

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

**June 8, 2018  
10:15 a.m., University Center, Room 215**

**Agenda**

**1.0 Action Items**

**1.1 Resolution ASA04-18  
Award of Faculty Tenure**

Dr. Jeffrey Bauer, Provost and Vice President for Academic Affairs, will present Resolution ASA04-18, which awards tenure to one faculty member.

**1.2 Resolution ASA05-18  
Approval of Policy 2.15Rev, University Promotion & Tenure System**

Dr. Bauer will present Resolution ASA05-18, revision to Board of Trustees Policy 2.15.

**1.3 Resolution ASA06-18  
Approval of Policy 5.18Rev, Emeritus Faculty**

Dr. Bauer will present Resolution ASA06-18, revision to Board of Trustees Policy 5.18.

**1.4 Resolution ASA07-18  
Approval of Policy 5.25Rev, Research Involving Human Subjects**

Dr. Bauer will present Resolution ASA07-15, revision to Board of Trustees Policy 5.25.

**2.0 Information Items**

**2.1 Academic Affairs Executive Report**

Dr. Bauer will report on recent activities in Academic Affairs.

**2.2 Spring Commencement**

Ms. Jennifer Hammonds, Registrar, will report the Spring Commencement numbers.

**2.3 Summer Enrollment Report**

Ms. Hammonds will report Summer enrollment numbers.

## **2.4 Orientation and Bridge Registration**

Ms. Amanda Means, Director of Admissions, will report the point-in-time Fall Orientation registration numbers, along with the Bridge Program registration numbers.

## **2.5 Enrollment Management & Student Affairs Executive Report**

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, will report on recent activities in Enrollment Management & Student Affairs.

## **3.0 Education**

Mr. Doug Shoemaker, Student Business Center Coordinator, will discuss the Financial Literacy program.

## **RESOLUTION ASA04-18**

### **AWARD OF FACULTY TENURE**

WHEREAS, Shawnee State University and Shawnee Education Association entered into an agreement in August, 2012, for the purpose of granting tenure to faculty; and

WHEREAS, effective fall semester, 2013, the University implemented a tenure system; and

WHEREAS, in accordance with Board of Trustees Policy 2.15, awarding of tenure at Shawnee State University coincides with promotion to the rank of Associate Professor. Application for tenure, therefore, is included as part of the application for promotion to Associate Professor; and

WHEREAS, after recent action by College Promotion Committees, the Provost, and the President, the following faculty was promoted to Associate Professor:

- Ms. Janet Snedegar, Nursing

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University grants tenure to the above named Associate Professor.

(June 8, 2018)

**RESOLUTION ASA05-18**  
**APPROVAL OF POLICY 2.15 REVISION**  
**UNIVERSITY PROMOTION AND TENURE SYSTEM**

WHEREAS, Shawnee State University has a faculty promotion and tenure system which reflects a process articulated in the Shawnee State University and Shawnee Education Association Collective Bargaining Agreement; and

WHEREAS, the SSU Board of Trustees recognizes that tenure is universally viewed as the standard of academic excellence and that a clearly established promotion and tenure system ensures that faculty academic excellence will continuously be promoted; and

WHEREAS, Ohio Revised Code 3345.45 requires the University to include multiple pathways for faculty tenure, one of which may be a commercialization pathway, in its policy; and

WHEREAS, the Shawnee Education Association, Provost, and President have reviewed and approved this revised policy,

THEREFORE, BE IT RESOLVED, that the Board of Trustees approves revisions to Policy 2.15, University Promotion and Tenure System, effective June 8, 2018.

(June 8, 2018)

# Shawnee State University

POLICY TITLE:	UNIVERSITY PROMOTION & TENURE SYSTEM
POLICY NO.:	2.15REV
ADMIN CODE:	3362-2-15
PAGE NO.:	1 of 2
EFFECTIVE DATE:	06/08/18
NEXT REVIEW DATE:	06/2021
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 POLICY PURPOSE

Shawnee State University recognizes that a clearly articulated promotion and tenure system that is based upon a comprehensive peer review process serves as an effective means towards promoting and supporting continued excellence of its faculty.

## 2.0 DEFINITIONS

2.1 **Tenure System:** A peer based mentoring, evaluation and promotion system for faculty.

2.2 **Tenure:** After successful completion of a defined period of an established peer mentoring and rigorous review that adheres to the existing collectively bargained process, the continuous employment status awarded to an eligible faculty member who has been deemed to have earned tenure.

## 3.0 AWARDING OF TENURE

3.1 The awarding of tenure is the University's recognition of a faculty member's achievement and reflects the highest standard of academic excellence.

3.2 The awarding of tenure is the sole prerogative of the Board of Trustees.

## 4.0 ELIGIBILITY AND REVIEW FOR AWARDING TENURE

4.1 Only faculty appointed to established tenure-track positions will be eligible for tenure. SSU faculty recognized as having tenure under any previous University agreement will continue to have tenure status.

4.2 The awarding of tenure will be the result of an articulated promotion and tenure system that is rigorous in nature and will include a systematic and structured peer review that includes mentoring, performance review and performance evaluation of each faculty member serving in a tenure-track position over an established period of

time. Faculty who successfully complete the tenure review process will be awarded tenure by the BOT.

- 4.3 An award of tenure is earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, the academic administration, University President, and the Board of Trustees. The award of tenure shall be based on a record of demonstrated achievements in teaching, University service, scholarship, and/or commercialization as set forth in the SSU-SEA Collective Bargaining Agreement.

## 5.0 POST TENURE REVIEW

In order to promote continuous development of faculty awarded tenure, SSU tenure system will include an articulated peer review process of its tenured faculty.

### History

Effective: 07/12/13

Reviewed: 12/16/16 with no revision

Revised: 06/08/18

**RESOLUTION ASA06-18**  
**APPROVAL OF POLICY 5.18 REVISION**  
**EMERITUS FACULTY**

WHEREAS, recognition of Emeritus Faculty by the University honors the contributions of outstanding faculty retirees; and

WHEREAS, Emeritus Faculty designation provides a vehicle for involving outstanding faculty retirees in the life of the University following their retirement; and

WHEREAS, Shawnee State University desires to be in a position to appropriately honor outstanding retired faculty; and

WHEREAS, this revised policy was developed by the Faculty Enrichment Committee, and was reviewed and approved by the University Faculty Senate, the Provost, and the President;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves revisions to Policy 5.18, Emeritus Faculty, effective June 8, 2018.

(June 8, 2018)

# Shawnee State University

POLICY TITLE:	EMERITUS FACULTY
POLICY NO.:	5.18REV
ADMIN CODE:	3362-5-19
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	06/08/18
NEXT REVIEW DATE:	06/2021
REPOSIBLE OFFICER(S):	VPAA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

To recognize selected retiring Shawnee State University faculty for outstanding contributions to the teaching, scholarship, and service missions of the University.

## 2.0 PROCEDURE

- 2.1 Upon retirement, every full-service Professor shall be considered by the President for designation as Emeritus Professor. If the President has not conferred the title of Emeritus Professor upon an eligible retired Professor within 120 days of the individual's retirement, then eligible individuals may be considered for designation of Emeritus Professor through the process described in section 5.0.
- 2.2 Upon retirement, a full-service Associate Professor may be designated as Emeritus Associate Professor for outstanding contributions as determined through a nomination process described in section 5.0.
- 2.3 The designation of emeritus faculty status shall be conferred by the President and reported to the Board of Trustees.

## 3.0 CRITERIA FOR EMERITUS STATUS

Retired individuals meeting the following criteria may be recommended and considered for emeritus status:

- 3.1 At least ten years of full-time employment as a faculty member with Shawnee State University and holding the rank upon retirement of Professor or Associate Professor;
- 3.2 Evidence of outstanding contributions to the teaching, scholarship, and service missions of the University beyond normal performance expectations.

#### 4.0 PRIVILEGES AND RESPONSIBILITIES OF EMERITUS STATUS

4.1 Individuals with emeritus status do not receive compensation; however, they are eligible for special assignments by the University for appropriate compensation and/or reimbursement for expenses at the discretion of the President and in accordance with the policies of Shawnee State University. Specifically, the President may grant individuals with emeritus status the following privileges:

- 4.1.1 Use of University facilities, equipment, and services on an "as available" basis;
- 4.1.2 Access to University activities on a basis comparable to faculty and administrators;
- 4.1.3 Recognition of emeritus status in appropriate University publications;
- 4.1.4 Use of University identification with emeritus status in communications with official groups/organizations; and
- 4.1.5 Opportunities to be designated as a University representative to specified functions and/or groups/organizations.

4.2 Individuals with emeritus status are responsible to Shawnee State University to:

- 4.2.1 Support the mission and purposes of Shawnee State University;
- 4.2.2 Maintain professional standards which reflect positively on Shawnee State University; and
- 4.2.3 Be willing to assist in the development of Shawnee State University within the scope of individual capabilities.

#### 5.0 NOMINATION AND SELECTION PROCESS

Retired faculty holding the rank of Associate Professor and retired faculty holding the rank of Professor who have not had emeritus status conferred within 120 days of retirement per section 2.1 may be considered for emeritus status utilizing the following process.

5.1 Any member of the retiree's department at the time of retirement may submit a written recommendation for designation of the retiree as emeritus to the Department Chairperson. The request should clearly describe the outstanding contributions of the retiree to the University's teaching, scholarship and service mission beyond normal performance expectations.

- 5.2 The Department Chairperson shall bring the recommendation before the department for a vote. If a majority of full-service faculty support the recommendation, the Chair shall forward the recommendation to the appropriate Dean for consideration. If the Dean supports the recommendation, he/she shall forward the recommendation to the Provost for consideration. If the Provost supports the recommendation, he/she shall forward the recommendation to the President for consideration. At each stage of review, additional information may be sought to clarify the recommendation. Each reviewer who supports the recommendation may add additional comments. Any reviewer who does not support the recommendation shall return the recommendation to the originating recommender with reasons for non-support and the review process will end. New recommendations may be submitted on behalf of faculty whose recommendations have been previously rejected.
- 5.3 The designation of emeritus status shall be given by the President who may seek additional information in the process of determining whether to award emeritus faculty status. If the President does not award emeritus status, he/she shall return the recommendation to the originating recommender with reasons for non-support and the review process will end. The President shall report the designation of emeritus status to the Board of Trustees.

#### History

Effective: 09/09/11

Revised: 06/08/18

**RESOLUTION ASA07-18**  
**APPROVAL OF POLICY 5.25 REVISION**  
**RESEARCH INVOLVING HUMAN SUBJECTS**

WHEREAS, Shawnee State University must ensure the protection of human subjects for all University research projects involving human subjects; and

WHEREAS, the current policy must be modified to ensure compliance with applicable federal, state, and local laws, including the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects (45-CFR-46) as well as any subsequent changes to the Federal Policy for the Protection of Human Subjects; and

WHEREAS, this revised policy has been developed by the University's Institutional Review Board for Human Subjects (IRB), and has been reviewed and approved by the University Faculty Senate, Provost, and President;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revisions to Policy 5.25, Research Involving Human Subjects, effective June 8, 2018.

(June 8, 2018)

# Shawnee State University

POLICY TITLE:	RESEARCH INVOLVING HUMAN SUBJECTS
POLICY NO. :	5.25REV
ADMIN CODE:	3362-5-26
PAGE NO.:	1 of 3
EFFECTIVE DATE:	6/08/18
NEXT REVIEW DATE:	6/2021
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOT

## 1.0 PURPOSE STATEMENT

- 1.1 The purpose of this policy is to assure the protection of human subjects for all research projects involving human subjects, and to ensure compliance with applicable federal, state, and local laws, including the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects (45-CFR-46) as well as any subsequent changes to the Federal Policy for the Protection of Human Subjects. The University will have an Institutional Review Board for Human Subjects (IRB), which will serve to review all research projects involving human subjects. For the purposes of this policy, the definitions and procedures of 45-CFR-46 are incorporated by reference. In cases of conflict between this policy and federal regulations, the federal regulations take precedence.
- 1.2 The applicable federal regulations will be made available on the University's website.

## 2.0 APPLICABILITY & ETHICAL PRINCIPLES

- 2.1 This policy applies to all activities which, in whole or in part, involve research with human subjects if:
  - 2.1.1 The research is sponsored by Shawnee State University; or
  - 2.1.2 The research is directed or conducted by University faculty or staff in connection with their institutional responsibilities, or students of Shawnee State; or
  - 2.1.3 The research is conducted by University students under the direction of University faculty or staff; or

- 2.1.4 The research is conducted at the University or involves use of University property.
- 2.2 Research projects that meet the definition of “research,” as defined in 45-CFR-46, and are designed for dissemination beyond the classroom are covered by this policy. The University may create a preliminary review process for research projects to determine whether such projects are subject to or exempt from IRB review.
- 2.3 The University IRB and researchers subject to this policy are to be guided by the ethical principles set forth in the “Belmont Report Ethical Principles and Guidelines for the Protection of Human Subjects of Research” (Belmont Report), which is created by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. The Belmont Report will be made available on the University’s website.

### 3.0 INSTITUTIONAL REVIEW BOARD

#### 3.1 IRB membership

- 3.1.1 The IRB will consist of seven voting members from varying and diverse backgrounds with the professional competence and training necessary to review specific research activities. Six members will be University faculty or staff from varying disciplines including scientific and nonscientific backgrounds as well as undergraduate and graduate programs. Consideration will be given to diversity of gender, race and cultural backgrounds among the IRB members. One external member will be appointed and will not have any contractual relationship or other affiliation with Shawnee State University, and will not be an immediate family member of a person affiliated with the University.
- 3.1.2 The term for each member will be three years and will commence at the beginning of a Fall Semester and end at the conclusion of the summer term of the final year of service. Appointments will be proportionately staggered. Members may serve more than one term.
- 3.1.3 A majority of the voting members of the IRB constitutes a quorum.
- 3.1.4 Outside Assistance. The IRB may invite other individuals with

competence in special areas to assist the IRB in the review of applications. Such individuals are not permitted to vote with the IRB.

### 3.2 Appointment Process

- 3.2.1 **Members.** The Provost/Vice President of Academic Affairs will appoint the members of the IRB, in consultation with the University Faculty Senate and the IRB Chairperson. In considering each appointment, the Provost will review the existing composition of the IRB in light of the composition requirements of this policy and 45-CFR-46.
- 3.2.2 **Chairperson and Chairperson-Elect.** The Provost is responsible for appointing a Chairperson and Chairperson-Elect from the IRB membership. The Chairperson should have at least one year of service on an IRB, which may be at another institution. The terms for the Chairperson and Chairperson-Elect will be for one year, and both may serve multiple terms.

## 4.0 PROCEDURES

The Provost is responsible for establishing procedures, subject to the President's approval, to ensure that the IRB and the University's research involving human subjects are in conformance with federal, state and local laws. As part of the process in developing procedures, the Provost may confer with members of the IRB and other University groups or individuals. Procedures will include, but not be limited to, the application process for students and faculty, standards and criteria for the IRB review and approval process, meetings of the IRB, an exempt or expedited review process, standards for record-keeping, requirements for informed consent, and other processes to ensure protection of human subjects and legal compliance.

Applicable Procedure: [5.25 Research Involving Human Subjects](#)

### History

Effective: 06/10/05

Revised: 01/18/13, 6/08/18

Spring Commencement Report  
Academic and Student Affairs Committee  
June 8, 2018

Prepared by the Office of the Registrar

	Spring 2016	Spring 2017	Spring 2018							
<b>Total # of Degrees:</b>	<b>489</b>	<b>536</b>	<b>558</b>		<b>MASTERS:</b>					
Total Masters Degrees:	16	20	10		Education			6		
Total Bachelor Degrees:	294	335	361		Occupational Therapy			0		
Total Associate Degrees:	179	181	187		Mathematics			4		
<b>BACHELORS:</b>					<b>ASSOCIATES:</b>					
<b>College of Professional Studies</b>				<b>TOTAL</b>	<b>College of Professional Studies</b>					<b>TOTAL</b>
	Sports Studies	25				Dental Hygiene		23		
	Business Administration	48				Emergency Medical Tech		1		
	Nursing	19				Medical Laboratory Tech		13		
	Occupational Therapy	0				Nursing		25		
	Health Sciences	20				Occupational Therapy Asst.		26		
	Plastics Engin.Tech.	14				Physical Therapy Asst.		18		
	Computer Engin. Tech.	4				Radiologic Technology		18		
	Environmental Engin. Tech.	4				Respiratory Therapy		12		
	Digital & Sim.Gaming Engin.	22				Technical Studies		0		
	Athletic Training	6				Computer Aided Drafting/Des		7		
	Educational Studies	2				Electromechanical Engin.Tech		2		
	Early Childhood Educ PreK-3	30				Plastics Engineering Tech		0		
	Early Childhood Intervention Spec	8				Accounting		6		
	Intervention Specialist K-12	0				Business Management Tech		12		
	Middle Childhood Education	9				Legal Assisting		3		
	<b>TOTAL</b>		<b>211</b>			Information Tech. Management		3		
<b>College of Arts &amp; Sciences</b>					<b>TOTAL</b>					<b>169</b>
	Social Sciences	12								
	Sociology	11								
	International Relations	3								
	Psychology	19			<b>College of Arts &amp; Sciences</b>					
	History	10				Arts & Humanities		3		
	English Humanities	11				Social Science		3		
	Mathematical Sciences	7				Mathematics		1		
	Fine Arts	33				Natural Science		6		
	Natural Science	16				<b>TOTAL</b>		<b>13</b>		
	Biology	7								
	Chemistry	4								
	Political Science	10								
	Philosophy and Religion	1								
	<b>TOTAL</b>		<b>144</b>		<b>University College</b>					
<b>University College</b>						Individualized Studies		0		
	Individualized Studies	6				General Studies		5		
	<b>TOTAL</b>	<b>6</b>	<b>6</b>			<b>TOTAL</b>		<b>5</b>		
<b>TOTAL BACHELOR DEGREES</b>			<b>361</b>		<b>TOTAL ASSOCIATE DEGREES</b>			<b>187</b>		

\*\*\*All SP18 petitioners and SM18 petitioners who plan to walk in Spring Commencement are included in this report. Summer Petitions are continuing to be submitted as of 4/25/18.

Summer Enrollment Report  
Academic and Student Affairs Committee  
June 8, 2018

Summer Day 1 Report

	Summer 2016 5/23/2016	Summer 2017 5/22/2017	Summer 2018 5/21/2018
<b>New Undergraduate Enrollment</b>			
First-time Freshmen	15	9	16
Transfer	21	14	17
<b>Total New</b>	<b>36</b>	<b>23</b>	<b>33</b>
<b>Difference from prior year</b>		<b>-13</b>	<b>10</b>
<b>Continuing Undergraduate Enrollment</b>			
Freshmen	47	25	39
Sophomore	157	147	157
Junior	209	177	206
Senior	357	327	384
<b>Total Continuing</b>	<b>770</b>	<b>676</b>	<b>786</b>
<b>Difference from prior year</b>		<b>-94</b>	<b>110</b>
<b>Total Degree Seeking Undergraduate</b>	<b>806</b>	<b>699</b>	<b>819</b>
<b>Difference from prior year</b>		<b>-107</b>	<b>120</b>
<b>New Graduate Enrollment</b>			
Graduate - New	25	8	18
<b>Total New</b>	<b>25</b>	<b>8</b>	<b>18</b>
<b>Difference from prior year</b>		<b>-17</b>	<b>10</b>
<b>Continuing Graduate Enrollment</b>			
Graduate - 1	47	26	33
Graduate - 2	42	45	41
Graduate - 3	0	0	0
<b>Total Continuing</b>	<b>89</b>	<b>71</b>	<b>74</b>
<b>Difference from prior year</b>		<b>-18</b>	<b>3</b>
<b>Total Graduate</b>	<b>114</b>	<b>79</b>	<b>92</b>
<b>Difference from prior year</b>		<b>-35</b>	<b>13</b>
<b>Non-Degree Enrollment</b>			
NT - Visiting	31	11	26
NR - Non-degree	2	6	0
NH - Highschool not CCP	0	1	0
NP - College Credit Plus	7	11	13
ND - Returner CCP and non-CCP	17	34	44
NS - Senior Citizen	0	1	0
<b>Total Non-Degree</b>	<b>57</b>	<b>64</b>	<b>83</b>
<b>Difference from prior year</b>		<b>7</b>	<b>19</b>
<b>Grand Total</b>	<b>977</b>	<b>842</b>	<b>994</b>
<b>Difference from prior year</b>		<b>-135</b>	<b>152</b>

Fall 2018 Orientation and Bridge Report  
Academic and Student Affairs Committee  
June 8, 2018

**COMMITMENTS (ORIENTATION AND BRIDGE REGISTRATIONS)**  
**REPORTING DATE: MAY 11, 2018**

<i>Commitments</i>	<b>FALL 2017</b>	<b>FALL 2018</b>	<b>17-18 Up/Down</b>	<b>17-18 Change %</b>
Orientation Registration (including online)	473	515	+42	+9%
Bridge to Success Registration	76	90	+14	+18%
<b>Total Commitments</b>	<b>549</b>	<b>605</b>	<b>+56</b>	<b>+10%</b>

<i>Registrations by Date</i>	<b>FALL 2017</b>	<b>DATES 2017</b>	<b>FALL 2018</b>	<b>DATES 2018</b>
Online Orientation	1	NA	6	NA
Scholarship Orientation	89	June 3	62	June 9
Bridge Orientation	76	June 27	90	June 12
2 <sup>nd</sup> Orientation	139	June 6	148	June 14
3 <sup>rd</sup> Orientation	69	June 8	150	June 16
4 <sup>th</sup> Orientation	82	June 10	68	June 19
5 <sup>th</sup> Orientation	60	June 20	37	June 21
6 <sup>th</sup> Orientation	18	June 22	25	July 25
7 <sup>th</sup> Orientation	15	July 26	19	July 27
<b>Total Commitments</b>	<b>549</b>		<b>605</b>	

<i>Fee Payments</i>	<b>FALL 2017</b>	<b>FALL 2018</b>
Orientation Registration Fee Paid	62%	77%
Bridge to Success Registration Fee Paid	83%	94%

% of registered students that have submitted their registration fee