

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

**February 10, 2017  
10:15 a.m., University Center, Room 215**

**Agenda**

**1.0 Action Items**

**1.1 Resolution ASA01-17  
Approval of 2017 Graduates**

Dr. Jeffrey Bauer, Provost and Vice President for Academic Affairs, will present Resolution ASA01-17, Approval of 2017 Graduates.

**1.2 Resolution ASA02-17  
Approval of 2017-2018 Academic Calendar**

Dr. Bauer will present Resolution ASA02-17, the 2017-2018 Academic Calendar.

**1.3 Resolution ASA03-17  
Approval of Policy 3.00Rev, Admission & Degree Requirements**

Dr. Bauer will present ASA03-17, Policy 3.00Rev, Admission & Degree Requirements.

**2.0 Information Items**

**2.1 Academic Affairs Executive Report**

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

**2.2 Spring Enrollment Report**

Ms. Jennifer Hammonds, Acting Registrar, will report Spring 1<sup>st</sup> Day Enrollment numbers.

**2.3 Orientation**

Ms. Amanda Means, Director of Admissions, will report on orientation numbers.

**2.4 Housing Occupancy**

Ms. Monique Harmon, Housing & Residence Life Director, will report on Spring Housing Occupancy.

## **2.5 Student Programming Board**

Ms. Jasmine Currie, Student Programming Board President, will report on all Spring SPB current and upcoming events.

## **2.6 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**

Drs. Bauer and Gillespie will discuss “Investment in Enrollment Growth”.

**RESOLUTION ASA01-17**

**APPROVAL OF 2017 GRADUATES**

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

WHEREAS, annual action approving the granting of degrees and certificates during the year shall be taken by the Board of Trustees (Policy 2.06); and

WHEREAS, candidates for graduation must meet all academic and University requirements in order to be certified as candidates by the Office of the Registrar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University empowers the President to award certificates or degrees during the year 2017 to all candidates whose eligibility for graduation is confirmed by the Office of the Registrar.

(February 10, 2017)

**RESOLUTION ASA02-17**

**APPROVAL OF 2017-2018 ACADEMIC CALENDAR**

WHEREAS, the University Calendar Advisory Committee has developed and reviewed the proposed 2017-2018 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2017-2018 Academic Calendar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Shawnee State University 2017-2018 Academic Calendar, attached hereto.

(February 10, 2017)

**Summer Semester 2017-2018**

May 8	Summer intersession – classes begin
May 19	Final exams and last day (Summer intersession)
May 22	Summer classes begin (full and first five-week sessions)
May 23	Grades due in Office of the Registrar by noon (Summer intersession)
May 29	Memorial Day ( <i>University Closed</i> )
June 23	Last day of first five-week session (final exams during last scheduled class period)
June 26	Second five-week session – classes begin
	Bridge Program – classes begin
June 27	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day ( <i>University Closed</i> )
July 28	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends (full session and second five-week session)
August 1	Grades due in Office of the Registrar by noon (full session and second five-week session)
August 4	Bridge Program – classes end
August 8	Grades due in Office of the Registrar by noon (Bridge Program)

**Fall Semester 2017-2018**

July 31	Fall intersession – classes begin
August 18	Final exams and last day (Fall intersession)
August 21	Fall semester classes begin (full and first eight-week sessions)
August 22	Grades due in Office of the Registrar by noon (Fall intersession)
September 4	Labor Day ( <i>University Closed</i> )
October 5-6	Fall Break (No Classes, University Open)
October 13	Last day of first eight-week session (final exams during last scheduled class period)
October 16	First day of second eight- week session
October 17	Grades due in Office of the Registrar by noon (first eight-week session)
November 10	Veterans Day observed ( <i>University Closed</i> )
November 22	No Classes ( <i>University Offices Open</i> )
November 23	Thanksgiving Day ( <i>University Closed</i> )
November 24	Thanksgiving Holiday ( <i>University Closed</i> )
November 27	Classes resume
December 8	Last day of classes (full session and second eight-week session)
Dec 9-15	Final Exams (full and second eight-week sessions)
December 15	Fall Commencement – semester ends
December 19	Grades due in Office of the Registrar by noon (full and second eight-week session)
December 25-29	Christmas Holiday ( <i>University Closed</i> )
January 1	New Year’s Holiday ( <i>University Closed</i> )

**Spring Semester 2017-2018**

December 18	Spring intersession – classes begin
January 5	Final exams and last day (Spring intersession)
January 8	Spring semester classes begin (full and first eight-week session)
January 9	Grades due in Office of the Registrar by noon (Spring intersession)
January 15	Martin Luther King, Jr. Day ( <i>University Closed</i> )
March 2	Last day of first eight-week session (final exams during last scheduled class period)
March 5-11	Spring Break
March 6	Grades due in Office of the Registrar by noon (first eight-week session)
March 12	Spring full session classes resume
	First day of second eight- week session
April 27	Last day of classes (full session and second eight-week session)
April 28-May 4	Final Exams (full and second eight-week sessions)
May 5	Commencement
May 8	Grades due in Office of the Registrar by noon (full and second eight-week session)

## **RESOLUTION ASA03-17**

### **APPROVAL OF POLICY 3.00REV, ADMISSION & DEGREE REQUIREMENTS**

WHEREAS, Policy 3.00Rev, Admission & Degree Requirements, was last reviewed and approved by the Board of Trustees on January 17, 2014, and requires updating; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies, and

WHEREAS, a modification of the policy is recommended in order for the University's bridge program to be a requirement for students who place into two or more developmental courses; and

WHEREAS, a modification of the policy is recommended in order to clarify the status of students who have earned credit through the State's College Credit Plus program; and

WHEREAS, Revised Policy 3.00REV, Admission & Degree Requirements, has been recommended by the President for Board of Trustees approval;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.00REV, Admission & Degree Requirements.

(February 10, 2017)

# Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	02/10/17
NEXT REVIEW DATE:	02/2020
RESPONSIBLE OFFICER(S):	PROVOST/VPAA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University, created pursuant to O.R.C. Chapter 3362, serves as the regional state university for Southern Ohio. SSU is an open access university for all students who have successfully completed a high school education. This policy serves to identify SSU's requirements for admission to the University's degree programs and the credit requirements for those programs.

## 2.0 ADMISSION REQUIREMENTS FOR BACCALUAREATE AND ASSOCIATE DEGREE PROGRAMS

2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link to state standards webpage below), and (3) ability to meet the requirements of a specific selective-admission program.

2.1.1 Non-College Prepared Students. Applicants not meeting the college preparedness standard will only be admitted into a non-selective admission associate degree program [or a bridge program](#) and be required to participate in University programs and courses for underprepared college students.

2.1.2 International Applicants. Admission requirements for international applicants also include meeting a university-established minimum test score on the Test of English as a Foreign Language (TOEFL) or equivalent for applicants whose native language is not English and proof of sufficient financial resources.

2.1.3 Transfer Students. Applicants applying for admission to associate or baccalaureate programs who have earned credit [post high school](#) from other regionally accredited colleges or universities are considered transfer

students and are admitted under the same standards described in sections 2.2 and 2.3 of this policy and may be subject to additional requirements.

- 2.2 Associate Degrees. The University offers both selective and non-selective admission associate degree programs. All associate degree programs will require a minimum of 60 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 2.3 Baccalaureate Degrees. The University offers both selective and non-selective admission baccalaureate degree programs. All bachelor's degree programs shall require a minimum of 120 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.

### 3.0 ADMISSION REQUIREMENTS FOR MASTER'S DEGREE PROGRAMS

- 3.1 Master's degree programs shall require a minimum of 30 hours of credit at graduate level and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://catalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 3.1.1 Applicants are only admitted to selective admission Master's degree programs.
- 3.1.2 Applicants to an SSU master's degree program must present evidence of an earned bachelor's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.1.3 International applicants are subject to additional requirements established by the University's Graduate Center

### 4.0 NON-DEGREE SEEKING APPLICANTS

- 4.1 Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, transient status, dual credit enrollments, Post-Secondary Enrollment Option (PSEO), or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.



Link to the State of Ohio's Uniform Statewide Standards for Remediation-free Status:

\*[https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/data/reports/hs-to-college/2012\\_UNIFORM\\_STATEWIDE\\_REMEDIATION\\_FREE\\_STANDARDS%28010913%29.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/data/reports/hs-to-college/2012_UNIFORM_STATEWIDE_REMEDIATION_FREE_STANDARDS%28010913%29.pdf)

History

Effective: 04/02/90

Revised: 02/10/17; 01/17/14; 04/21/95; 03/16/92



*Office of the Registrar*

**Enrollment Comparison of 1<sup>st</sup> Day Spring 2017 to 1<sup>st</sup> Day Spring Semester 2016**

<i>Headcount</i>	<b>SP16</b>	<b>SP17</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	3059	2991	-68	-2.2
Graduate	126	115	-11	-8.7
<b>Total</b>	<b>3185</b>	<b>3106</b>	<b>-79</b>	<b>-2.5</b>
College Credit Plus	389	352	-37	-9.5
<b>University Total</b>	<b>3574</b>	<b>3458</b>	<b>-116</b>	<b>-3.25</b>

<i>Student Credit Hours</i>	<b>SP16</b>	<b>SP17</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	44098	43439	-689	-1.5
Graduate	1348	1295	-53	-3.9
<b>Total</b>	<b>45446</b>	<b>44734</b>	<b>-712</b>	<b>-1.6</b>

SCH - the course credit value multiplied by the number enrolled in the course and include all registered students

<i>FTE</i>	<b>SP16</b>	<b>SP17</b>	<b>Up/Down</b>	<b>Change %</b>
Undergraduate	2940	2896	-44	-1.5
Graduate	90	86	-4	-4.4
<b>Total</b>	<b>3030</b>	<b>2982</b>	<b>-48</b>	<b>-1.6</b>

<i>New Student Headcount</i>	<b>SP16</b>	<b>SP17</b>	<b>Up/Down</b>	<b>Change %</b>
First-Time Freshmen	75	54	-21	-28.0
Transfers	98	78	-20	-20.0
College Credit Plus (PSEO and Dual Credit)	133	121	-12	-9.0
Non-Degree Regular	1	8	+7	+700.0
Non-Degree Senior Citizen	0	10	+10	NA
Non-Degree Transient	4	1	-3	-300.0
Graduate	16	10	-6	-37.5
<b>Total</b>	<b>327</b>	<b>282</b>	<b>-45</b>	<b>-13.76</b>

<i>Continuing Student Headcount</i>	<b>SP16</b>	<b>SP17</b>	<b>Up/Down</b>	<b>Change %</b>
Freshmen	739	741	+2	+0.27
Sophomores	643	650	+7	+1.09
Juniors	629	581	-48	-7.6
Seniors	870	865	-5	-0.57
Non-Degree	256	234	-22	-8.6
Graduate	110	105	-5	-4.5
<b>Total</b>	<b>3247</b>	<b>3176</b>	<b>-71</b>	<b>-2.2</b>

\*Data pulled January 10, 2017

**Orientation Report  
Board of Trustees Meeting  
February 10, 2017**

Upcoming Dates:

Summer Orientation

Thursday, May 4<sup>th</sup>

Fall Orientation

Saturday, June 3<sup>rd</sup> (Scholarship Orientation- by invitation only)

Tuesday, June 6<sup>th</sup> (Recommended for Student Athletes)

Thursday, June 8<sup>th</sup>

Saturday, June 10<sup>th</sup>

Tuesday, June 20<sup>th</sup>

Thursday, June 22<sup>nd</sup>

Friday, June 23<sup>rd</sup> (Transfer Orientation- by invitation only and tentative FF backup date)

Wednesday, July 26<sup>th</sup>

Friday, July 28<sup>th</sup> (Back up Orientation date- will not be published unless necessary to meet student need)

Spring Orientation (Classes beginning January 2018)

Thursday, December 14<sup>th</sup> (Tentative)

**Attendance Comparison:**

<b>Year</b>	<b>Event</b>	<b>Date</b>	<b>Registered</b>	<b>Attended</b>
2013	1 <sup>st</sup> Spring 14 OR	Dec. 12, 2013	100	77
2014	2 <sup>nd</sup> Spring 14 OR	Jan. 3, 2014	86	49
2014	1 <sup>st</sup> Spring 15 OR	Dec. 11, 2014	93	70
2015	2 <sup>nd</sup> Spring 15 OR	Jan. 7, 2015	83	53
2015	1 <sup>st</sup> Spring 16 OR	Dec. 17, 2015	79	54
2016	2 <sup>nd</sup> Spring 16 OR	Jan 5, 2016	47	59
2017	Spring 17 OR	Dec. 15, 2016	78	72

Housing Occupancy Report  
Board of Trustees Meeting  
February 10, 2017

**Housing Occupancy**  
**Spring Semesters**

	SSU Owned Capacity	Campus View Capacity	Tanner Place Capacity	Bridgeview Court Capacity	Residents On Campus	Percentage Of Occupancy	Date Prepared
Spring 2013	178	618 <sup>1</sup>	27 <sup>1</sup>	140	832	86.4%	1/11/2013
Spring 2014	176 <sup>1</sup>	618 <sup>1</sup>	27 <sup>1</sup>	140	837	87.1%	1/09/2014
Spring 2015	174 <sup>1</sup>	618 <sup>1</sup>	27 <sup>1</sup>	140	833	86.9%	1/02/2015
Spring 2016	172 <sup>1</sup>	622 <sup>2</sup>	27 <sup>1</sup>	128 <sup>3</sup>	759	80%	1/14/2016
Spring 2017	172 <sup>1</sup>	622 <sup>2</sup>	27 <sup>1</sup>	136 <sup>4</sup>	785	82%	1/23/2017

<sup>1</sup>Decrease attributed to providing housing for live-in staff (Residence Coordinator, Counselor-in-Residence) and Carriage 22 and 23 offline for visiting faculty members. In addition, Carriage 24 is a safe apartment.

<sup>2</sup>Increase attributed to one less Residence Coordinator.

<sup>3</sup>Decrease attributed to graduate students having single-occupancy apartment option.

<sup>4</sup>Increase attributed to Bridge View South is no longer DPS Satellite office and is back online. However, decrease due to RC apartment takes up four spaces.

<b><u>Spring 2017</u></b> <b><u>Occupancy by Bldg.</u></b>	SSU Occupancy	Campus View Occupancy	Tanner Place Occupancy	Bridgeview Occupancy
	147	523	24	91

Student Programming Board  
Board of Trustees Meeting  
February 10, 2017

## **Upcoming Events**

### **Homecoming 2017**

- Homecoming activities sponsored by SPB are scheduled for January 23<sup>rd</sup> through January 28<sup>th</sup>.
  - Sticking with the Shawnee Spirit theme, events during Homecoming week are centered around school spirit and getting our students excited for the dance and Homecoming games.
    - SSU Spirit Day- Free spirit gear
    - Get Hyped- Ice cream sundae bar
    - What Would You do for a T-shirt? - Fulfill a dare, get a t-shirt
    - Taco Tailgate- Free tacos before the basketball games
    - Posters and Pom-Poms- Make your own posters and pompoms for the games
    - \$4 Friday Movie
- The Homecoming Dance is January 28<sup>th</sup> from 9pm to 1am in the Sodexo Ballroom.

### **Springfest 2017**

- Springfest activities are scheduled for the weekend of March 30<sup>th</sup>.
- We are pleased to be able to announce we will be bringing TWO artists to perform for our students on March 31.

### **Other Exciting Programs this Semester**

- Monthly Bingo, \$4 Friday Movies, Open Mic Night, Gaming tournaments in the Planetarium, Lip Sync Battle, Dance Marathon, and Who Done It?

## **Attendance Tracking**

- This year we have manually tracked the attendance at every program with our clicker and input numbers into a data sheet.
  - Doing so, allows us to compare what programs to continue and what programs need to be improved or cut.

## **Additional Improvements**

- Continuing to improve advertising and social media to best reach our students in a way that best suits them.
- Improving book-keeping and budgeting (utilizing a running expense sheet to track spending).
- Utilizing survey information to provide campus programming that our students want to see happen.

## **Selection of 2017/2018 Executive Board**

- Process will begin in April—applications and interviews.