Interim Dean of the College of Arts and Sciences whose appointment will end June 30, 2006.

2.4 Dental Hygiene Information

Ms. Nancy Murray, Assistant Professor and Program Leader, will report on the Dental Hygiene Program graduating class of 2006. The students recently received their scores for the National Board Dental Hygiene Examination, and the class achieved a 100% pass rate with scores at or exceeding the national average.

2.5 Student Government Association Information

Ms. Kelly Hatas, President of the Student Government Association, will report on the activities of the SGA.

2.6 Student Programming Board Information

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

2.7 Shawnee State University Spring Bear Run Information

Mr. Jim Arnzen, Athletic Director, will report on the Eleventh Annual Shawnee State University Spring Bear Run/Walk.

2.8 2006 Academic Excellence Scholarship Awards Information

Ms. Nicole Montgomery will report on the 2006 Academic Excellence Scholarship awards.

2.9 Phi Eta Sigma Information

Dr. Mangus will report on Shawnee State University scholarship recipients from the National Honor Society Phi Eta Sigma

2.10 Personnel Items Information

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

RESOLUTION ASA10-06

APPROVAL OF GRADUATES

WHEREAS, it is Shawnee State University policy that the Board of Trustees award degrees and certificates; and

WHEREAS, candidates to be presented by the Board's Academic and Student Affairs Committee have made satisfactory progress toward graduation, and all final certificate and degree requirements have been met, and are recommended by their department or college and by the President as candidates for graduation;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees at Commencement on June 10, 2006 to all candidates whose final completion and graduation from the University is confirmed by the Office of the Registrar and whose names are later attached to this resolution as graduates.

(June 9, 2006)

RESOLUTION ASA11-06

FULL-SERVICE FACULTY PROMOTIONS

WHEREAS, the following faculty have been certified by the President to have met the minimum qualifications for promotion; and

WHEREAS, the President recommends the faculty members listed below for promotion, according to the guidelines of the University's Agreement with Shawnee Education Association; and

WHEREAS, the Promotion Screening Committees, the Faculty Promotion Committees and the Provost have reviewed eligible faculty and made recommendations about their qualifications for promotion; and

WHEREAS, the Academic and Student Affairs Committee concurs with the promotion recommendations of the President and recommends these individuals to the Board for promotion;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University appoints the following faculty members to the academic rank listed with each effective at the start of the 2006-07 academic year:

To the rank of Professor:

Dr. Michael Fiske

Dr. Anthony Dzik

To the rank of Associate Professor:

Dr. Andrew Feight

Dr. Wei-Ying Hsiao

Dr. Gene Beckett

Mr. Ken Warfield

To the rank of Assistant Professor:

Mr. Matt Cram

(June 9, 2006)

RESOLUTION ASA12-06

SHAWNEE STATE UNIVERSITY FACULTY WORKLOAD POLICY

WHEREAS, the Board of Trustees has reviewed the 1994 Report of the Regents' Advisory Committee on Faculty Workload Standards & Guidelines; and

WHEREAS, the President and the Provost have recommended changes to the workload policy in recognition of the conversion of University from the quarter system to the semester; and

WHEREAS that the Board of Trustees has the authority to establish workload under RC § 3345.45;

THEREFORE BE IT RESOLVED that the Board of Trustees replaces Board of Trustees Resolution E9-00 with the attached faculty workload policy effective fall 2006 for Masters of Occupational Therapy faculty and fall 2007 for all other faculty and programs, or whenever the University converts to the semester academic calendar, whichever occurs last.

(June 9, 2006)

SHAWNEE STATE UNIVERSITY
FACULTY WORKLOAD POLICY

Shawnee State University is largely an undergraduate institution with some graduate level programs. The University recognizes that classroom hours are a significant component of faculty workload. Besides classroom hours, faculty workload also includes classroom preparation, research or scholarship, and service which advance the University mission. In accordance with the recommendation of the Board Regents' Advisory Committee on Faculty Workload Standards & Guidelines (2/18/94) and under the authority of RC § 3345.45 the Board of Trustees establishes the following faculty workload policy.

1. As an undergraduate institution with limited graduate programs, the University's teaching load expected of the faculty should represent 70-80% of their total workload except for departments with master's degree programs.
2. The normal academic year classroom teaching load for faculty teaching on the quarter system is 36 credit hours.
3. The normal academic year classroom teaching load for faculty teaching on the semester system is 24 credit hours.
4. Faculty workload should also include required research, scholarship, or service which advances the University mission. The research, scholarship or service must be substantial and measurable. Faculty members should be accountable for meeting expectations in teaching excellence, meaningful scholarship and substantial service.

RESOLUTION ASA13-06
HONORING THE SPRING SPORTS AND INDIVIDUAL ATHLETES

WHEREAS, Shawnee State University athletes have been named to the American Mid-East Conference teams, and Conference tournament play; and

WHEREAS, the Shawnee State University's Women's Softball team qualified for the American Mid-East Conference tournament play and the Golf Team finished 4th in the American Mid-East Conference tournament play, and one student named American Mid-East Conference Freshman of the Year;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University recognizes the remarkable achievement of the Shawnee State University Women's Softball team, the Men's Golf team, and the Women's Tennis 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:

American Mid-East Conference Freshman of the Year:

Lori Harmon (women's softball)

1st Team American Mid-East Conference:

Emily Furhmann (women's softball)

Ashley Adkins (women's softball)

Lori Harmon (women's softball)

Veronica Lerch (women's tennis)

2nd Team American Mid-East Conference:

Tammie Jo Coleman (women's softball)

Katie Wade (women's softball)

Jared Perdue (men's baseball)

Zac Shoaf (men's baseball)

Ryan Rowland (men's baseball)

American Mid-East Conference Honorable Mention:

Ali Hull (women's softball)

Drew Howard (men's baseball)

Randall Scott (men's baseball)

(June 9, 2006)

RESOLUTION ASA14-06

2006-2007 ACADEMIC CALENDAR (QUARTERS) AMENDED

WHEREAS, members of the Calendar Advisory Committee developed and reviewed the Proposed 2006-2007 Shawnee State University Academic Calendar (Quarters); and

WHEREAS, the calendar had been modified to accommodate new guidelines from the Ohio Board of Regents regarding the number of instructional days each quarter; and

WHEREAS, the Board of Trustees approved the calendar for 2006-2007 in Board Resolution ASA02-06 (February 10, 2006) which had erroneous dates for Summer Quarter 2006-2007; and

WHEREAS, the Academic Affairs Committee recommends approval of the following changes to the 2006-2007 academic calendar (quarters);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the following changes to the 2006-2007 Shawnee State University Academic Calendar (Quarters):

- July 18 - Last day of first five-week term
Final Exams (first five week term)
- July 19 - First day of second five-week term
- August 29 - Grades due in Office of the Registrar by noon
(full summer quarter and second five-week term)

Shawnee State University
Quarter Calendar
Amended

May 2	Advance registration opens for summer quarter
June 14	First day of summer quarter – classes begin (full summer quarter and first five-week term)
June 16	Last day to add a class (first five-week term) Last day for 100% refund upon complete withdrawal (first five –week term only)
June 20	Last day to apply for pass/no credit (first five-week term) Last day to add a class (full summer term) Last day for 100% refund upon complete withdrawal (full summer term)
July 3	Last day to apply for pass/no-credit (full summer term)
July 4	Independence Day Holiday Observed (University closed)
July 7	Last Day to drop a class (first five week term)
July 14	Last day to apply for non-credit (first five-week term)
July 18	Final Exams (first first-week term) Last day of first five-week term
July 19	First day of second five-week term
July 21	Last Day to add a class (second five-week term) Last Day for 100% refund upon withdrawal (second five-week term)
July 26	Grades due in Office of the Registrar by noon (first five-week term)
July 31	Last day to apply for summer quarter graduation
August 1	Last day to apply for pass/no credit (second five-week term)
August 4	Last day to apply for non-credit (full summer quarter) Last day to drop a class (full summer quarter)
August 11	Last day to drop a class (second five-week term) Last day to apply for non-credit (second five-week term)
August 21-26	Final Exams (second five-week and full summer quarter) – scheduled last class session of this week
August 26	Last day of quarter (full summer term and second five-week term)
August 29	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

RESOLUTION E02-06

REORGANIZATION FOR ENROLLMENT MANAGEMENT

WHEREAS, the President has undertaken a review of the recruiting, enrollment, and retention of students at Shawnee State University; and

WHEREAS, a consultant and former director of the Student Success Center recommended changes to the university's enrollment management model consistent with other successful universities in the area of recruitment, retention and graduation rates; and

WHEREAS, the current Vice President of Student Affairs recommended a focused examination of the university's recruitment, enrollment and retention efforts, and supports reorganization around an enrollment management model with a single point of supervision; and

WHEREAS, the President has consulted with all the department heads involved in the reorganization and they are supportive of organizational change around an enrollment management model;

THEREFORE BE IT RESOLVED that the Board of Trustees approves the reorganization of the Academic Affairs, Student Affairs, and the Business Affairs divisions as described below:

1. The Office of Financial Aid will be moved from the division of Business Affairs to the division of Academic Affairs under the Associate Vice President for Enrollment Management.
2. The Offices of Admissions and the Student Success Center will be moved from the division of Student Affairs to the division of Academic Affairs under the Associate Vice President for Enrollment Management.
3. The Office of the Registrar will remain under the division of Academic Affairs and report to the Associate Vice President for Enrollment Management.

BE IT FURTHER RESOLVED that this resolution is contingent upon the Board of Trustees approving the funding of the additional position, Associate Vice President of Enrollment Management, in the Division of Academic Affairs, reporting to the Provost; and

BE IT FINALLY RESOLVED that this reorganization is effective upon the hire of an Associate Vice President of Enrollment Management.

(June 9, 2006)