

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
January 17, 2014**

Swearing-in of New Board Members

Chairperson Melissa Higgs-Horwell administered the oath of office to newly appointed Board member, Ms. Francesca Hartop, and newly appointed Student Board member, Chelsey Ferry. Chairperson Higgs-Horwell presented Ms. Hartop and Ms. Ferry with a Shawnee State University lapel pin and congratulated them on their appointments. A round of applause followed.

Call to Order

Chairperson Higgs-Horwell called the meeting to order at 1:19 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Ms. Francesca Hartop, Ms. Melissa Higgs-Horwell, Mr. Robert Howarth, Mr. Jack McCoy, Mr. Gary Paine, Ms. Elizabeth Seif, Mr. Scott Williams and Ms. Chelsey Ferry

Members Absent: Ms. Kay Reynolds

Approval of the January 17, 2014 Agenda

Ms. Seif moved and Mr. Paine seconded a motion to approve the January 17, 2014 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the November 8, 2013 Board Meeting Minutes

Mr. Paine moved and Mr. Williams seconded a motion to approve the November 8, 2013 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Appointment of Board Committees, Officers, and Liaisons

Chairperson Higgs-Horwell reported that she has appointed Mr. Howarth to serve as Chair and Mr. Williams to serve as Vice Chair of the Academic and Student Affairs Committee. She also appointed Ms. Hartop and Ms. Ferry as members of the Academic and Student Affairs Committee.

Committee Reports

Academic and Student Affairs Committee – Mr. Robert Howarth, Chair

Mr. Howarth reported on behalf of the Academic and Student Affairs Committee. Mr. Howarth said the Committee had three action items and several information items.

Action Items

Resolution ASA01-14, Approval of Graduates

Mr. Howarth moved and Mr. Paine seconded a motion to approve Resolution ASA01-14, Approval of Graduates. Mr. Howarth said Dr. David Todt, Provost and Vice President for Academic Affairs, said the candidates for graduation must meet all academic and University requirements in order to be certified as candidates by the Office of the Registrar.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution ASA02-14, Approval of Policy 3.00, Admission to Shawnee State University

Mr. Howarth moved and Mr. Paine seconded a motion to approve Resolution ASA02-14, Approval of Policy 3.00, Admission to Shawnee State University. Mr. Howarth reported that Dr. Todt said the Admissions Policy was last reviewed in April, 1995 and that with the addition of graduate programs that have different admissions requirements than undergraduate programs and in response to the Admission Standards Task Force recommendations of specific admission criteria for underprepared students, it was necessary to revise this policy.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution ASA03-14, Uniform Statewide Standards for Remediation-Free Status

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution ASA03-14, Uniform Statewide Standards for Remediation-Free Status. Mr. Howarth said Dr. Todt said the Presidents of Ohio's public colleges and universities established Uniform Statewide Standards for Remediation-Free Status and that Shawnee State University participated in the development and implementation of the remediation-free standards and has integrated these standards into its practices. ORC 3345.061 requests the Boards of Trustees or managing authority of each state institution of higher education to adopt the remediation-free status standard and any related assessments into its policies.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Information Items

Mr. Mark Moore, Registrar, presented the Fall 2013 Commencement Report. There were 117 Bachelor Degrees awarded with 44 in the College of Professional Studies, 71 in the College of Arts and Sciences, and 2 in the University College. There were 71 Associate Degrees awarded with 61 in the College of Professional Studies, nine in the College of Arts and Sciences, and one in the University College.

Mr. Moore also presented the Enrollment Comparison Report for the first day of spring 2014 as compared to spring 2013. Headcount (total students enrolled) for spring 2014 is 3,798. This is 207 less students than spring 2013 and represents a 5.4% decrease. The FTE (full time equivalent) for spring 2014 is 3,343. This, too, represents a 5.4% decrease from spring 2013.

Dr. Jeffrey Bauer, Dean, College of Arts and Sciences, and Ms. Melissa Saab, a senior in the pre-med program, shared information on Pre-Med Day which was held December 13, 2013. This annual event is orchestrated by the Department of Natural Sciences and the Pre-Med Club. There were 115 students in attendance. Those in attendance had an opportunity to see the cadavers and learn about the cadaver dissection course; to interact with SSU alumni either currently in medical school or recently completed medical school; to learn about the pre-med curriculum; to see the biomedical research we are conducting here; and to learn more about the Medical School application process.

Mr. Bob Trusz, Interim Vice President for Student Affairs, reported on Spring Orientations. There were two orientations held, one December 12th with 77 students attending and one on January 3rd with 49 attending, for a total of 126.

Mr. Trusz also presented the Spring Semester Housing Occupancy Report. Overall, Housing is at 87.1% occupancy.

Ms. Brittany Barta, President of the Student Programming Board, reported on planned events by the SPB which include: Homecoming Activities, events for Black History Month, and events for Springfest Week. The SPB is now using software to track student attendance at SPB programs.

Education Item

Dr. Rhoni Maxwell-Rader, Professor, Department of Social Sciences, and Director of the Honors Program provided an update on the Honors Program. She shared information via the Fall 2013 issue of The Shawnee State Honors Program Newsletter. Fall semester activities included Community Service at Sierra's Haven Animal Shelter, Operation Christmas Child, and caroling at local nursing homes. Other activities and field trips included participation in the SSU Bear

Walk/Run, the Honors Book Club, and the Study Abroad Panel Discussion. Several activities have already been planned for the spring semester.

External Relations Committee – Ms. Melissa Higgs-Horwell, Chair

Ms. Higgs-Horwell reported on behalf of the External Relations Committee and said the Committee did not have any action items. She said Mr. Eric Braun, Executive Director of Development and Special Assistant to the President for Government Relations, updated the Committee on the University's efforts in economic and workforce development.

Finance and Administration Committee – Ms. Elizabeth Seif, Chair

Ms. Seif reported on behalf of the Finance and Administration Committee and said the Committee did not have a quorum for its meeting and action items would be presented for approval by the Board of Trustees. She said the Committee had nine action items and several information items.

Action Items

Resolution F01-14, Approval of 2014-2015 Undergraduate Tuition Schedule

Ms. Seif moved and Mt. Howarth seconded a motion to approve Resolution F01-14, Approval of 2014-2015 Undergraduate Tuition Schedule. Ms. Seif said the AY14-15 undergraduate tuition schedule reflected adjustments allowable by House Bill 59 and reported that the Finance and Administration Committee recommends Board approval of Resolution F01-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F02-14, Approval of AY14-15 Graduate Tuition

Ms. Seif moved and Mr. McCoy seconded a motion to approve Resolution F02-14, Approval of AY14-15 Graduate Tuition. Ms. Seif said the AY14-15 graduate tuition schedule reflects zero increase over AY13-14. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F02-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F03-14, Approval of AY2014-2015 Schedule for Student Residential Housing and Meal Plans and 2014 Summer Rates

Ms. Seif moved and Mr. McCoy seconded a motion to approve Resolution F03-14, Approval of AY2014-2015 Schedule for Student Residential Housing and Meal Plans and 2014 Summer Rates. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F03-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F04-14, Approval of Policy 5.35, Emergency Management

Ms. Seif moved and Mr. Paine seconded a motion to approve Resolution F03-14, Approval of Policy 5.35, Emergency Management. Ms. Seif said Policy 5.35 provides for SSU's Emergency Response Plan (ERP) and related safety and security protocols. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F04-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F05-14, Approval of Policy 4.64Rev, Relocation Expense Reimbursement

Ms. Seif moved and Mr. Paine seconded a motion to approve Resolution F05-14, Approval of Policy 4.64Rev, Relocation Expense Reimbursement. Ms. Seif said revised Policy 4.64Rev updates the previously approved policy dated 7/1/08. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F05-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F06-14, Approval of Policy 4.91, Naming of University Buildings and Campus Areas

Ms. Seif moved and Mr. Howarth seconded a motion to approve Resolution F06-14, Approval of Policy 4.91, Naming of University Buildings and Campus Areas. Ms. Seif said Policy 4.91 establishes a uniform method for naming University-owned and/or operated buildings. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F06-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F07-14, Approval of the Rescission of Policies 2.14 and 4.23, Converting to Procedures and Adoption of New Policy 4.92, Business Functions Supporting Student Enrollment

Ms. Seif moved and Ms. Hartop seconded a motion to approve Resolution F07-14, Approval of the Rescission of Policies 2.14 and 4.23, Converting to Procedures and Adoption of New Policy 4.92, Business Functions Supporting Student Enrollment. Ms. Seif said this resolution rescinds two policies and consolidates the procedures under the auspices of a new Policy 4.92. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F07-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F08-14, Approval of Revised Policy 4.10Rev, Travel Authority and Driving Rules, and Approval of Rescission of Existing Policies 4.10Rev, In-State/Out-of-State Travel and 4.76 Motor Vehicle Procedures, Converting Both to Procedures

Ms. Seif moved and Mr. Paine seconded a motion to approve Resolution F08-14, Approval of Revised Policy 4.10Rev, Travel Authority and Driving Rules, and Approval of Rescission of Existing Policies 4.10Rev, In-State/Out-of-State Travel and 4.76 Motor Vehicle Procedures, Converting Both to Procedures. Ms. Seif said this resolution rescinds two policies addressing issues covering University-sponsored travel and converts them into applicable procedures and adopts Policy 4.10Rev. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F08-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Resolution F09-14, Approval to Rescind Outdated Board of Trustees Policies (Policies 3.22, 4.31, 4.63, 5.12, 5.24)

Ms. Seif moved and Mr. McCoy seconded a motion to approve Resolution F09-14, Approval to Rescind Outdated Board of Trustees Policies (Policies 3.22, 4.31, 4.63, 5.12, 5.24). Ms. Seif said this resolution rescinds five outdated policies. Ms. Seif reported that the Finance and Administration Committee recommends Board approval of Resolution F09-14.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

Nays: None

Information Items

Quarterly Personnel Actions

The following personnel actions were processed in the Department of Human Resources during the period of August 17, 2013 through December 27, 2013

- Three administrative appointments – Disability Coordinator, Police Officer, and Trio Project Assistant
- Eight administrative changes in status – three interim assignments, one reclassification for higher scale responsibilities, two moves to open positions due to elimination of former positions, one promotion, and one reclassification from part time to full time
- Two faculty step and salary increases – advanced degree conferred
- Four administrative terminations – two retirements, one resignation, one position eliminated

FY14 General Operating Budget Update

An update was given regarding the status of the FY14 general operating budget as of December 31, 2013. Total revenue received is about 79% of budget and total expenditures and transfers are 53% of budget. The impact of compensation reductions will be reflected at year end.

University Investment Report

The University's investment performance report revealed gains for October, November and December. With an overall positive adjustment, the portfolio has realized an 8.3% gain in the amount of \$1,207,013 for the reporting period (July 1, 2013 – December 20, 2013).

Capital Projects Report

- Founders' Plaza – new storm drain system complete; sidewalks, stairs, planters, steel structures, site lighting, and water feature complete. Project 95% complete; remaining landscaping to be completed in spring.
- Massie Hall Cooling Tower Replacement – Design complete; tower ordered. Installation portion of project has been advertised targeting spring break for replacement.

President's Report

President Morris began her report by reminding Trustees of the need for each of them to file the required information with the Ethics Commission by the April 15, 2014 deadline. She reminded Trustees that her office is available to assist with the filings and that the University will pay the filing fees.

President Morris remarked upon the recent Report Card for Teacher Education programs released by the State and noted that Shawnee State University graduates had a 100% pass rate on testing required for teacher certification.

President Morris reported on her recent participation in the White House Education and Skills Summit on January 16, 2014, reflecting the University's commitment to providing access for poor students.

President Morris updated the Board on the efforts that resulted in the complete reworking of the University's Webpage into a content managed system and invited Ms. Elizabeth Blevins, Director of Communications, to present the final outcomes. A copy of her presentation is attached.

Finally, President Morris invited Dr. Brenda Haas, Dean of University College and Mr. Chris Shaffer, Director, Institutional Effectiveness, to present preliminary results of the "Success Curriculum" implemented in the Fall 2013 semester. A copy of their presentation is also attached.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Executive Session

Mr. Williams moved and Ms. Seif seconded a motion to enter into Executive Session to discuss collective bargaining negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Ayes: Ms. Hartop, Ms. Higgs-Horwell, Mr. Howarth, Mr. McCoy, Mr. Paine, Ms. Seif, Mr. Williams

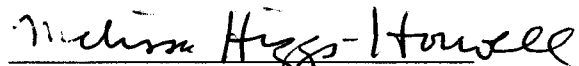
Nays: None

The Board moved into Executive Session at 2:33 p.m.

The Board exited Executive Session at 3:04 p.m. and returned to public session.

Adjournment

The Board was adjourned by acclamation at 3:06 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION ASA 01-14

APPROVAL OF 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 at Commencement ceremonies during 2014 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.

(January 17, 2014)

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

RESOLUTION ASA 02-14

**APPROVAL OF POLICY 3.00
ADMISSION TO SHAWNEE STATE UNIVERSITY**

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, the current Policy 3.00, General Guidelines for Student Admission, has been effect since April, 21, 1995; and

WHEREAS, the Board of Trustees of Shawnee State University remains committed to its open access mission and the success of its students; and

WHEREAS, the university has added graduate programs that have different admissions requirements than undergraduate programs; and

WHEREAS, the Admission Standards Task Force has recommended specific admission criteria for underprepared students; and

WHEREAS, the university has initiated programs to assist and retain at-risk students;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.00, Admission to Shawnee State University, effective January 17, 2014

(January 17, 2014)

Certified as True and Correct	
<i>CBH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

Shawnee State University

SUBJECT: ADMISSION & DEGREE REQUIREMENTS	POLICY NO. :	3.00REV
	ADMIN CODE:	3362-03-01
	PAGE NO.:	1 OF 3
	EFFECTIVE DATE:	01/17/13
	NEXT REVIEW DATE:	01/17/16
	RESPONSIBLE OFFICER(S):	Provost/V.P. Academic Affairs
	APPROVED BY:	BOT

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

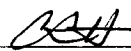
2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link 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 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 from other regionally accredited colleges or universities are considered transfer students and are

Certified as True and Correct

 3-5-14
Secretary, SSU Board of Trustees Date

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 a 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.

Certified as True and Correct

 3-5-14
Secretary, SSU Board of Trustees Date

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

History: Replaces 3.00REV. 4/21/95; 3.00REV. 3/16/92; (*Eff. 04/02/90*)

Certified as True and Correct

CSH 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION ASA 03-14

**UNIFORM STATEWIDE STANDARDS FOR
REMEDATION-FREE STATUS**

WHEREAS, the Presidents of Ohio's public colleges and universities established Uniform Statewide Standards for Remediation-Free Status; and

WHEREAS, Shawnee State University participated in the development and implementation of the remediation-free standards; and

WHEREAS, the University has integrated these standards into its practices; and

WHEREAS, the university is committed to providing opportunities for college success for all Ohio high school graduates; and

WHEREAS, Ohio Revised Code 3345.061 requests the board of trustees or managing authority of each state institution of higher education shall adopt the remediation-free status standard, and any related assessments, into the institution's policies.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopts the placement standards and assessments in the Uniform Statewide Standards for Remediation-Free Status.

(January 17, 2014)

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

A significant policy objective for Ohio is the preparation of our primary and secondary students for the successful pursuit of industry-recognized credentials of value and higher education degrees that lead to meaningful employment here in our great state.

The Ohio Board of Regents and the Ohio Department of Education clearly recognize that the best chance of producing the highly skilled citizenry needed to secure our state's future is to ensure that students are college and career ready by the end of their high school experience. Today we have far too many students graduating from Ohio high schools who are not ready to enter the workplace or be successful in college coursework. In fact, data from the Ohio Board of Regents shows that in both 2010 and 2011, 41 percent of Ohio public high school students entering Ohio's public colleges and universities were required to take remedial non-credit bearing courses.

Remedial coursework is a problem for rural, urban, suburban, high-poverty and low-poverty school districts. Even some of Ohio's highest-rated school districts face double-digit remediation rates for graduates attending Ohio public institutions of higher education.

The Chancellor of the Ohio Board of Regents and the Superintendent of Public Instruction for the Ohio Department of Education are required by law to, "*not later than December 31, ... issue a report recommending policies and strategies for reducing the need for academic remediation and developmental courses at state institutions of higher education.*" (See 3345.061 (H) of the Ohio Revised Code.) Similarly, Ohio's public college and university presidents were charged with establishing "*uniform statewide standards in mathematics, science, reading, and writing that each student enrolled in a state institution of higher education must meet to be considered remediation-free. The presidents also shall establish assessments, if they deem necessary, to determine if a student meets the standards adopted under this division. Each institution is responsible for assessing the needs of its enrolled students in the manner adopted by the presidents. The board of trustees or managing authority of each state institution of higher education shall adopt the remediation-free status standard, and any related assessments, into the institution's policies.*" (See 3345.061 (F) of the Ohio Revised Code).

The remediation-free standards established by the public college and university presidents serve as a clear target for Ohio's educators. We agree that these standards establish policies and strategies for reducing the need for academic remediation and developmental courses at state institutions of higher education and that such standards must be incorporated into the PreK-12 education system to enable students to graduate from high school ready for college work.

Accordingly, and with a sense of statewide agreement and urgency, the Chancellor and Superintendent of Public Instruction hereby adopt and present in accordance with Section 3345.061 (H) of the Ohio Revised Code, the presidents' report for establishing a remediation-free status as our submission for the reduction of remediation and developmental courses. We

Certified as True and Correct

ERH 3-5-14

Secretary, SSU Board of Trustees Date

stand ready to assist our education partners in implementation of new learning standards, the next generation of assessments, and increased partnerships between K-12 and higher education.

Jim Petro, Chancellor
Ohio Board of Regents

Michael L. Sawyers, Acting Superintendent of Public Instruction
Ohio Department of Education

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS
Established by the Presidents of Ohio's Public Colleges and Universities

December, 2012

Language in HB 153 (FY12-FY13 operating budget bill):

Section 3345.061 (F) Not later than December 31, 2012, the presidents, or equivalent position, of all state institutions of higher education, or their designees, jointly shall establish uniform statewide standards in mathematics, science, reading, and writing each student enrolled in a state institution of higher education must meet to be considered in remediation-free status. The presidents also shall establish assessments, if they deem necessary, to determine if a student meets the standards adopted under this division. Each institution is responsible for assessing the needs of its enrolled students in the manner adopted by the presidents. The board of trustees or managing authority of each state institution of higher education shall adopt the remediation-free status standards, and any related assessments, into the institution's policies. The chancellor shall assist in coordinating the work of the presidents under this division.

For the purposes of the following standards and assessments, a student deemed remediation free in a subject will be eligible to enroll in a college credit-bearing course in that subject, including dual enrollment and Postsecondary Enrollment Option courses. These remediation-free standards and thresholds are not intended to replace institutional placement policies. Each institution may adopt and implement placement policies to ensure that each student is provided the best opportunity to succeed in his/her course of study. Admitted students who are deemed remediation free are still subject to any pre-requisite and placement testing requirements for specific academic programs. The standards, expectations, and assessment thresholds in this document are recommended for implementation beginning with the Summer 2013 academic term.

Standards / Expectations


English

Reading

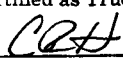
Key Ideas and Details

- A. Understand that reading is a strategic process of constructing meaning from texts.
- B. Actively engage texts, autonomously applying skills and strategies that are appropriate for the demands of the texts and their purposes for reading.
- C. Formulate and clearly express complex ideas related to texts, citing evidence to support inferences and interpretations.
- D. Think critically and creatively about the texts they read, often drawing upon their personal experiences and knowledge to enhance comprehension.
- E. Analyze and interpret fiction and non-fiction texts (including expository and persuasive essays)? And work-related documents such as manuals, memos, letters and business plans.
- F. Determine and comprehend the central themes of a text and analyze their development. Summarize the key supporting details and ideas.
- G. Analyze how and why individuals, events and ideas develop and interact over the course of a text.
- H. Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the authors

Certified as True and Correct

 **3-5-14**
 Secretary, SSU Board of Trustees Date

	<p>C. Adapt writing strategies for audience, purpose and type of task.</p> <p>D. Use reflective strategies for critiquing and evaluating student's own and others' writing.</p> <p>E. Employ sentences of varying lengths and structures that are appropriate to audience, purpose and context.</p> <p>F. Use appropriate conventions of the English language, including grammar and usage, punctuation, capitalization and spelling.</p> <p>A. Employ the research writing skills of evaluating sources and integrating them in support of a thesis.</p> <p>B. Accurately and correctly quote, paraphrase and summarize material from another text to avoid unintentional plagiarism.</p> <p>C. Properly cite sources, using a generally accepted citation system such as MLA or APA.</p>
	<p>Speaking, Viewing and Listening</p> <p>A. Listen actively and speak effectively in a variety of academic and work-related situations.</p> <p>B. Listen carefully, take notes as needed, and not interrupt other speakers when engaged in group or committee work.</p> <p>C. Deliver a clearly organized message when contributing to the group or committee work.</p> <p>D. Take notes while listening to lectures or participating in other forms of information gathering and use the notes to review and reflect on learning.</p> <p>E. Know how to identify and accommodate cultural differences in communication styles and strategies.</p> <p>F. Analyze and synthesize information gathered from a variety of sources.</p> <p>G. Summarize information heard into another form of communication, e.g. Rephrase statements, summarize a speech, and paraphrase an oral reading.</p> <p>H. Evaluate and respond to a speaker's message.</p> <p>I. Use viewing skills and strategies to understand and interpret visual media.</p> <p>J. Support and clarify written and oral presentations with visual media resources, including electronic technologies.</p> <p>K. Recognize and respect cultural and language differences in both formal and informal speaking situations.</p> <p>L. Interpret and evaluate a speaker's rhetorical strategies and evidence.</p> <p>M. Employ appropriate non-verbal strategies to enhance communication.</p> <p>N. Understand the impact that visual media have on society.</p> <p>O. Set criteria and evaluate the technology techniques used to influence economic, political, cultural, social and aesthetic decision making.</p>
<p>Presentation of Knowledge and Ideas</p>	<p>A. Present successfully to an audience, recognizing the needs of an audience for both visual and auditory messages.</p> <p>B. Deliver a clearly organized message when contributing to the group or committee work.</p> <p>C. Speak fluently, enunciating clearly with appropriate rate and volume.</p> <p>D. Speak effectively and listen actively in diverse communicative contexts.</p> <p>E. Express ideas, thoughts and concerns effectively in both formal and informal speaking situations, e.g., conversations, discussion, presentations, collaborative groups, one-on-one interactions, debates, negotiations and interviews.</p> <p>F. Employ appropriate non-verbal strategies to enhance communication.</p> <p>G. Recognize and evaluate techniques used in visual media to influence opinions, decision making, and cultural perceptions.</p> <p>H. Use images to convey meaning, often in conjunction with written or oral presentations.</p> <p>I. Use visual media or computer technology to communicate effectively with a variety of audiences for a variety of purposes.</p>

Certified as True and Correct
 3.5.14
 Secretary, SSU Board of Trustees Date

J. Make strategic use of digital media (e.g., textual, graphical, audio, visual and interactive elements) in presentations, to enhance understanding of findings, reasoning and evidence, and to add interest.

Mathematics

Mathematical Processes

Problem Solving	<p>A. Use a variety of problem solving strategies.</p> <p>B. Reflect on and analyze the student's own problem solutions and the solutions of others.</p> <p>C. Connect ideas in a variety of context.</p> <p>D. Solve complex, non-routine and multi-step problems that may require student formulation of problems and/or sustained thought and effort.</p>
Communication using Math Ideas	<p>A. Use correct mathematical terminology and notation.</p> <p>B. Show a logical progression of thought, clearly and coherently, orally and in writing.</p> <p>C. Read mathematical material with understanding and independence.</p> <p>D. Use appropriate degrees of precision based upon problem context.</p> <p>E. Use exact answers (e.g., $\sqrt{}$ or π) when appropriate.</p>
Mathematical Reasoning	<p>A. Understand the need for proof in mathematics; recognize when a proof is required</p> <p>B. Understand the difference between a statement verified by proof and one illustrated by using examples.</p> <p>C. Understand the meaning of logical terms (e.g., and, or, but, not, if ... then).</p> <p>D. Understand the significance of and roles played by definitions, assumptions, theorems/propositions, examples, and counterexamples in mathematics.</p>
Connecting Mathematical Concepts	<p>A. Connect mathematics with a variety of disciplines and workplace and everyday settings.</p> <p>B. Use connections among and within branches of mathematics (e.g., algebraic properties of a function and geometric properties of its graph).</p>
Appropriate Use of Technology and other Tools	<p>A. Use a variety of tools to solve mathematical problems—ranging from common tools (e.g., rulers, protractors) to technology-enhanced tools (e.g., calculators, computers, spreadsheets).</p> <p>B. Use technology to collect organize and analyze information with the goal of interpretation, presentation and argumentation and as motivation for proof.</p> <p>C. Use appropriate technology to enhance and support student learning.</p>

Number and Operations

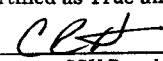
Structure of the Number System	<p>A. Understand and convert between different representations of numbers (decimal, percent, fraction, scientific notation, radicals...).</p> <p>B. Explain the effects of operations on the magnitudes of quantities and signs of numbers.</p>
Operations	<p>C. Perform arithmetic operations on various forms of real numbers.</p> <p>D. Compute and explain the solutions to problems involving ratio, proportion, percent, scientific notation, square roots and numbers with integer and rational exponents;</p>

Certified as True and Correct

CRH 3-5-14

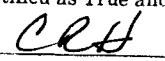
Secretary, SSU Board of Trustees Da

Estimation	<p>E. Apply and generalize properties of operations (including order of operations) as a foundation for algebra. Estimate the solutions to problems involving ratio, proportion, percent, scientific notation, square roots and numbers with integer and rational exponents.</p>
Algebra	
Equations and Inequalities	<p>A. Algebraically solve linear equations in one variable, including examples with no solution, one solution, and infinitely many solutions. B. Solve systems of linear equations with two unknowns by graphing, substitution, and addition/elimination; including examples with no solution, one solution, and infinitely many solutions. C. Solve quadratic equations by graphing, factoring, completing the square, and using the quadratic formula (including equations that have complex solutions). D. Algebraically solve linear inequalities and represent solutions in multiple ways such as graphically, inequality notation, and interval notation. E. Algebraically solve absolute value equations in the form $Ax + B = C$ and related absolute value inequalities and represent solutions in multiple ways. F. Algebraically solve equations that include rational expressions or radicals including examples that generate extraneous solutions. G. Solve for specified variables in literal equations. H. Solve exponential equations in one variable using logarithms.</p>
Operations with Algebraic Objects	<p>A. Perform operations with exponents and radicals, including laws of exponents, with both numerical and algebraic expressions. B. Add, subtract, multiply and divide rational expressions by hand and identify values where they are undefined. (Limit numerators and denominators to monomial, linear and quadratic expressions). C. Evaluate and simplify algebraic expressions. D. Add, subtract, multiply and divide polynomial expressions (limit divisors to monomial and linear expressions).</p>
Graphing	<p>A. Graph linear equations and inequalities and quadratic equations in two variables, with and without technology (limit quadratic equations to vertical and horizontal parabolas). B. Graph common functions (e.g., absolute value, square root, linear, quadratic, rational, exponential, piecewise) with and without technology. C. Read a graph to interpret solutions to an equation and identify and interpret characteristics such as intercepts, extrema, and rates of change. D. Graph transformations of functions (limit transformations to vertical and horizontal shifts, reflections, and stretches). E. Interpret transformations of functions from both a graphical and algebraic perspective.</p>
Functions and Applications	<p>F. Define functions; determine whether a relationship between two variables (represented in a variety of ways) represents a function; identify, as appropriate for the context, both the domain and range of a function; and use function notation. G. Describe how a change in one variable affects the value of a related variable, for example, problems involving direct and inverse variation. H. Interpret sequences as functions whose domain is a subset of the whole numbers. Solve problems with arithmetic and geometric sequences. I. Adjust the parameters of function families to model relationships between variables (function families include linear, quadratic, piecewise, absolute value, square root, power and exponential). J. Formulate equations or functions that model problems in a variety of contexts.</p>

Certified as True and Correct

 Secretary, SSU Board of Trustees Date 3-5-14

Geometry	
Structure	<p>A. Describe and explain the different roles of assumptions, definitions, theorems and proofs in the logical structure of geometry.</p> <p>B. Use theorems about parallel and perpendicular lines, angles, congruent figures, similar figures, right triangles (e.g., Pythagorean Theorem), polygons, circles, polyhedrons, spheres, cylinders, and cones to solve problems.</p> <p>C. Prove theorems about lines, angles, triangles, and parallelograms.</p> <p>D. Use similarity to solve problems and to model proportional relationships.</p> <p>E. Use right triangle trigonometry to solve problems.</p>
Geometric Representations	<p>A. Represent geometric objects algebraically using coordinates (analytic geometry).</p> <p>B. Use algebra to solve geometric problems.</p> <p>C. Draw and define reflections, rotations, translations, and dilations of geometric objects and understand compositions of these transformations.</p>
Measurement	<p>D. Define, describe, and identify reflectional and rotational symmetry.</p> <p>E. Express transformations algebraically (i.e., using coordinates).</p> <p>A. Explain that the geometric measures (length, perimeter, area, volume) depend on the choice of unit, and that measurements are approximations.</p> <p>B. Explain the effect of a scale factor on length, perimeter, area, and volume.</p> <p>C. Calculate the perimeter and area of common plane figures and the surface area and volume of solids.</p> <p>D. Distinguish between exact and approximate values. Explain differences among accuracy, precision, and error, and describe how errors affect later calculations.</p> <p>E. Solve problems involving measurement, including problems requiring a choice of scale and unit.</p> <p>F. Convert fluently from one measurement unit to another, within and across systems.</p>
Probability and Statistics	
Data Displays and Interpretation	<p>A. Create and/or interpret graphical displays to describe sets of data (e.g., box-and-whisker, scatterplot, frequency distribution, normal distribution).</p> <p>B. Find and interpret measures of central tendency and variability for sets of data.</p>
Representations and Use of Data	<p>A. Use the context to determine appropriate way(s) to represent data, and understand the advantages and disadvantages of various representations.</p> <p>B. Identify misuses of data.</p> <p>C. Distinguish between correlation and causation.</p> <p>D. Understand the characteristics of well-designed studies (e.g., lack of bias, sampling methods, randomness) in order to interpret results.</p>
Probability Concepts	<p>A. Use the fundamental counting principle to determine the number of possible outcomes.</p> <p>B. Compute probability of compound events, independent events, and simple dependent events.</p> <p>C. Compare experimental and theoretical results for simple experiments.</p>

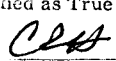
Note: the Ohio College Readiness Advisory Committee also provided additional expectations for students planning to enroll in calculus. These recommendations are beyond the standards for remediation-free status.

Certified as True and Correct

 Secretary, SSU Board of Trustees Date 3-5-14

Science – Biology, Chemistry, Computer Science, Engineering, Geology and Physics

Learning Skills (for all students)	
A. Learn science using a variety of sources including but not limited to:	<ul style="list-style-type: none"> • Standard college-level science textbooks • Inquiry-based laboratory experiences that engage students in asking valid scientific questions, and gathering and analyzing information • Well-reasoned and evidence-based discussions of science principles, concepts and problems with well-prepared peers and faculty • Well-organized lectures delivered at an appropriate cognitive level for first-year STEM college students by college faculty • Other appropriate sources of science information in the popular press and in other sources, such as research reports and summaries that are at an appropriate cognitive level for first-year college students.
B. Reliably and accurately assess the student's learning and take effective action to remediate deficiencies, prior to instructor-administered summative assessments	
C. Persist in learning despite encountering initial difficulty in mastering challenging material and seek and use alternative learning strategies when finding initial strategies are not as effective as desired, so that the student consistently meet learning goals and achieve targeted learning outcomes.	
Science Content Knowledge and Skills (for non-science majors)	
Content	<p>A. Satisfactorily complete the Ohio graduation requirements for science and mathematics, meeting all of the expectations specified in the New Ohio Learning Standards: K-12 science for each of those courses.</p> <p>B. Satisfactorily complete the following high school science courses: biology, physical science, and one advanced science course.</p> <p>C. Consistently demonstrate mastery of the first five Recommendations in "Mathematical Expectations for College Readiness 2011" within science contexts. Demonstrate mastery of these processes, concepts, functions, applications, and operations by creating models of physical realities related to those models.</p> <p>D. Use the models created to reliably and consistently solve problems dealing with the concepts and relationships described in the Syllabus and Model Curriculum of the Ohio Revised Science Standards for the science courses taken in high school. Non-science majors do not need to be able to demonstrate the "Additional Expectations for Calculus."</p>
Rationale	<p>This level of mastery should be accomplished by satisfactory completion of three high school science courses as defined by the syllabi and model curricula of the New Ohio Learning Standards: K-12 Science.</p> <p>A. Identify questions and concepts that guide scientific investigations.</p> <p>B. Design and conduct scientific investigations.</p> <p>C. Use technology and mathematics to improve investigations and communications.</p> <p>D. Formulate and revise explanations and models using logic and evidence (critical thinking).</p> <p>E. Recognize and analyze explanations and models.</p> <p>F. Communicate and support a scientific argument.</p>

Note: the Ohio College Readiness Advisory Committee provided additional recommendations for science content knowledge and science and mathematics skills needed by students majoring in the natural and health sciences, and in engineering. These recommendations have to do with placement, not remediation status.

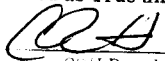
Confirmed as True and Correct
 3-5-14
 Secretary, OSU Board of Trustees Date

College Readiness Indicators – assessment thresholds to guarantee “remediation free” status at any public post-secondary institution in Ohio

A student who meets or exceeds the following thresholds will be deemed as remediation free and eligible to enroll in a college credit-bearing course at any of Ohio’s public institution of higher education.

Readiness Area	ACT		SAT		Accuplacer		COMPASS
	English Sub Score	18 (or higher)		Writing 430 (or higher)		Sentence Skills 88 or < 5 on Writeplacer	
Reading Sub Score	21 (or higher)		Critical Reading 450 (or higher)			Reading Scale Score 88	
Mathematics Sub Score	22 (or higher)		450 (or higher)		80	Reading Scale Score 88	
			520 (or higher)		108EA or 69CLM	Algebra Scale Score 52	

- *Until better assessments of science content knowledge are available, institutions should continue to use their own assessments of science content to supplement the other sources of information such as ACT scores, high school grade point average (GPA), and other indicators of college readiness in determining the college readiness in science.*
- Assessment exam scores will be valid for two years from the completion of that assessment, after which institutions may require students to repeat an assessment to determine the currency of their college readiness.
- Institutions are not required to place students scoring below the threshold score into remedial courses. Students scoring below the threshold score are subject to institutional placement procedures to gain eligibility to enroll in credit-bearing courses. Such procedures could include but are not be limited to: review of high school GPA, a writing assessment, and a review of previous college work.
- These remediation-free thresholds are not intended to determine eligibility for admission to any college or university. Each institution has its established admission requirements. Admitted students who have achieved or exceeded these scores are guaranteed exemption from institutional placement into non-credit remedial courses.
- These remediation-free standards and thresholds are not intended to replace institutional placement policies. Admitted students who are deemed remediation free are still subject to any pre-requisite and placement testing requirements for specific academic programs. Similarly, placement testing may be required for students who do not achieve the remediation-free threshold, to determine the appropriate initial class – which may be a for-credit class if indicated by the placement examination.

Certified as True and Correct
 3-5-14
 Secretary, SSU Board of Trustees Date

Fall 2013 Preliminary Commencement Report

Total # of Graduates:	206
Total Masters Degrees:	18
Total Bachelor Degrees:	117
Total Associate Degrees:	71

BACHELORS:

College of Professional Studies	TOTAL
Sports Studies	12
Bus. Admin.	21
Nursing	5
Plastics Engin. Tech.	0
Computer Engin. Tech.	2
Environmental Engin. Tech.	3
Digital & Sim. Gaming Engin.	1
Athletic Training	0
TOTAL	44

College of Arts & Sciences

Social Sciences	3
Sociology	11
International Relations	3
Psychology	9
History	2
English Humanities	5
Mathematical Sciences	0
Fine Arts	18
Natural Science	6
Biology	2
Chemistry	1
Early Childhood Intervention Spe	7
Intervention Specialist K-12	1
Early Childhood Educ PreK-3	0
Middle Childhood Education	3
TOTAL	71

University College

Individualized Studies	2
TOTAL	2
TOTAL BACHELOR DEGREES	117

MASTERS:

College of Arts & Sciences, M.Ed.	0
College of Professional Studies, M.O.T.	18
Certificates:	1

ASSOCIATES:

College of Professional Studies	TOTAL
Dental Hygiene	0
Emergency Medical Tech	1
Medical Laboratory Tech	0
Nursing	39
Occupational Therapy Asst.	2
Physical Therapy Asst.	0
Radiologic Technology	0
Respiratory Therapy	0
CADD	3
Electromechanical Engin. Tech	1
Plastics Engineering Tech	0
Accounting	4
Computer Technology	0
Business Management Tech	3
Legal Assisting	2
Office Administration Tech	1
Information Tech. Management	5
TOTAL	61

College of Arts & Sciences

Arts & Humanities	1
Early Childhood Development	0
Social Science	7
Natural Science	1
TOTAL	9

University College

General Studies	1
TOTAL ASSOCIATE DEGREES	71

Certified as True and Correct
CEH 3-5-14
 Date

RESOLUTION F04-14

**APPROVAL OF POLICY 5.35,
EMERGENCY MANAGEMENT**

WHEREAS, Shawnee State University is committed to providing a safe and healthy environment to those who work, study, live, and visit the campus; and

WHEREAS, the University has implemented an Emergency Response Plan (ERP) including related safety and security protocols designed to provide a uniform and comprehensive approach for preparedness and the effective response to emergencies; and

WHEREAS, the President recommends adoption of this policy;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 5.35, Emergency Management effective January 17, 2014.

(January 17, 2014)

Certified as True and Correct	
<i>CBH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

Shawnee State University

SUBJECT: EMERGENCY MANAGEMENT	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	5.35 3362-5-35 1 OF 2 01/17/14 01/2017 PRESIDENT/VPF&A BOT
----------------------------------	---	--

1.0 POLICY PURPOSE

Shawnee State University is committed to providing a safe and secure environment to those who work, study, live, and visit the campus. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f)*, this policy serves to ensure that an Emergency Response Plan (ERP) and relevant additional safety and security protocols are adopted for the campus community.

2.0 SCOPE AND APPLICATION OF EMERGENCY RESPONSE PLAN

2.1 There shall be an ERP, safety procedures, and security protocols that:

2.1.1 Identify an Emergency Response Coordinator (ERC) responsible for implementing the ERP and an Emergency Response Team responsible for executing assigned roles during an emergency appointed by the President.

2.1.2 Describe specific responses to emergencies that address campus and community communication and notification, ensure availability of essential equipment, include written procedures, and provide for ongoing training for safety and security personnel and campus constituents, where appropriate.

2.1.3 Provide for active emergency response planning, training, and exercises necessary to maintain peak efficiency and that describe the roles and responsibilities of departments as well as individuals in order to provide a uniform and comprehensive approach to prepare for, respond to, and reduce the impact of emergencies.

2.2 The preparation for emergencies that must occur as the result of the specialized operation of a single department or classroom will remain the responsibility of the individual who is responsible for that department or the faculty member(s) responsible for the classroom, working in conjunction with the University's Emergency Response Coordinator and/or the Office of Environmental Health & Safety.

Certified as True and Correct
CR4 3-5-14
Secretary, SSU Board of Trustees Date

3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors of property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions this policy, refuse to evacuate any building or area, or refuse to follow the directions of emergency personnel during an emergency will be subject to the applicable corrective disciplinary process. In the case of student residents, non-adherence could result in termination of the student housing contract and other sanctions as dictated by the Student Code of Conduct.

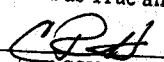
4.0 PROCEDURES

- 4.1 The President shall ensure the development and maintenance of procedures and designate the appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials charged with such responsibility shall:
 - 4.2.1 Oversee the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary to assure compliance with this policy for approval by the President or designee.
 - 4.2.2 Ensure the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community, to execute measures that ensure compliance including meeting timely reporting requirements with applicable federal, state and local laws, to effectively and professionally enforce these laws and University policies, and to provide regular and specialized training and awareness activities as deemed essential to fulfill their assigned duties.

5.0 RELATED LINKS

- 5.1 **Shawnee State University Emergency Response Plan (ERP)**
- 5.2 **Shawnee State University Building Marshal Program Guidelines**
- 5.3 **Shawnee State University Emergency Alert System Guidelines & Procedures**

History: (Eff. 1/17/14)

Certified as True and Correct
 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION F05-14

**APPROVAL OF POLICY 4.64Rev
RELOCATION EXPENSE REIMBURSEMENT**

WHEREAS, the President has initiated a systematic review of existing institutional policies in order to ensure their accuracy and application to current organizational needs; and

WHEREAS, a review of Policy 4.64Rev, Moving Expense Reimbursement (dated 7/1/08), revealed updates were required to modify for current needs, greater language clarity, and to address technical language revisions due to organizational changes; and

WHEREAS, Shawnee State University must provide for the reasonable reimbursement of relocation expenses in order to be competitive in the recruitment of faculty and administrators nationally and internationally;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.64Rev, Relocation Expense Reimbursement effective January 17, 2014.

(January 17, 2014)

Certified as True and Correct	
<i>RA</i>	3-5-14
Secretary, SSU Board of Trustees	Date

Shawnee State University

SUBJECT: RELOCATION EXPENSE REIMBURSEMENT	POLICY NO.:	4.64REV
	ADMIN CODE:	3362-4-35
	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2018
	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOT

1.0 POLICY PURPOSE

Shawnee State University recruits for talented faculty and administrators nationally and internationally. In order to generate a competitive recruitment pool, the reimbursement of relocation expenditures may be provided to individuals. The purpose of this policy is to provide for the consistent reimbursement of relocation expenses incurred by eligible employees that are in accordance with IRS regulations.

2.0 ELIGIBILITY

- 2.1 Newly hired full-time faculty and administrators from outside the Portsmouth area may be eligible for reimbursement of relocation expenses if accepting a position at the University requires that person to move his/her household to within the Portsmouth area.
- 2.2 The hiring department will determine and recommend when reimbursement is appropriate or necessary. The prior approval of the appropriate vice president or President must be secured before extending relocation expense reimbursement to a prospective employee under this policy. The reimbursement details must be incorporated in the employment offer letter.
- 2.3 Any exception to this policy requires the prior approval of the President.
- 2.4 Employees with employment contracts executed by the Board of Trustees shall not be subject to the provisions of this policy (except for Section 4.0 of the related procedures) as long as relocation arrangements are specified in his/her employment contract. The provisions of this Policy will apply when the employment contract does not expressly provide relocation reimbursement provisions.

3.0 GOVERNING REGULATIONS

Benefits provided by this policy have tax implications to the employees receiving the benefits. Employees should refer to the IRS website (irs.gov) and Publication 521

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

“Moving Expenses” and consult a tax professional for advice concerning possible income tax implications. The current information is subject to change by the IRS.

4.0 PROCEDURES

The President will establish procedures that address the parameters for the reimbursement of qualified relocation expenses. Such parameters will include, but not be limited to, the types of expenses that are eligible to be reimbursed, the method to determine the maximum amount to be reimbursed, possible restrictions on the reimbursement and procedures for the University to recoup the reimbursement in certain circumstances.

History: Replaces 4.64Rev. 07/11/08; 4.64Rev. 10/08/99 (*Eff. 09/17/90*)

Applicable Procedure: 4.64:1 Relocation Expense Reimbursement

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

PROCEDURE TITLE:	RELOCATION EXPENSE REIMBURSEMENT
RELATED POLICY:	4.64REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/CONTROLLER/DIRECTOR, HR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2018
APPROVED BY:	PRESIDENT

1.0 PROCEDURE PURPOSE

This procedure serves to amplify and implement Policy 4.64Rev, Relocation Expense Reimbursement, approved by the Board of Trustees on 1/17/14.

2.0 REIMBURSEMENT OF RELOCATION EXPENSES

2.1 Qualified reimbursable relocation expenses (non-taxable) are expenses that meet "time and distance" tests as outlined by the IRS. If the time and distance tests are not met, all reimbursements are taxable and subject to withholding (non-qualified). Such expenses are expected to be reasonable, prudent, and commensurate for the position being filled, and may include:

2.1.1 Payment of charges for packing, crating, and shipping household goods and personal effects, including cost of packing supplies, insurance on such items as furniture and clothing, truck rental if self-moving, travel and lodging expenses for a single trip from the old residence to the new residence for the employee and family member which may include: actual cost of gas, tolls, and parking, based on original itemized receipts, or the current mileage rate for moving, as set periodically by the IRS; lodging while in transit, air fare (coach only) and related ground transportation.

2.1.2 In certain cases the University will agree to direct pay a commercial moving vendor. The Procurement and Payables Department will communicate guidelines to the employee regarding the requirements for the direct payment, including a clear statement that there is no guarantee of payment in excess of the approved moving estimate. All expenses will be reviewed by the Procurement and Payables department and appropriate expenses will be paid. Non-approved expenses will be the responsibility of the employee.

Certified as True and Correct	
<i>CEH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

- 2.2 Non-reimbursable expenses include:
- 2.2.1 Storage, meals and travel costs exceeding the above limits or that are incurred by laborers, expenses incurred by persons not considered dependents for tax purposes, utility and telephone installation charges, loss of security deposits, real estate expenses, postage costs for realty and mortgage documents, personal communication or entertainment expenses, extraordinary items requiring special handling, bank fees for cashier's checks, storage charges, including in-transit storage and handling charges, expedited moving charges, transportation of animals and pets, transportation of automobiles, boats or trailers, moving building materials, moving property pertaining to commercial enterprise, moving property which is not the property of the individual's immediate family, and real estate commissions.
- 2.3 The approved amount for reimbursement may be expended over a period of one (1) year from the first day of employment.
- 2.4 Employees who are employed directly by the Board of Trustees may have relocation expense reimbursement provisions incorporated into their employment contract in lieu of the benefits provided by this policy. Unless expressly excluded or modified by terms stipulated in the employment contract, Section 4.0 (REPA) of this policy shall apply.
- 3.0 LIMITATIONS AND CONTROLS
- 3.1 The hiring department will determine and recommend up to the maximum amount allowable when reimbursement is appropriate or necessary and must secure the prior approval of the appropriate vice president or president.
- 3.2 Reimbursement of relocation expenses will be permitted for only one move, at the time of initial employment.
- 3.3 Eligible expenses will be reimbursed up to, but not exceed, the maximum dollar amount identified on the Controller's office web site that is in effect for the year of hire or the amount approved by the hiring authority at the time of hire, whichever is less.
- 3.4 The maximum amount to be reimbursed must be expressed in writing in the offer of employment. This amount may be expended over the period of one (1) full year from the date of hire.
- 3.5 Prior to reimbursement, original receipts must support expenditures.
- 3.6 The current fiscal year maximum relocation expense reimbursement amount can be found at: <http://www.shawnee.edu/off/controller/perdiem.html>

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

- 3.7 The Vice President for Finance and Administration, or designee, is authorized to adjust the maximum dollar amount for each fiscal year by a Consumer Price Index inflation series.
- 3.8 Any exception involving maximum amounts or covered expenses must be made before the employee accepts the offer of employment by the express written permission of the President.

4.0 RELOCATION EXPENSE REPAYMENT

- 4.1 The employee must sign and submit the *Relocation Expense Repayment Agreement* (REPA) in order to receive reimbursement of relocation expenses. The *Relocation Expense Repayment Agreement* is incorporated by reference as part of the policy.
- 4.2 The REPA will be in effect for up to two (2) years. If the employee chooses to terminate his or her employment at Shawnee State University, or is terminated for cause, then repayment of funds to Shawnee State University will be based on the number of calendar days employed (i.e. number of continuous days on employed status, not number of days physically present for work) as determined by the chart below:

Days Employed	Repayment
0 – 365	100%
366 – 485	75%
486 – 605	50%
606 – 730	25%

- 4.3 If it is found that the employee obtained employment fraudulently (e.g., under falsified credentials) then repayment will be for 100% of relocation costs previously paid by the University regardless of the number of days employed.
- 4.4 At the University's discretion, the repayment may be paid, in whole or in part, by deduction from amounts otherwise owed by the University to the employee (e.g., final pay). See the *Relocation Expense Repayment Agreement* text for complete details. The REPA should be completed and returned with the employee's acceptance letter.

Initial effective date: 01/17/14

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION F06-14

**APPROVAL OF POLICY 4.91
NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS**

WHEREAS, Shawnee State University requires uniformity and consistency in the identification of University owned and/or operated buildings; and

WHEREAS, the process for commemorative naming opportunities are addressed under the auspices of the SSU Development Foundation policies; and

WHEREAS, the President recommends the adoption of an effective method of identifying campus buildings and areas that have not been named for commemorative purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 4.91, Naming of University Buildings and Campus Areas effective January 17, 2014.

(January 17, 2014)

Certified as True and Correct	
<i>CEA</i>	3-5-14
Secretary, SSU Board of Trustees	Date

Shawnee State University

SUBJECT: NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS	POLICY NO.: ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE RESPONSIBLE OFFICERS: APPROVED BY:	4.91 3362-4-61 1 OF 1 01/17/14 01/2019 PRESIDENT/VPF&A BOT
---	---	--

1.0 POLICY STATEMENT

This policy provides for the naming of University owned and/or operated buildings and campus areas following an orderly and efficient process in order to provide uniformity and consistency in the identification of these areas by students, staff, and visitors.

2.0 EXCEPTION

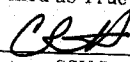
The process for the "naming" of University buildings, campus areas, or features as a result of credit for commemorative/naming opportunities are covered under the auspices of the SSU Development Foundation policies (Sections 11.0 and 12.0).

3.0 PROCEDURE

The President will ensure procedures will be established for the naming of University owned and/or operated buildings and campus areas that follow a consistent framework, effectively communicate the approved identification, and provide for revision or discontinuation of such names when required due to a change in the status of the building or campus area.

History: (Eff. 01/17/14)

Applicable Procedure(s): 4.91:1 Naming of University Buildings and Campus Areas

Certified as True and Correct
 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

PROCEDURE TITLE:	NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS
RELATED POLICY:	4.91
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	DIRECTOR OF FACILITIES/VPF & A
EFFECTIVE DATE:	01-17-2014
NEXT REVIEW DATE:	01/2019
APPROVED BY:	PRESIDENT

1.0 NAMING OF UNIVERSITY BUILDINGS AND CAMPUS AREAS

- 1.1 The naming of University buildings and campus areas will be based upon an established process and will not typically be based upon academic or administrative functions that may be housed at the location.
- 1.2 When appropriate, information describing the function within a building or area may be identified via appropriate signage.

2.0 FRAMEWORK FOR NAMING

- 2.1 Except for the gifting policies created by the SSU Development Foundation and approved by the Board of Trustees, the naming of University owned and/or operated buildings and campus areas shall rely upon a predetermined list recommended by the President and approved by the Board of Trustees.
- 2.2 The predetermined list will be based upon a theme that provides for uniformity and to ensure the appropriateness of names for Shawnee State University buildings and campus areas.
- 2.3 Names for campus areas or features may reflect the specific functions of that area or feature (e.g., courtyard).
- 2.4 The officially designated identification will be used in all University communications, maps, and course schedules.

3.0 MANAGEMENT OF THE IDENTIFICATION PROCESS

- 3.1 The Director of Facilities shall:

Certified as True and Correct	
<i>CBH</i>	3-5-14
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

- 3.1.1 Select an appropriate identification for a specific building, campus area or feature utilizing the Board of Trustees' approved theme for approval of the President.
 - 3.1.2 Collaborate with the Office of Communications for the effective communication of newly designated building or area identification.
 - 3.1.3 Ensure adequate signage is placed.
 - 3.1.4 Ensure a comprehensive and current list of all buildings, campus areas, and features will be maintained for insurance and reporting purposes.
- 3.2 Individuals requesting consideration that a University location be formally named in accordance with this procedure may submit a written request to the Director of Facilities who will evaluate the request and determine if naming is warranted and within the pre-approved theme. If appropriate to do so, the recommendation will be forwarded to the President for approval.

4.0 CHANGE OF STATUS

- 4.1 When a named University facility is sold, demolished, substantially renovated, or rebuilt, the University may continue to use the name, transfer the name to another comparable location, or discontinue the use of the name upon approval of the President.

Initial effective date: 01/17/14

Accepted as True and Correct
COA 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION F07-14

**APPROVAL OF THE RESCISSION OF POLICIES 2.14 AND 4.23,
CONVERTING TO PROCEDURES
AND
ADOPTION OF NEW POLICY 4.92, BUSINESS FUNCTIONS
SUPPORTING STUDENT ENROLLMENT**

WHEREAS, Shawnee State University is committed to encouraging and supporting its prospective and existing students through efficient and student-friendly business operations that facilitate student enrollment; and

WHEREAS, a review of Policy 2.14, Registration and Payment, and Policy 4.23, Collection of Student Accounts, revealed that these policies were no longer current and required technical corrections; and

WHEREAS, the proposed new Policy 4.92, Business Functions Supporting Student Enrollment, incorporates the topics of the previous policies;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policies 2.14 and 4.23, converts them to procedures, and approves Policy 4.92, Business Functions Supporting Student Enrollment effective January 17, 2014.

(January 17, 2014)

Certified as True and Correct	
<i>CSA</i>	3-5-14
Secretary, SSU Board of Trustees	Date

Shawnee State University

SUBJECT: STUDENT ENROLLMENT: BUSINESS FUNCTIONS	POLICY NO. :	4.92
	ADMIN CODE:	3362-4-62
	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	01/17/14
	NEXT REVIEW DATE:	01/2019
	RESPONSIBLE OFFICER(S):	PRESIDENT/ VPF&A
	APPROVED BY:	BOT

1.0 POLICY PURPOSE

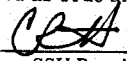
The University is committed to enabling prospective and existing students to complete enrollment and related business functions required to remain in good standing with the University in an efficient, streamlined and student-friendly manner. The purpose of this policy is to ensure the establishment of business functions required for student business matters such as, but not limited to: enrollment and registration processes, course and laboratory schedules, deadlines for all required business actions such as the payment of tuition and fees, housing and meal plan rates, etc., payment due-dates for each term, refund schedules for drops and withdrawals, placement of student-account "holds" for non-payment, and guidelines for the collection of outstanding account balances.

2.0 PROCEDURES

The President will ensure the adoption of procedures and guidelines including the delegation of responsibility to University officials for the effective administration of this policy including the communication and distribution of information in a variety of formats.

History: Replaces: 2.14 (Eff. 3/14/08) and 4.23Rev. (Eff. 2/9/07)

Applicable Procedure: 4.92:1 Business Functions

Certified as True and Correct	
	3-5-14
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

PROCEDURE TITLE:	STUDENT BUSINESS FUNCTIONS
RELATED POLICY:	4.92
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/CONTROLLER/BURSAR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2018
APPROVED BY:	PRESIDENT

1.0 PROCEDURE PURPOSE

This procedure provides for the implementation of Policy 4.92, Student Enrollment: Business Functions effective 1/17/14.

2.0 REGISTRATION

2.1 The University will publish a schedule of classes prior to the beginning of each term. The schedule shall indicate the courses to be offered, the time, day(s) and locations. After registration has been completed, applicable tuition and fees as established by the Board of Trustees will be charged to the student in accordance with the procedures contained herein.

2.2 Registration periods, add/drop, and withdrawal deadlines will be established by the Registrar and approved by the Provost and publicized using a variety of formats.

3.0 STUDENT PAYMENTS

3.1 The establishment and publication of deadlines for the payment of fees required of all students each term will be completed by the Bursar after consultation with the Controller and approved by the Vice President for Finance and Administration.

3.1.1 Failure to meet the fee payment deadline will result in a penalty assessment (when applicable) unless excused by the Bursar.

3.1.2 Students may be administratively withdrawn for nonpayment

3.2 The Bursar may place past-due student accounts on the status of "Bursar's hold." Until this status is cleared or satisfactorily addressed with the Office of the Bursar, this status may preclude further registration by the student for courses at the University or the release of student transcripts.

Certified as True and Correct
CBA 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

4.0 WITHDRAWALS AND REFUNDS

- 4.1 Students who wish to withdraw from classes for any reason may receive a refund for tuition, or program/course fees and housing/meals based on the refund schedule developed and published by the Bursar.
- 4.2 The date of withdrawal to be used in determining eligibility for a refund shall be the date the official, written request is received by the Office of the Registrar or posted to the student account via MySSU website.
- 4.2.1 Failure to attend class, giving notice to an instructor, or verbal notice to any University office shall not be considered official notice of withdrawal.

5.0 AUDITING OF CLASSES

- 5.1 Students who choose to take classes for no credit must pay all fees, but will not receive a grade or credit for the course.
- 5.1.1 Students may elect to take a course for no credit according to dates published by the Office of the Registrar.
- 5.1.2 Senior citizens must meet registration requirements in order to take non-credit classes with tuition and fees being waived.

6.0 COLLECTION OF STUDENT ACCOUNTS RECEIVABLE

- 6.1 Student bills will be provided to students registered for classes in advance of the last day to pay fees. The last day to pay fees or to submit a short term loan application (including the initial payment) will be identified on the student's statement of account.
- 6.2 All students with outstanding receivables will be billed on a routine basis. Such billings shall indicate the past due nature of the balance and consequences for nonpayment.
- 6.3 Student accounts with open balances and without a documented payment plan established by the end of the academic year may be turned over to the State of Ohio Attorney General for collection. The related collection costs are the responsibility of the student.
- 6.4 The Controller will ensure the development of parameters for the recording (write off) of student receivables deemed uncollectible.

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

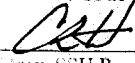
7.0 REGISTRATION AND PAYMENT APPEALS

The Controller will establish an appeal process in which students may request an official review of their registration/payment history for possible account adjustment. This appeal process will be accessible via the websites of the Offices of Bursar and Registrar.

Effective date: 01/17/14

Hyperlinks: Bursar <http://www.shawnee.edu/offices/student-accounts/>
Registrar <http://www.shawnee.edu/offices/registration/>

Certified as True and Correct

 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION F08-14

**APPROVAL OF REVISED POLICY 4.10REV, TRAVEL AUTHORITY
AND DRIVING RULES,
AND
APPROVAL OF RESCISSION OF EXISTING POLICIES 4.10REV, IN-
STATE/OUT-OF-STATE TRAVEL AND 4.76 MOTOR VEHICLE
PROCEDURES, CONVERTING BOTH TO PROCEDURES**

WHEREAS, a systematic review of existing policies has been undertaken to ensure their continued applicability to the current organization; and

WHEREAS, a review of Policy 4.10REV, In-State/Out-of-State Travel, revised on July 1, 2008, revealed required technical modifications and updating; and

WHEREAS, Policy 4.76, Motor Vehicle Procedures, adopted June 14, 2002, required updating in order to ensure clarity and consistency with rules involving student travel; and

WHEREAS, both existing policies address procedural guidelines that continue to be relevant for the effective administration of travel-related business as well as the awareness and enforcement of travel safety; and

WHEREAS, the President recommends the proposed rescissions and conversions of the policies to procedures along with the adoption of the proposed revised Policy 4.10REV, Travel Authority, be approved in order to establish parameters required for University-sponsored travel;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds policies 4.10REV, In-state/Out-of-State Travel and 4.76, Motor Vehicle Procedures, converts policies to the procedures titled (respectively): Travel Authority: Business Rules, and Travel Authority: Driving Rules for University-Sponsored Travel, and approves the revised Policy 4.10REV, Travel Authority And Driving Rules, effective January 17, 2014.

(January 17, 2014)

Certified as True and Correct	
<i>CEA</i>	3-5-14
Secretary, SSU Board of Trustees	Date

Shawnee State University

**SUBJECT: TRAVEL AUTHORITY
AND DRIVING RULES**

POLICY NO. : 4.10REV
ADMIN CODE: 3362-4-04
PAGE NO.: 1 OF 2
EFFECTIVE DATE: 01/17/14
NEXT REVIEW DATE: 01/2017
RESPONSIBLE OFFICER(S): PRESIDENT/VPF&A
APPROVED BY: BOARD OF TRUSTEES

1.0 POLICY PURPOSE

Shawnee State University desires for its employees and students to experience the educational benefits of traveling, to represent the University at appropriate venues, and to broaden the reach of the University community to other regions of the nation and the world. Further, Shawnee State University is committed to the safety of its faculty, staff, students and visitors while traveling for any University-sponsored activity. The purpose of this policy is to establish and manage reasonable rules that govern the travel and assures the safety of all travelers for University-sponsored activities.

2.0 AUTHORITY FOR TRAVEL

All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.

3.0 RULES REQUIRED FOR DRIVING

In addition to obtaining prior approval for the travel, all drivers to University-sponsored activities must have in their possession a valid driver's license at all times, proof of insurance as required by law, and a current (within the prior 12 month period) motor vehicle record check that demonstrates the proposed driver(s) and the trip comply with all standards established in the procedures found at: {insert hyperlink to: Driving Rules for University Sponsored Activities}

4.0 BUSINESS RULES REQUIRED FOR TRAVELING

All travelers to University-sponsored activities must also comply with business rules including but not limited to: reimbursement of travel expenses, travel by privately-owned vehicles, travel by common carrier or rental vehicles, lodging for overnight travel and meal expenses, conference registration fees, and expenses associated with interviewing applicants as established by University business procedures found at: {HYPERLINK: Travel Authority: Business

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

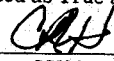
Rules}

5.0 OTHER PROCEDURES

The President will ensure that the appropriate procedures are developed and maintained as well as the delegation of authority to University officials necessary to effectively manage matters involving University-sponsored travel.

History: Replaces 4.10Rev. 07/11/08; 4.10Rev. 11/01/05; 4.10Rev. 06/10/94 (Eff. 12/08/89)

Applicable Procedures: 4.10:1 Travel Authority: Business Rules
 4.10:2 Driving Rules for University Sponsored Activities

Certified as True and Correct
 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

PROCEDURE TITLE:	TRAVEL AUTHORITY – BUSINESS RULES
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / CONTROLLER
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

1.0 AUTHORITY FOR TRAVEL

- 1.1 All travel (same-day and overnight) in-country and international must be authorized and approved in advance by the appropriate administrative supervisor responsible. Such approval indicates that the employee is authorized to travel on official university business and that related travel expenses will be covered per this policy.
- 1.2 For overnight travel, an Authorization for Official Overnight Travel form at <http://www.shawnee.edu/offices/controller/media/overnighttravel-2.pdf> must be completed, approved by the administrative supervisor, and submitted to the Finance Office *prior* to the expenditure of any University funds for travel expenses.
- 1.3 A supervisor's signature on the Travel Expense Report found at <http://www.shawnee.edu/offices/controller/travel.aspx> must be submitted after the travel has been completed, indicates approval and the propriety of all expenses and allowances listed as necessary to the performance of travel on official University business. Persons traveling on University business are expected to incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner.

2.0 RULES REQUIRED FOR DRIVING

- 2.1 Rules addressing driving for University-sponsored travel are found at {[hyperlink: Driving Rules for University Sponsored Activities](#)}.

3.0 REIMBURSEMENT OF TRAVEL EXPENSES

- 3.1 To ensure the proper handling of deposits and appropriateness of expenses, prior to approving a University-sponsored trip, the supervising official should contact the Controller's office to review the purpose of the trip, the source(s) of funding, and the nature of the anticipated expenditures.

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

- 3.2 For reimbursement purposes, headquarters is Shawnee State University, 940 Second Street, Portsmouth, OH.
- 3.3 Travel Expenses – Use of purchasing card (PCard)
- 3.3.1 The preferred method of payment for all travel expenses, EXCLUDING meals and fuel for personal vehicles, is the Shawnee State University purchasing card (PCard). Personal credit cards are discouraged as a method of payment for any travel expenses allowed on the PCard.
- 3.3.2 Requests for reimbursement of travel expenses not eligible for PCard use shall be made on the Travel Expense Report, at the conclusion of travel. For procedures, forms and details on authorized travel expenses refer to the procurement and payables department web site at:
<http://www.shawnee.edu/offices/procurement-services/>

4.0 TRAVEL BY PRIVATELY-OWNED VEHICLES

- 4.1 Travel by a privately-owned vehicle is authorized only if the owner is insured under a policy of liability insurance as required by Ohio Revised Code Section 4509.51 and compliant with Driving Rules for University Sponsored Activities {hyperlink}
- 4.2 Reimbursement is authorized at the Internal Revenue Service personal use automobile rate per mile. Current rates can be found at:
<http://www.shawnee.edu/off/bus/resources.html>
- 4.3 For safety and liability reasons, motorcycles are not authorized to be used and will not be reimbursed.
- 4.4 Travel Expense Reports shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more employees traveling in the same privately-owned vehicle. The names of all personnel traveling in the same vehicle shall be listed on the Authorization for Official Overnight Travel form and the Travel Expense Report.
- 4.5 Allowable Mileage
Allowable mileage is the mileage from either the employee's headquarters or home address (whichever is less) as the starting location using an approved online mapping tool. Any additional mileage must be explained on the Travel Expense Report.

Certified as True and Correct

CBH 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

- 4.6 When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.
- 4.7 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.
- 4.8 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.

5.0 TRAVEL BY COMMON CARRIER

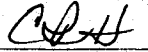
- 5.1 Travel by common carrier (e.g., commercial airline) is authorized at the lowest available rate. Authorized travel expenses include, tickets purchased directly from the carrier (or agency if at a lower total rate), luggage charges (up to two bags), and any supplemental fees assessed to all passengers by the carrier. Whenever possible transportation by common carrier should be charged to the PCard and should not be included on the Travel Expense Report.
- 5.2 Employees not using a PCard are encouraged to order their tickets through the University's purchase order process. In that case, payment will be made directly by the University to the travel agent, and the expense will not be listed on the Travel Expense Report. Travelers who purchase tickets with a personal credit card will be reimbursed after the date(s) the trip was to have been taken or was taken. Tickets which are unused, but for which the traveler has been reimbursed, may only be later used for travel on official University business. It is expected the traveler will reschedule unused tickets for approved University travel within the time allowed by the carrier.

6.0 RENTAL VEHICLES

Employees not using the PCard will be reimbursed for automobile rental when traveling on official business provided such mode of transportation is advantageous to the University over other means of transportation. Rental must have prior approval of the appropriate administrative supervisor and compliant with Driving Rules for University Sponsored Vehicles {[hyperlink](#)}

7.0 LODGING EXPENSES REQUIRING OVERNIGHT LODGING

Certified as True and Correct

 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

7.1 Lodging

- 7.1.1 Reimbursement for lodging for those employees not using a PCard will be for reasonable rates as established by the University. If the rates exceed the established per-night ceiling, justification for the employee staying at this location must be provided and approved by the supervisor. Employees must ask for the "governmental rate" when reserving lodging.
- 7.1.2 The per-night ceiling rate is subject to adjustment each fiscal year with the CPI change as a basis for this adjustment.
- 7.1.3 A per-night lodging rate will be established for "high cost cities" effective each fiscal year. International travel will be reimbursed at the applicable "high cost city" per-night lodging rate.
- 7.1.4 Current lodging rates can be found at:
www.shawnee.edu/off/resouces.html
- 7.1.5 Non-commercial lodging, such as in a private home, will be reimbursed at the rate of \$12 per night.

8.0 MEALS WHILE IN TRAVEL

- 8.1 Breakfast is reimbursable if the employee is in travel status beginning at 6 a.m. or earlier and continuing through 11 a.m.
- 8.2 Lunch is reimbursable if the employee is in travel status beginning at 11 a.m. or earlier and continuing through 2 p.m.
- 8.3 Dinner is reimbursable if the employee is in travel status beginning at 2 p.m. and returns home after 7 p.m.
- 8.4 If an employee is in travel status beginning at 6 a.m. or earlier and continuing overnight, s/he is entitled to the daily per diem rate.
- 8.4.1 Each meal and its per-diem amount must be listed on the Travel Expense Report.
- 8.4.2 Expenses for meals are prohibited from being paid via a University-provided purchasing card (PCard).
- 8.4.3 Current fiscal-year meal rates are posted at the Finance and Administration website at <http://www.shawnee.edu/off/bus/resources.html>. Per-diem meal

Certified as True and Correct

Secretary, SSU Board of Trustees

Date

CCH 3-5-14

INFORMATION ONLY

rates are subject to adjustments effective the beginning of each fiscal year using CPI change as a basis for rate adjustments.

8.4.4 Reimbursement for “same-day” meal expenditures are subject to taxation as required under applicable IRS rules.

9.0 CONFERENCE REGISTRATION FEES

- 9.1 For employees not using the PCard for conference registration, registration fees may be paid directly by the University if verification of the fee is provided by the employee. The Request for Pay form should be submitted to the Purchasing Department, along with a copy of the registration form for fee verification.
- 9.2 If registration fees are paid by the employee and reimbursement requested, the registration fee and other expenses under this section must be verified by receipt, conference brochure identifying applicable cost, and/or other documentation with similar validity.
- 9.3 Reimbursement is authorized for reasonable meals and lodging expenses if they are an integral part of the conference. Reimbursement of any expenses under section 8.0 of this policy must be verified by receipt, conference brochure identifying applicable cost and/or other documentation with similar validity.

10.0 MISCELLANEOUS TRAVEL EXPENSES

- 10.1 For employees not utilizing the PCard for approved miscellaneous travel expenses, reimbursement may be requested for parking charges, highway tolls, and other reasonably incurred travel expenses directly related to authorized travel.
- 10.2 Other out-of-pocket expenses, such as road services and towing and miscellaneous gratuities above \$5.00/day (i.e., baggage handlers, taxi drivers), will not be reimbursed. Miscellaneous travel expenses must be listed separately on the Travel Expense Report.
- 10.3 Miscellaneous expenses required for official University business, such as photocopying charges, storage of baggage, telephone calls or internet fees, rental of equipment, or temporary meeting or office facilities, may be reimbursed to those employees not utilizing a PCard. However, rental of equipment, meeting, or office facilities must be approved by the administrative supervisor prior to agreements being consummated for such rentals.
- 10.4 Expenses incurred for alcoholic beverages are not reimbursable.

11.0 CLAIMS FOR REIMBURSEMENT

Certified as True and Correct

CRH 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

- 11.1 Reimbursement claims for transportation, lodging, meals, and incidentals must be itemized on the Travel Expense Report. The lodging and incidental claims must be accompanied by original itemized receipts. Credit card slips are not acceptable.
- 11.2 Miscellaneous expenses must be itemized on the Travel Expense Report. Original itemized receipts shall be submitted for all miscellaneous expenditures in excess of five dollars (\$5.00). Personal credit card slips are not acceptable.
- 11.3 Limitations on Reimbursement of Expenses

12.0 EXPENSES ASSOCIATED WITH INTERVIEWING APPLICANTS

- 12.1 When not utilizing the PCard, reimbursement may be requested for expenses for transportation by common carrier and for lodging expenses associated with interviewing applicants for approved University position openings. The following travel expenses associated with interviewing applicants for approved University position openings will also be reimbursed:
 - 12.1.1 Reasonable meal and lodging costs
 - 12.1.2 Transportation costs in accordance with this policy
- 12.2 Costs associated with a spouse to accompany the applicant will not be reimbursed.
- 12.3 Costs incurred by Shawnee State University employees will be reimbursed per policy 4.13 "Entertainment Policy."

Ref: [HYPERLINK: Driving Rules for University Sponsored Activities](#)

Initial effective date: 01/17/14

Certified as True and Correct	
<i>CRH</i>	3-5-14
Secretary, SSU Board of Trustees	Date

INFORMATION ONLY

PROCEDURE TITLE:	DRIVING RULES FOR UNIVERSITY-SPONSORED ACTIVITIES
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / DIRECTOR OF HR
EFFECTIVE DATE:	01/17/14
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 Shawnee State University is committed to the safety of faculty, staff, students and visitors. The purpose of this document is to communicate procedures regarding driving for Shawnee State University sponsored activities. Drivers may include employees, students, or volunteers.
- 1.2 Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law.

2.0 MOTOR VEHICLE RECORD CHECKS

- 2.1 A motor vehicle record (MVR) will be obtained every 12 months for:
 - 2.1.1 Drivers of a university vehicle
 - 2.1.2 Drivers transporting students on university business/activity
 - 2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)
 - 2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities
- 2.2 MVRs will be evaluated against the maximum driving standards outlined below.
- 2.3 MVRs will be retained in a separate file.
- 2.4 MVRs will be discarded after a period of 36 months.

3.0 POSITIONS REQUIRING DRIVING

- 3.1 An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component. Applicants for such positions who meet or exceed the listed driving standards within the most recent 36-month period will be ineligible to be hired. A new

Certified as True and Correct
CRH 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

hire's driving record will be checked according to the established MVR schedule.

4.0 STANDARDS AND PENALTIES

- 4.1 Any driver (as defined herein) whose current-year MVR meets or exceeds the following maximum driving criteria standards during a 36-month period will have University driving privileges temporarily revoked until the driving record is acceptable:
- 4.1.1 Driving while license is suspended or revoked
 - 4.1.2 Knowingly leaving the scene of an accident
 - 4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.
 - 4.1.4 Reckless driving
 - 4.1.5 Felony with Vehicle
 - 4.1.6 Involuntary Manslaughter
 - 4.1.7 Speeding (3 or more in 36 month period)
 - 4.1.8 Any other moving violations (3 or more in 36 month period)
- 4.2 In instances of meeting or exceeding the speeding and/or other moving violations standards, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.
- 4.3 Temporary revocation of driving privileges will not cause the loss of employment. If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.
- 4.4 During the period of temporary revocation (a minimum of 6-months or until the MVR is in compliance with the established standards), any additional citations received by the driver could lead to the permanent revocation of university driving privileges. Meeting or exceeding the maximum criteria following two temporary revocations may result in the permanent revocation of university driving privileges.
- 4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human

Certified as True and Correct

CBH

3-5-14

Secretary, SSU Board of Trustees Date

INFORMATION ONLY

Resources and the applicable vice president or President (for directly reporting staff).

- 4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.
- 4.6 Employees may appeal an action resulting from an MVR check via the applicable labor agreement or concern resolution policy.
- 4.7 These rules are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).
- 5.0 DRIVING RULES FOR ACADEMIC FIELD TRIPS/STUDENT ACTIVITIES/ATHLETICS
- 5.1 Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.).
- 5.2 Academic field trips are trips which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course.
- 5.3 Student activities include trips associated with University sponsored student activities including athletic events and where the participants are accompanied by an approved administrative coach or employee.
- 5.4 Commercial buses will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Pre-approval is required by the supervising vice president or president to use vans in lieu of buses. If vans are approved for the trip, at least two drivers will be designated per van for trips longer than 400 road miles one way.
- 5.5 In no event will the use of 15-passenger vans and other vehicles that may be prohibited be permitted to be used for University-sponsored travel.
- 5.6 Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. No University driver should have a

Certified as True and Correct
CCU 3-5-14
Secretary, SSU Board of Trustees Date

INFORMATION ONLY

duty day, including driving time, longer than 14 hours. Duty time includes time spent riding as a passenger.

- 5.7 The supervising vice president or president may make an exception to these driving rules when necessary and as long as student and faculty safety are not compromised.

Ref: [HYPERLINK: Travel Authority: Business Rules](#)

Initial effective date: 01/17/14

Certified as True and Correct
CRH 3-5-14
Secretary, SSU Board of Trustees Date

RESOLUTION F09-14
APPROVAL TO RESCIND OUTDATED
BOARD OF TRUSTEES POLICIES
(Policies 3.22, 4.31, 4.63, 5.12, 5.24)

WHEREAS, Policy 5.00REV, Policy on Policies and Procedures, addresses policy subjects appropriate for Board approval and directs the President to establish a process for the regular review of existing Board policies; 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, Policy 3.22, Guidelines for Students Called for Military Service, is outdated and is administrative in nature; and

WHEREAS, Policy 4.31, Workers' Compensation, is outdated and the subject-matter is addressed by state law; and

WHEREAS, Policy 4.63, Exit Interview for Non-Returning Employees, is outdated and administrative in nature, and would be more appropriate as a human resources guideline; and

WHEREAS, Policy 5.12, Guidelines for Printing and Publication, is outdated and administrative in nature, and would be more appropriate as a guideline;

WHEREAS, Policy 5.24, Prevention/Response to Sexual Assaults, is outdated and is the subject-matter is addressed in newly revised Policy 5.01, Equal Opportunity and Non-Discrimination/ Harassment; and

WHEREAS, Policy 5.00REV, requires Board approval for rescission of any Board policy;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves rescission of the following University policies: Policy 3.22, Guidelines for Students Called to Military Service; Policy 4.31, Workers Compensation, Policy 4.63; Exit Interviews for Non-Returning Employees; Policy 5.12, Guidelines for Printing and Publication; and Policy 5.24, Prevention/Response to Sexual Assaults.

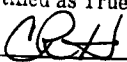
(January 17, 2014)

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

Success Curriculum Update

Dean Brenda Haas

Chris Shaffer, Director OIE

Certified as True and Correct	
	3-5-14
Secretary, SSU Board of Trustees	Date

Agenda

Goals

Who was in the program

Persistence/Retention

Success

What we learned

Next steps

Certified as True and Correct
CEH 3-5-14
Secretary, SSU Board of Trustees Date

Goals of the Success Curriculum

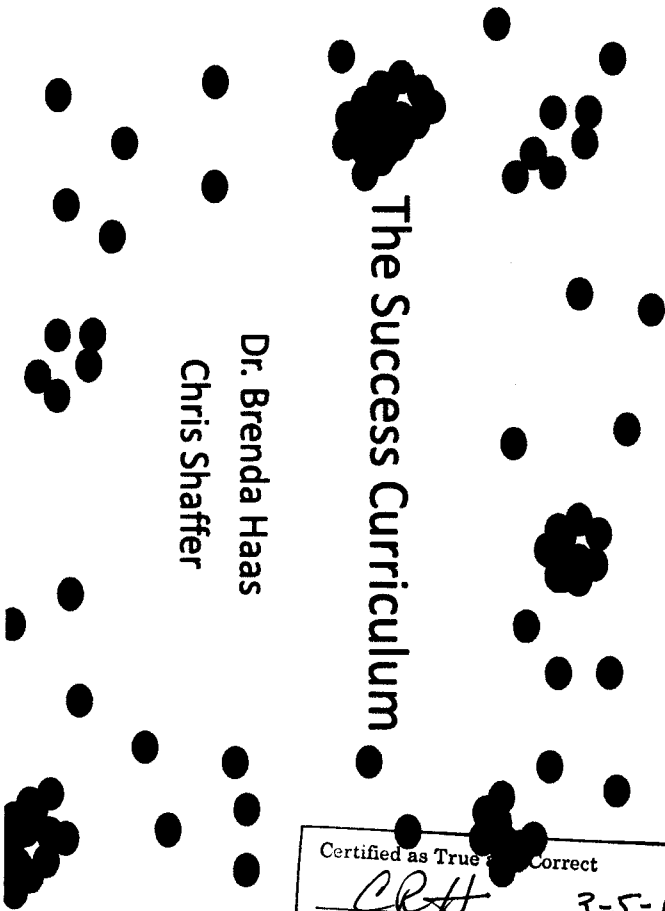
Why?

- We serve a significant number of students not prepared for college level work
- 50% of First Time Freshmen for the past six years have been No ACT or Low ACT (English)
- Campus Concern Over Time
- Taskforce



The Success Curriculum

Dr. Brenda Haas
Chris Shaffer



Certified as True & Correct
CRH 3-5-14
Secretary, SSU Board of Trustees Date

NOW

- Identify Potential Students

Summer

- Contact Potential Students
- Create a Robust Cohort
- Training/Assignment of Staff

Fall

- Cohort Kick Off
- Formative Evaluation
- Assign Mentors

January

- Evaluation of Pilot (Summative)
- Recommendations
- Student Success
- GPA, Social and Academic Behavior, & Retention

January

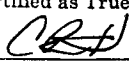
- Evaluation of Pilot (Summative)
- Recommendations
- Student Success
- GPA, Social and Academic Behavior, & Retention

Certified as True and Correct

CRA 3-5-14
Secretary, SSU Board of Trustees Date

Participants in the Success Curriculum Pilot

- 132 Member Group
 - One Dropped before the first day of the term
 - 126 First-Time Freshmen
 - One Freshman
 - Four Transfer Students
- Some students did not participate in support services
- Preliminary analysis of Shawnee State First-Time Freshmen Fall 2013

Certified as True and Correct	
	3-5-14
Secretary, SSU Board of Trustees	Date

Greater
Than 18
English
ACT

12.21%

11.45%

No ACT

Less Than 18
English ACT

No ACT

88%

76.34%

Less Than 18 English
ACT

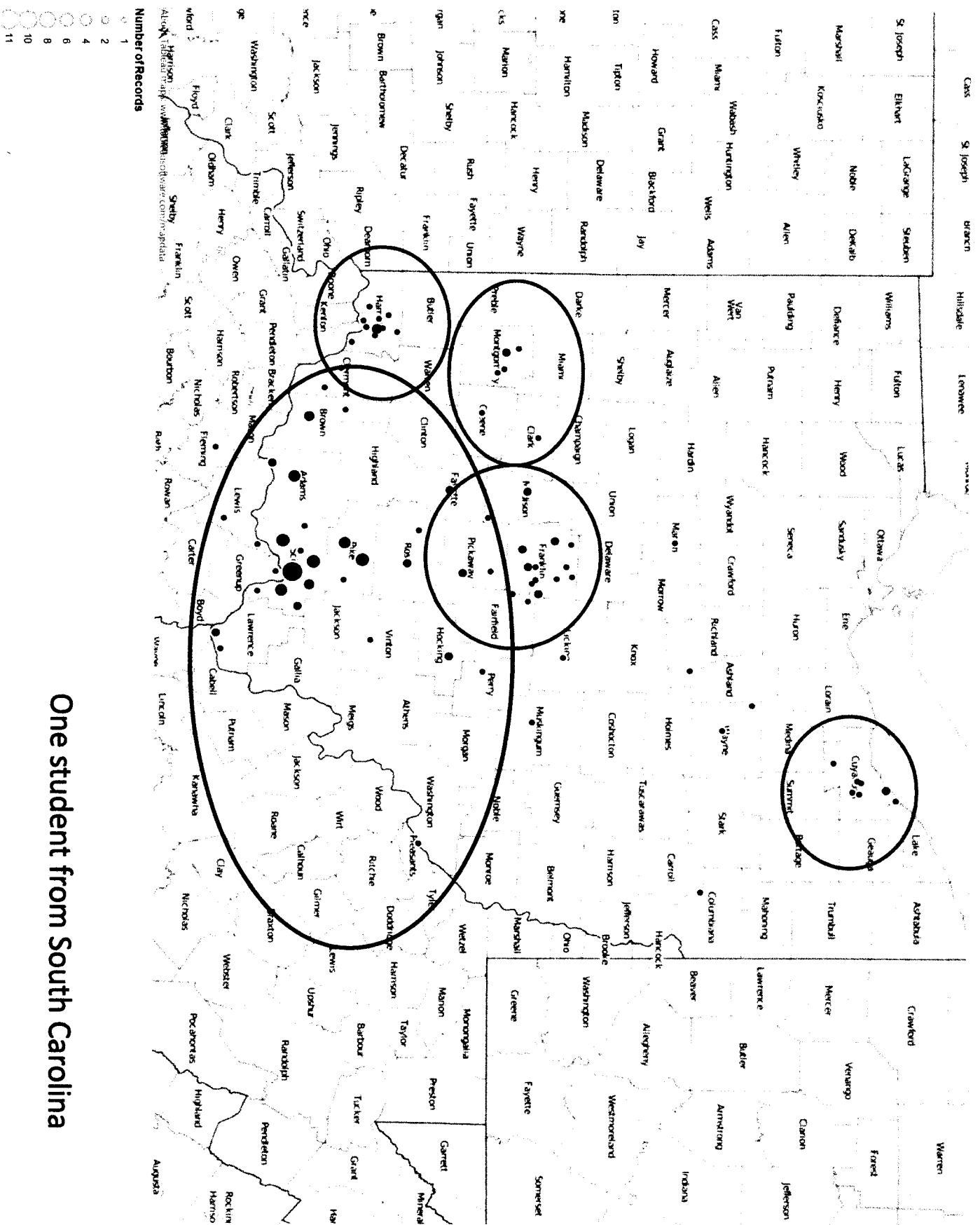
ENGL (bin) 18

Null

0

18

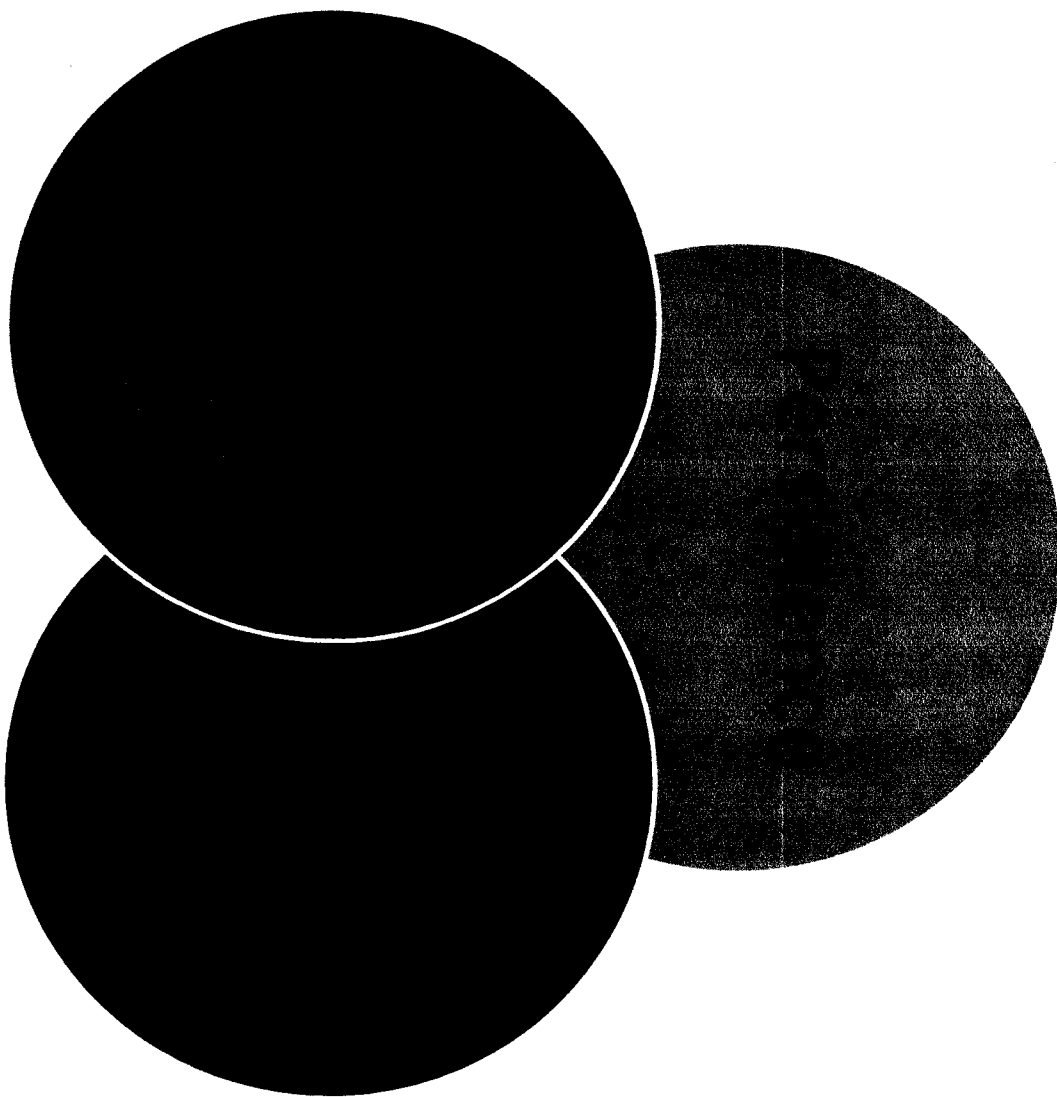
Certified as True and Correct
CRW 3-5-14
Secretary, SSU Board of Trustees Date



One student from South Carolina

Certified as True and Correct
[Signature] 3-5-14
 Secretary, SSU Board of Trustees Date

Important Qualities of the Success Curriculum

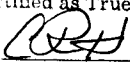


Certified as True and Correct	
<i>CPH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

Persistence

Fall 2013 Spring 2014



Certified as True and Correct
 3-5-14
Secretary, SSU Board of Trustees Date

Retention

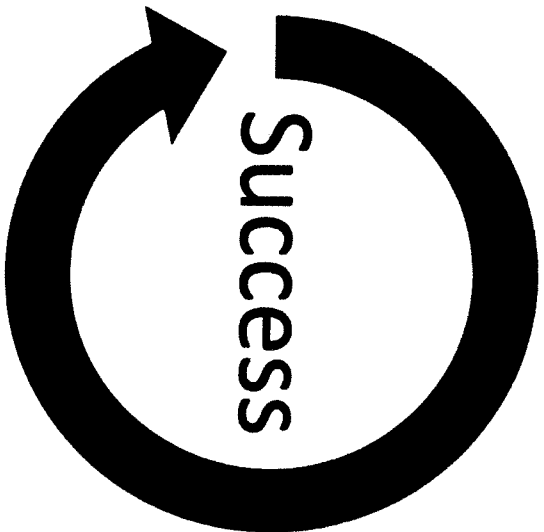
Fall 2013

Fall 2014



Reviewed as True and Correct
CRH 3-5-14
Date

• • • • •



- Increase Student Engagement
- Dedicated Campus Support
- Students Persisting
 - Shortening Remedial Time
 - Better Grades
- Completing a degree in a timely manner
- **No Blue Dots**

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

Groups

- All First-Time Freshmen
- First-Time Freshmen (Success Curriculum)
 - 18 ACT
 - No ACT
- Success Curriculum Survivors
 - 18 ACT
 - No ACT
 - Above a Zero GPA

Certified as True and Correct
CRH 3-5-14
Secretary, CSU Board of Trustees Date

Fall Comparison to Peers

All First-Time Freshmen

- High School Class Rank
 - All: 40%
 - SC: 53%
- Fall 2013 Session Grade Point Average
 - All: 2.1
 - SC: 1.7
- Average English ACT
 - All: 20.5
 - SC: 14.8
- Average Registered Hours
 - All: 14.6
 - SC: 14.2

Certified as True and Correct	
<i>CRH</i>	3-5-14
Secretary, SCU Board of Trustees	Date

Fall Comparison to Peers

First-Time Freshmen Less than 18 English ACT/No ACT

- High School Class Rank
 - All: 55%
 - SC: 57%
- Fall 2013 Session Grade Point Average
 - All: 1.4
 - SC: 1.67
- Average English ACT
 - All: 14.1
 - SC: 13.7
- Average Registered Hours
 - All: 13.5
 - SC: 14

Certified as True and Correct

CRH
Secretary, SSU Board of Trustees

3-5-14
Date

Fall Comparison to Peers

Success Curriculum Survivors

- High School Class Rank
 - All: 52%
 - SCS: 53%
- Fall 2013 Session Grade Point Average
 - All: 2.06
 - SCS: 2.25
- Average English ACT
 - All: 14.5
 - SCS: 14.2
- Average Registered Hours
 - All: 13.8
 - SCS: 14.1

Certified as True and Correct

CRH 3-5-14

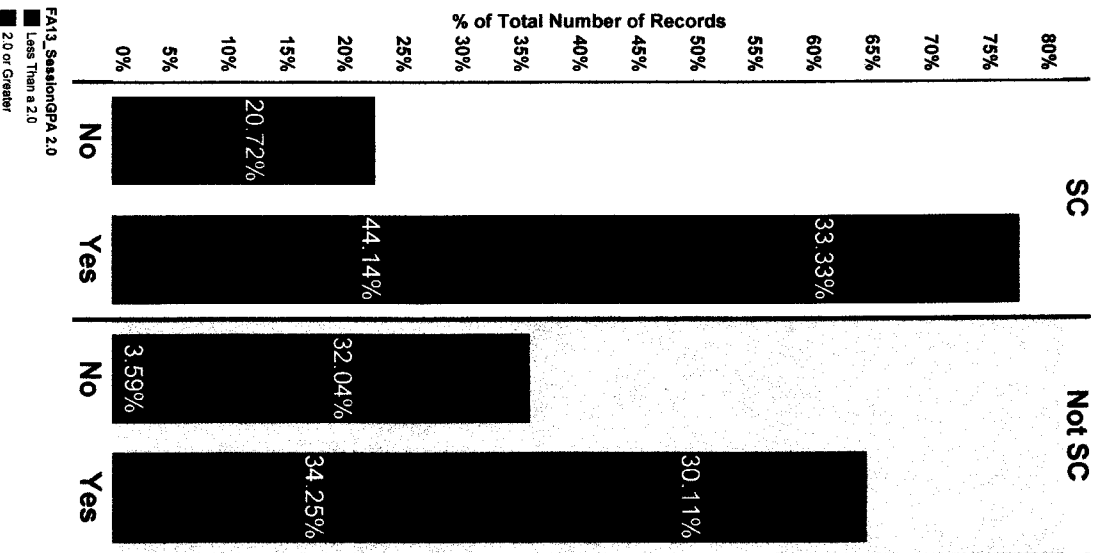
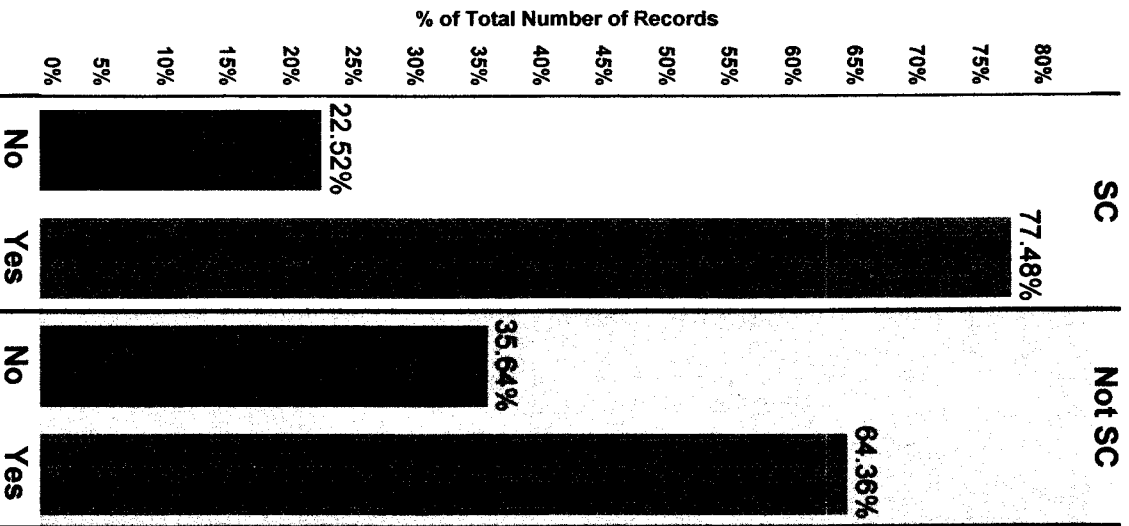
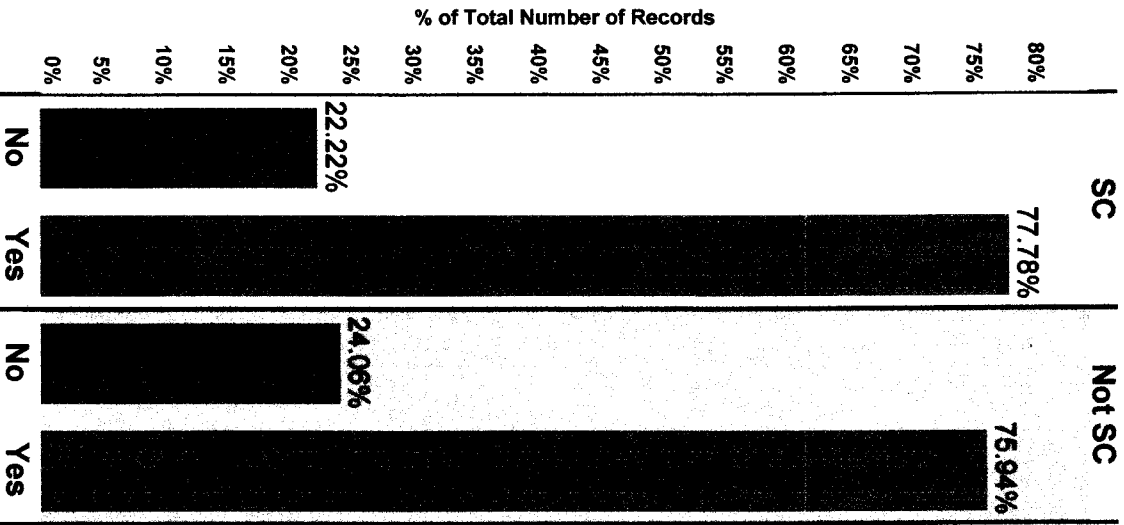
Date

Fall 13 to Spring 14 Persistences Than 18 Less Than

All First-Time
Freshman

18 English ACT
NO ACT

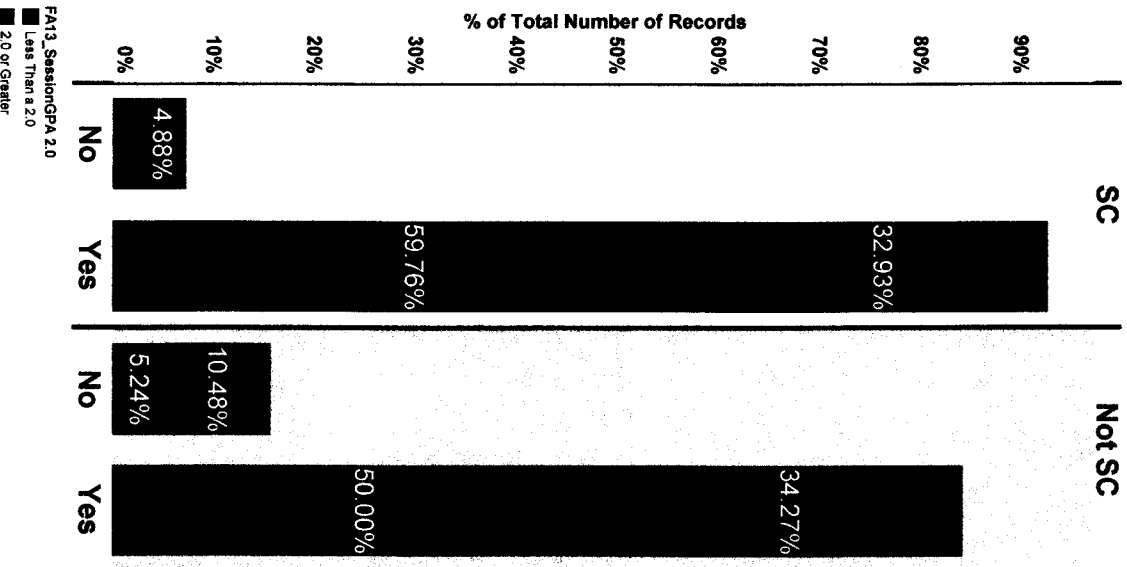
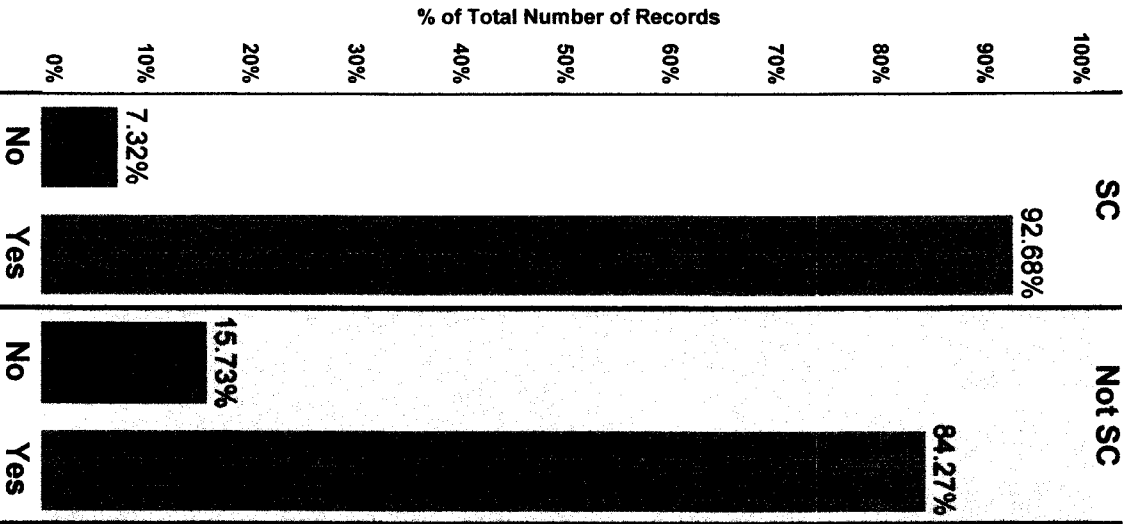
English ACT
NO ACT
With GPA



FA13 Session GPA 2.0
 ■ Less Than a 2.0
 ■ 2.0 or Greater

Attested as True and Correct
 [Signature] 3-5-14
 Secretary, SSU Board of Trustees Date

Success Curriculum Survivors



Certified as True and Correct
 Date: 3-5-14

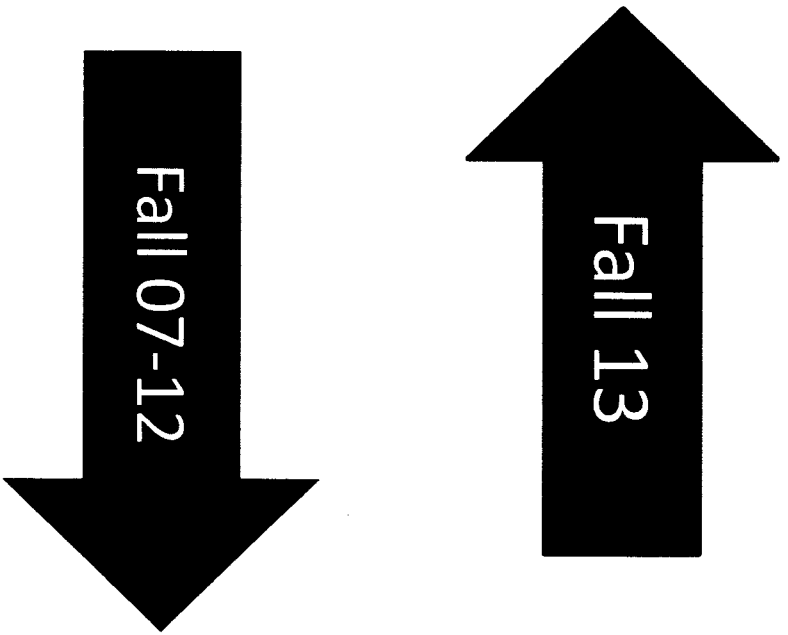
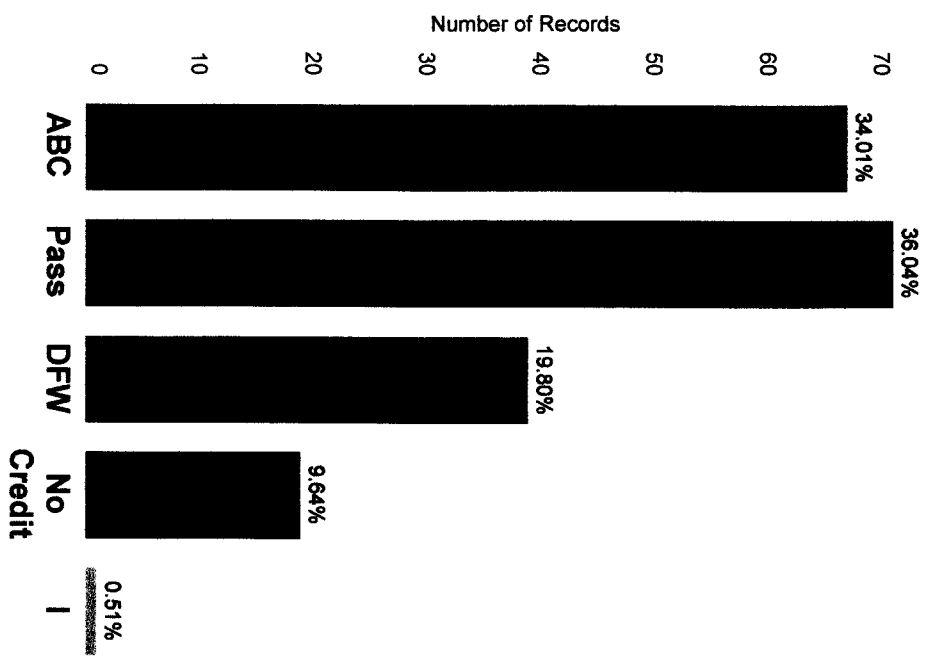
Key Characteristics

- 54% of courses were developmental
- Success Curriculum Survivors did better than general population
- Success Curriculum Survivors earned 70% ABCs in non developmental coursework

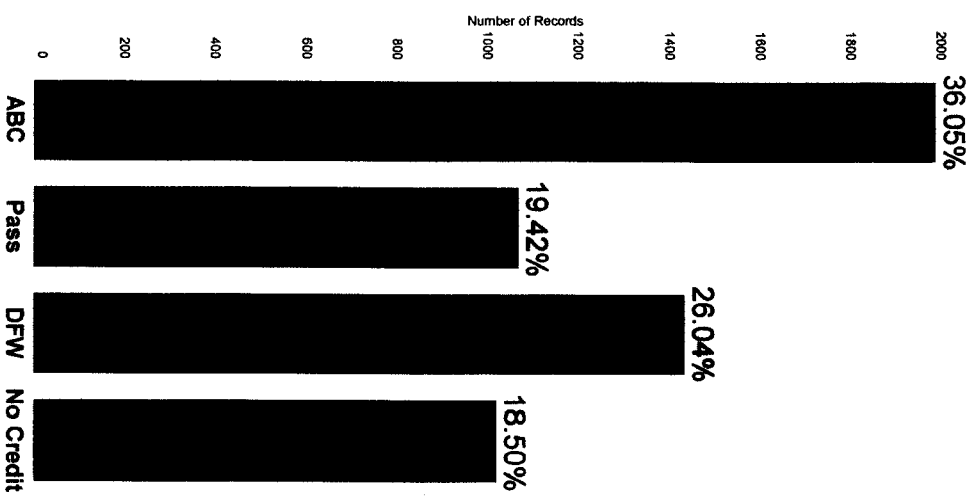
Attested as True and Correct
CRH 3-5-14
Program, SGT Board of Trustees Date

Success Curriculum Survivors Development Coursework

Course Work Course Number (group) / Final Grade (group)
Dev Courses

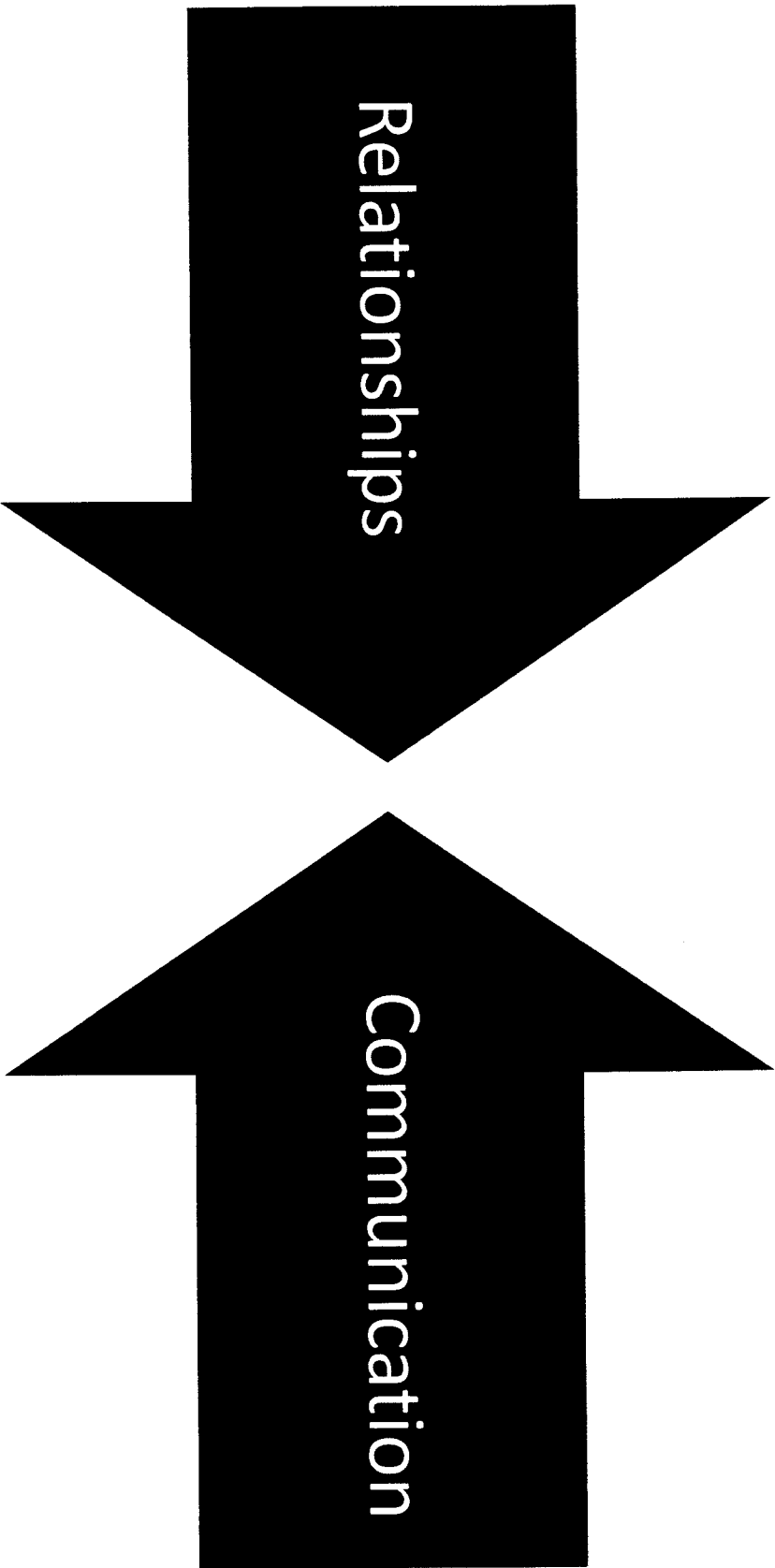


Final Grade (group) 1



Certified as True and Correct
CRH 3-5-14
Printed on 3/5/14 at 10:00 AM

Supportive Environment



Certified as True and Correct
CRH 3.5.14

_____, CDU Board of Trustees Date

Next Steps

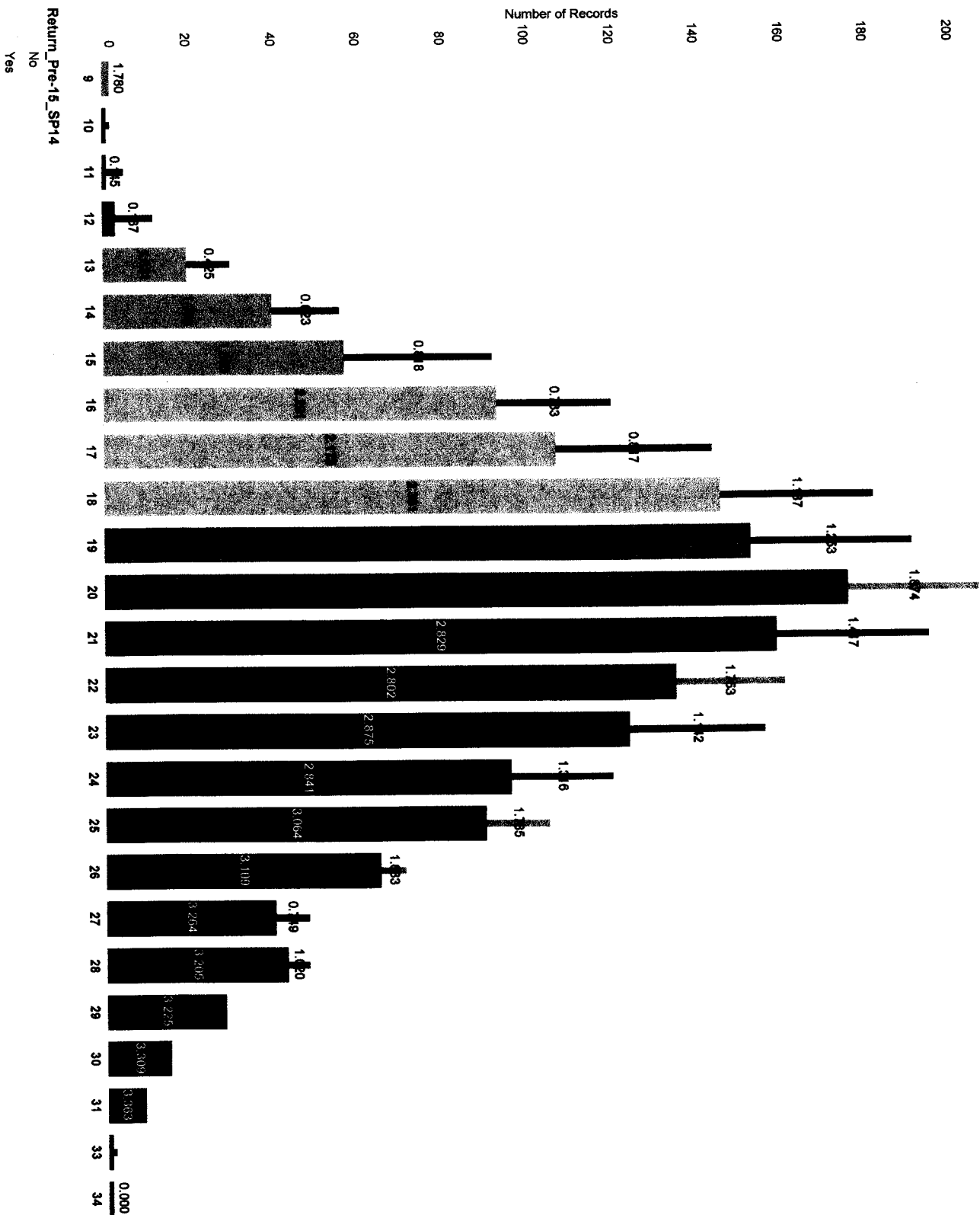
- Refine and scale for more students
- Reduce time to degree through intentional course sequencing
- Enhance our academic support services
 - Team
 - Time
- Post Mid Term Review
- Programing for Success Curriculum Alumni
- Continue to monitor movement out of **Undecided** and **“Pre-Health”** to other programs for Spring 14
- *Finalizing new admissions policy procedures*

Certified as True and Correct	
<i>CRH</i>	<i>3-5-14</i>
Secretary, SSU Board of Trustees	Date

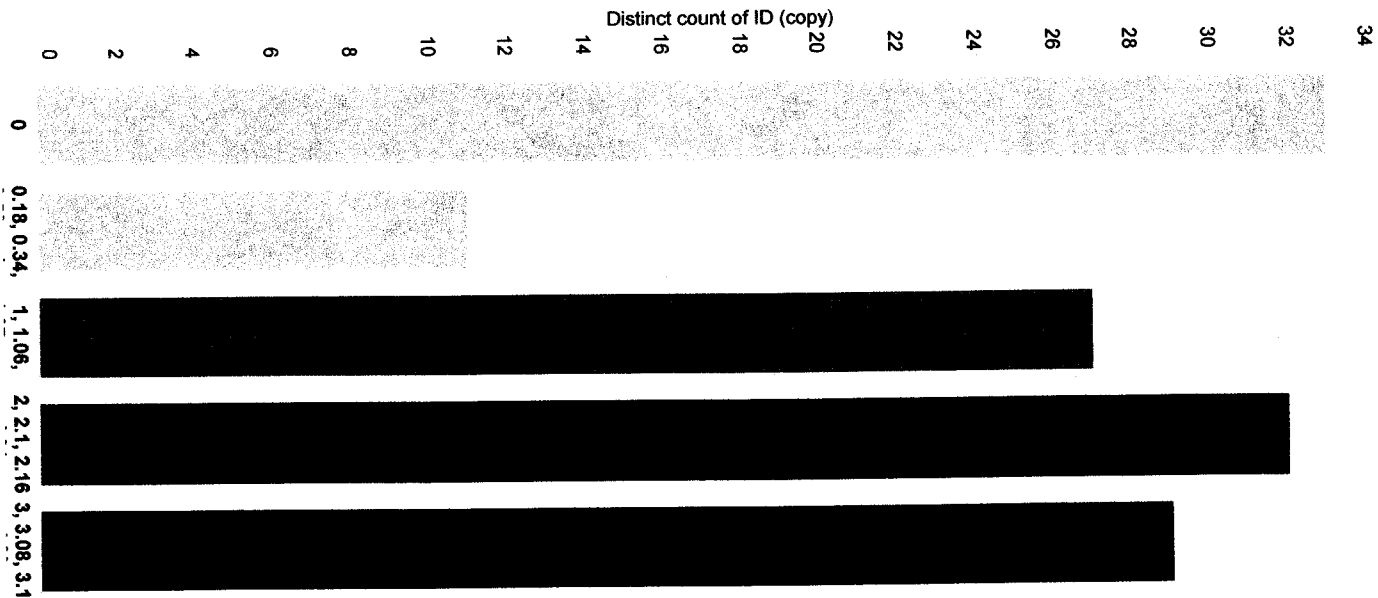
Questions

Certified as True and Correct
CRH 3-5-11
Secretary, SSU Board of Trustees Date

COMP (copy)



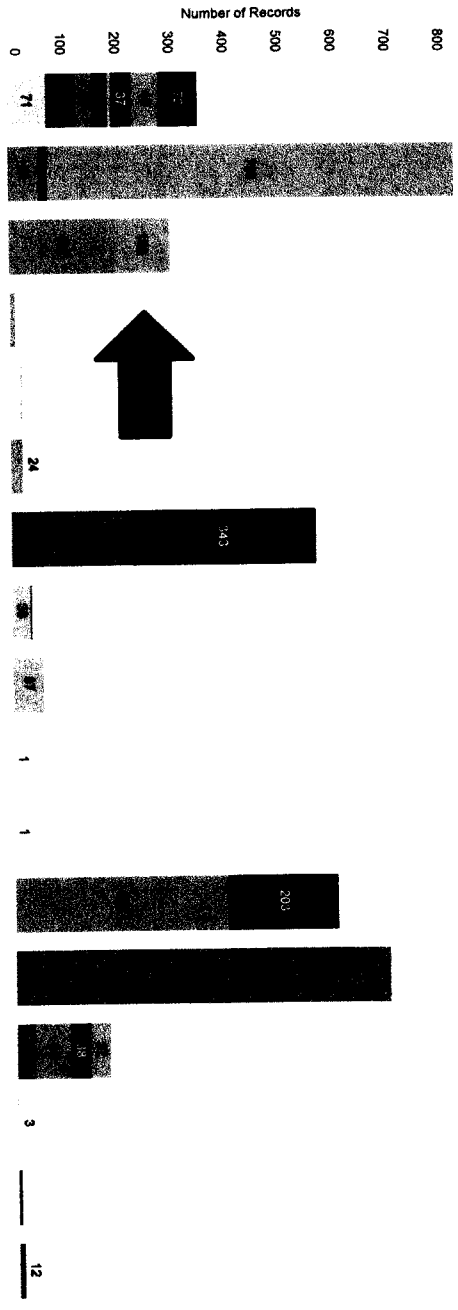
Certified as True and Correct
CRH 3-5-14
Secretary, SSU Board of Trustees Date



Counted as True and Correct
CRH 3-5-14
Date
Board of Trustees

Null Graduation Year / CL

2013



Certified as True and Correct
CRH 3-5-14
 Secretary, SSU Board of Trustees Date

Major Description In / Out of SL: SP14_Session

Natural Science

SC

16.13%
0.218

16.13%
0.218

BADM

3.23%
2.750

3.23%
2.750

EDEC

3.23%
3.000

3.23%
3.000

EDIS

3.23%
3.380

3.23%
3.380

EDMC

3.23%
3.630

3.23%
3.630

NSCI

67.74%
2.017

67.74%
2.017

PSYC

3.23%
2.780

3.23%
2.780

Not SC

38.89%
0.486

38.89%
0.486

ATTR

1.11%
3.540

1.11%
3.540

BADM

1.11%
1.470

1.11%
1.470

BIOL

1.11%
2.000

1.11%
2.000

HIST

1.11%
2.400

1.11%
2.400

NSCI

56.67%
1.975

56.67%
1.975

Undecided SC

36.84%
0.234

36.84%
0.234

ATTR

5.26%
1.000

5.26%
1.000

BADM

10.53%
3.100

10.53%
3.100

PSYC

5.26%
2.800

5.26%
2.800

SPST

5.26%
2.450

5.26%
2.450

UNDC

36.84%
2.229

36.84%
2.229

Not SC

37.78%
0.565

37.78%
0.565

ACCT

2.22%
3.880

2.22%
3.880

BMGT

2.22%
3.440

2.22%
3.440

CHEM

2.22%
4.000

2.22%
4.000

ECIS

2.22%
0.330

2.22%
0.330

ETCO

2.22%
1.070

2.22%
1.070

NSCI

2.22%
3.550

2.22%
3.550

SPST

2.22%
1.080

2.22%
1.080

UNDC

46.87%
1.784

46.87%
1.784

Avg. FA13_SessionGPA

Number of Records

Return_Pre-15_SP14

Avg. FA13_SessionGPA

No

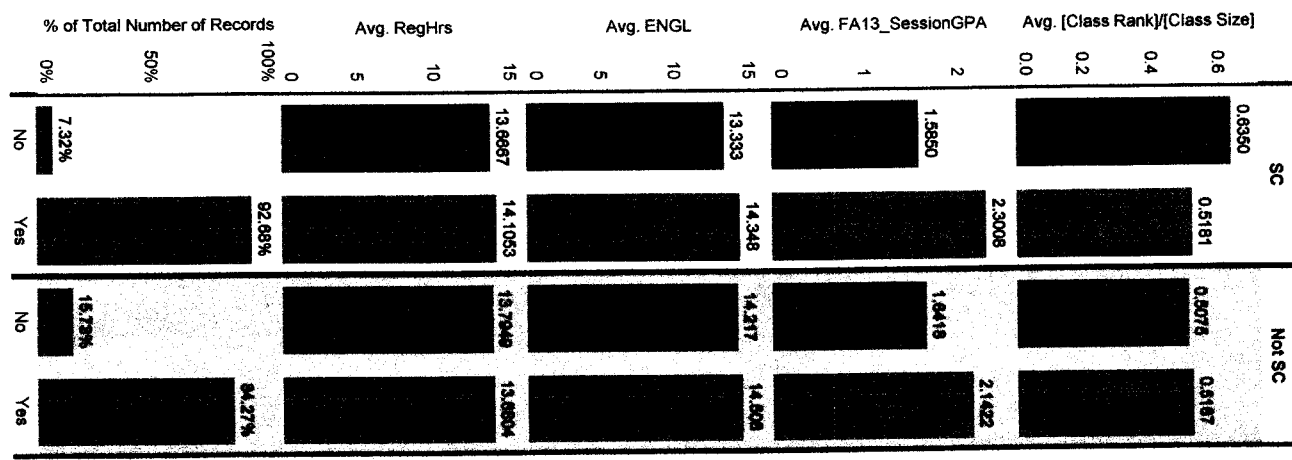
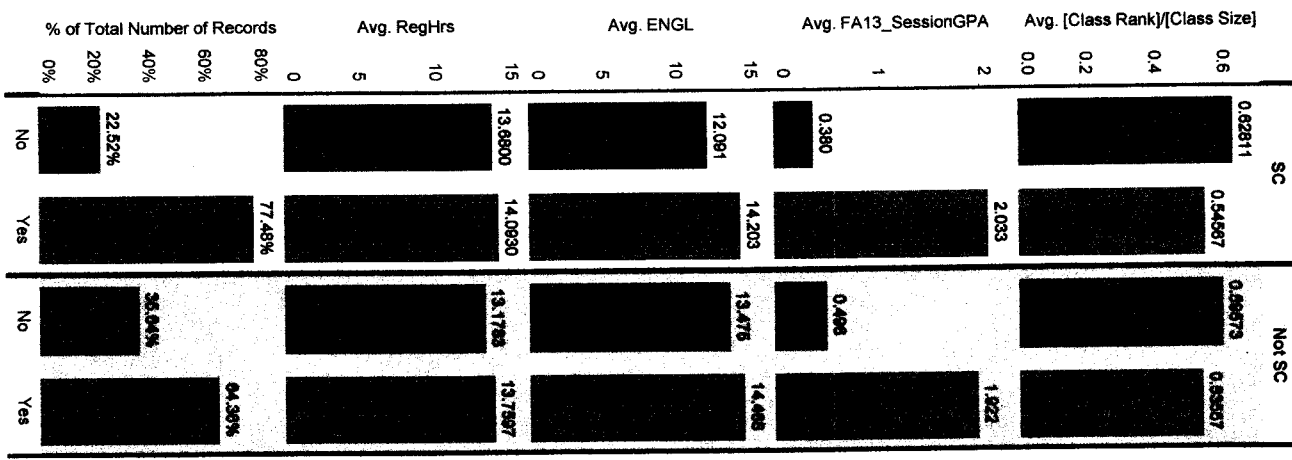
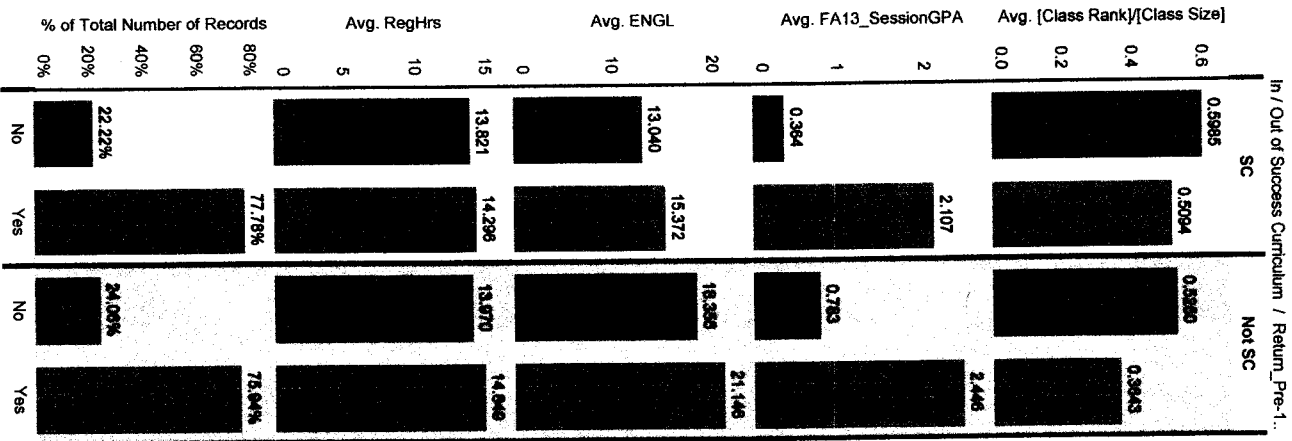
0.218

4.000

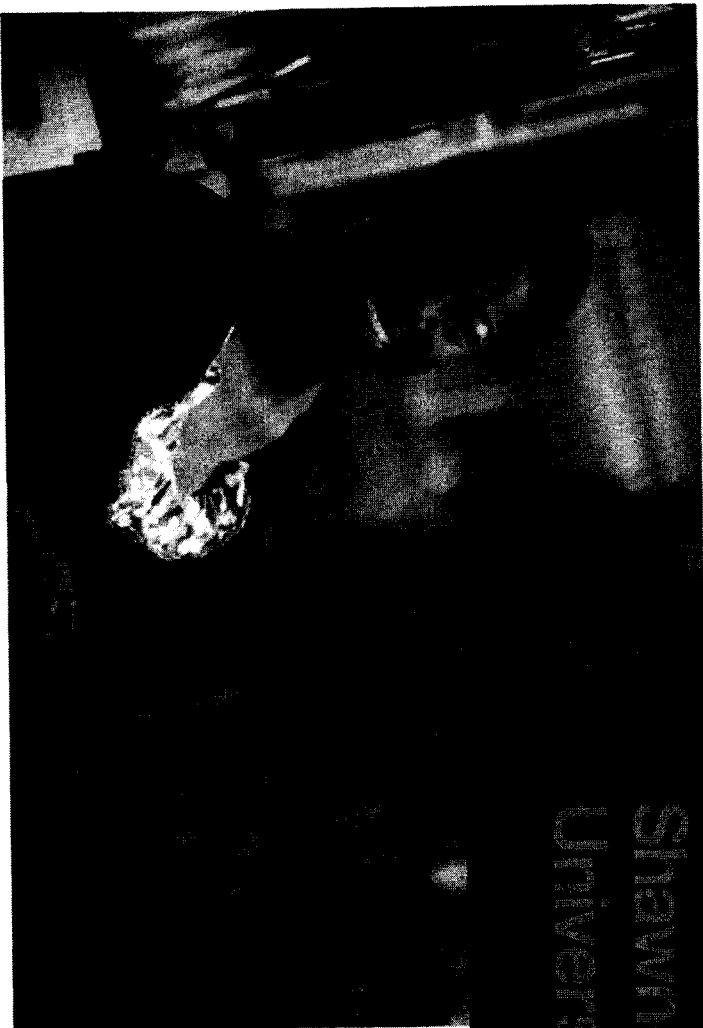
Yes

Checked as True and Correct
CRH 3-5-14
 Date

Performance



Certified as True and Correct
[Signature] 3-5-14
 Date



Stand Out at Shawnee State University

Shawnee State is a student-focused public university offering a highly personalized, affordable, and accessible education dedicated to the exploration of emerging technologies and emerging ideas. **It's a place where professors know you by name, and where you can make a name for yourself.**

[Learn More](#)

An Investment in Recruitment & Retention

Secretary, SSU Board of Trustees

Date

UEB 3-5-14

Scope of Project — what we did



Admission & Financial Aid | Academics | About SSU | Student Life | Athletics | Support SSU

Home | Office, Departments and Educators | Student Activities

Office of Student Activities

Featured Event

MLK Day of Service

Saturday, January 25

Sign-ups are the week prior in the Student Activities Office, UC222

Office of Student Activities

Office of Student Activities
Advisors
Counselors & Peer
Tutorial Students
Campus Life
Emerging Adults
Counselors
Greek Life @ SSU
Student
Organization, Events
Beneficial Events

Contact

Shawnee State
University
640 Sunset Street
Petersburg, OH
45650



Student Activities at Shawnee State

An advocate for students, Student Activities contributes to learning, development, and retention by providing opportunities for involvement, leadership, and empowerment through a wide variety of organizations and programs. These experiences nurture campus pride and student

- Complete re-build of the 5,000 pages that make up www.shawnee.edu; in design, content, and architecture
- Implemented Content Management System
- Implemented Responsive Design for mobile
- Established framework for continued growth and improvement in digital world

Checked for Name and Correct
Date
3-5-14
3-5-14
Date

Process — how we did it



Admission & Financial Aid Academics About SSU Student Life Athletics Support SSU

Home | Academics | The Department of Nursing

Department of Nursing

Department of Nursing

About Us
FAQ
Faculty
College of
Professional
Studies
Related Links



LPN Transition Information

Associate Degree Information

Course Requirements
RN-BSN
RN-BSN with
ADN
ADN-BSN
ADN-BSN with
RN-BSN

Bachelor's Degree Information

BSN
BSN with
ADN
ADN-BSN
ADN-BSN with
RN-BSN

PAI 024

Welcome to Nursing at Shawnee State University! On behalf of the faculty, I am pleased you have decided to spend time on our site reviewing the wonderful opportunities we can offer. Nursing has always been an invaluable part of SSU life and continues to contribute mightily to the healthcare culture regionally.

Each year, we graduate two classes of associate degree prepared nurses who practice across a wide geographic area from coast to coast. Many of them begin taking courses toward the baccalaureate degree while in the ADN program and continue post-licensure to complete the professional degree at Shawnee State.

This look on a parent's face when you have helped lessen their child's an aching and rewarding thing.

Peppy,
SSU Nursing Alumni

Contact Information

Becky Thiel
Department Chair
bthiel@shawnee.edu
(740) 351-3378

Deborah Howell
Secretary
dhowell@shawnee.edu
(740) 351-3210



- Developed cross-functional internal web development team that dedicated about 18 months to project, with 12 months of intense development work

- Contracted with vendor to provide customized content management system and ongoing support
- Assigned writing staff to develop, edit, and proof content
- Engaged all units to rethink their web presence

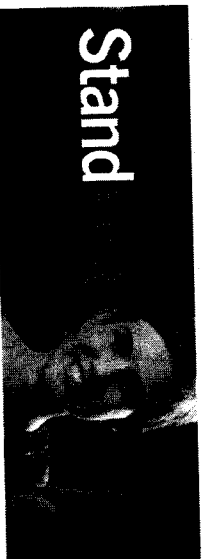
Can Affix as True and Correct

3-5-14
Date

Reason for Investment — why we did it

- Website identified in prospective student surveys as #1 tool used in researching college choices
- Internal Communications Audit identified CMS as priority
- Old site developed page by page in straight html; making it difficult to make changes or identify dated information across the site, for departments to contribute content, or for branding
- Needed solution that would fit with current IT systems, require no additional staff, easy for those with no coding skills to use; require minimal IT support
- Top recruitment tool had grown beyond our capacity to manage
- Guidelines to be enforced; not user-friendly

Benefits — why it was worth the effort



Stand

Admission

Thank you for your interest in Shawnee State University. Our Admission staff is here to help answer any questions you may have in your college selection process. We would love the opportunity to give you a tour of our campus and to share with you why Shawnee State Stands Out. Give us a call at (740) 351-4778, stop by our office in the University Center or email us.

Apply Today

I'm a high school student (wanting to enter college as a new freshman):

Freshman Application for all majors:
<https://applyto.shawnee.edu/freshman.aspx>

Freshman Application for Health Science Programs: <https://applyto.shawnee.edu/healthscience.aspx>

I'm attending another college and want to transfer:

<https://applyto.shawnee.edu/transter.aspx>

I'm an international student:

<https://applyto.shawnee.edu/international.aspx>

- Provides framework for centralized content, making it easier to update, change, and manage
- Faster creation of pages with standardized templates
- Easy-to-use interface with WYSIWYG editing
- Streamlined workflow/approval process
- Automatic multi-file output (web, pdf, mobile)

Checked, Edited, and Correct
<i>MSH</i>
1 of 1 Success
Date: 3-5-14

Benefits — why it was worth the effort

Shawnee State University

www.shawnee.edu

Shawnee State at a Glance

Shawnee State is a student-focused public university offering a highly personalized, affordable, and accessible education. Dedicated to the education of emerging technologies and emerging skills. It's a place where professors know you by name, and where you can make a name for yourself. Browse our site to learn more about us. For a "quick peek" into Shawnee State, check out some of our Standard Features highlighted below. If you need more information, email us or like the link below.

Get Started Today

Learn to navigate
Shawnee State's website
Request your transcripts
Contact our Registrar
Request admission

Find Out More

Request your transcripts
Contact our Registrar
Request admission



Student Focused

At Shawnee State, we care about the success of every student. We offer a variety of support services, including academic advising, career counseling, and financial aid. Our faculty and staff are committed to providing a supportive and challenging learning environment for all students.



Academically Challenging

Our program of study is designed to challenge and inspire our students. We offer a variety of courses, including honors programs, internships, and research opportunities. Our faculty and staff are committed to providing a supportive and challenging learning environment for all students.



Best Academic Value in Ohio

At Shawnee State, we offer a high-quality education at a low cost. Our tuition and fees are significantly lower than those of other public universities in Ohio. We also offer a variety of financial aid options, including scholarships, grants, and loans. Our faculty and staff are committed to providing a supportive and challenging learning environment for all students.



Focused on Your Future

At Shawnee State, we are committed to preparing our students for the future. We offer a variety of career and internship opportunities, as well as a variety of support services, including career counseling and job placement assistance. Our faculty and staff are committed to providing a supportive and challenging learning environment for all students.

Standard Features



About Us

Learn more about Shawnee State University, including our history, mission, and vision. Visit our website at www.shawnee.edu.

Students

Learn more about our students, including our enrollment statistics, demographics, and success stories. Visit our website at www.shawnee.edu.

2013-2014 Tuition and Fees

Learn more about our tuition and fees, including our financial aid options and scholarship opportunities. Visit our website at www.shawnee.edu.

- Integration with Facebook & Twitter
- RSS feeds for news and calendar
- RSS feed tied to RAVE for emergency notification
- Web analytics

Approved and Corrected
 Date: 3-5-14
 [Signature]

Benefits — why it was worth the effort



Responsive Design so content automatically adjusts and fits on computer, tablet, or mobile device

Certified as True and Correct

CRH
Date 3-5-14

How it impacts Recruitment & Retention

Schedule a Campus Visit

The Office of Admission is open Monday through Friday from 8:00 am to 5:00 pm. Campus visits are available at 10:00 am and 2:00 pm with campus and housing tours to follow. Saturday visits are available the first Saturday of the month during the academic year (September - April) at 10:00 am. Please call the Office of Admission at (740) 351-3221 or (800) 959-2778 ext. 7 to schedule your campus visit.

Admission

Home
Apply for
Undergraduate
Admission
Apply for Graduate
Admission
Apply for Post-
secondary
Admission
Conditions
Requirements
Policies, Make
Inquiries
Schedule a Campus
Visit
New Year Tour
Campus

Requirements For

GED Students
High School
Graduates
Transfer Students
Health Services
Transfer
International
Students
Information
About

Information About

Academic Programs
Tuition and Fees
Financial Aid for
Kendrick Students
Financial Aid
New Student
Campus Life
Programs for 9
Programs
Online
Academy and
Research Life



Your campus visit to Shawnee State University will include a meeting with an admissions officer, a personalized campus and housing tour with a student tour guide. If you would like to meet with a Financial Aid representative, a faculty member or an athletic coach these accommodations can only be made during weekday visits.

The Office of Admission encourages all prospective students to visit campus and to explore the wonderful facilities that Shawnee State University students call home.

2014 Special Visit Days

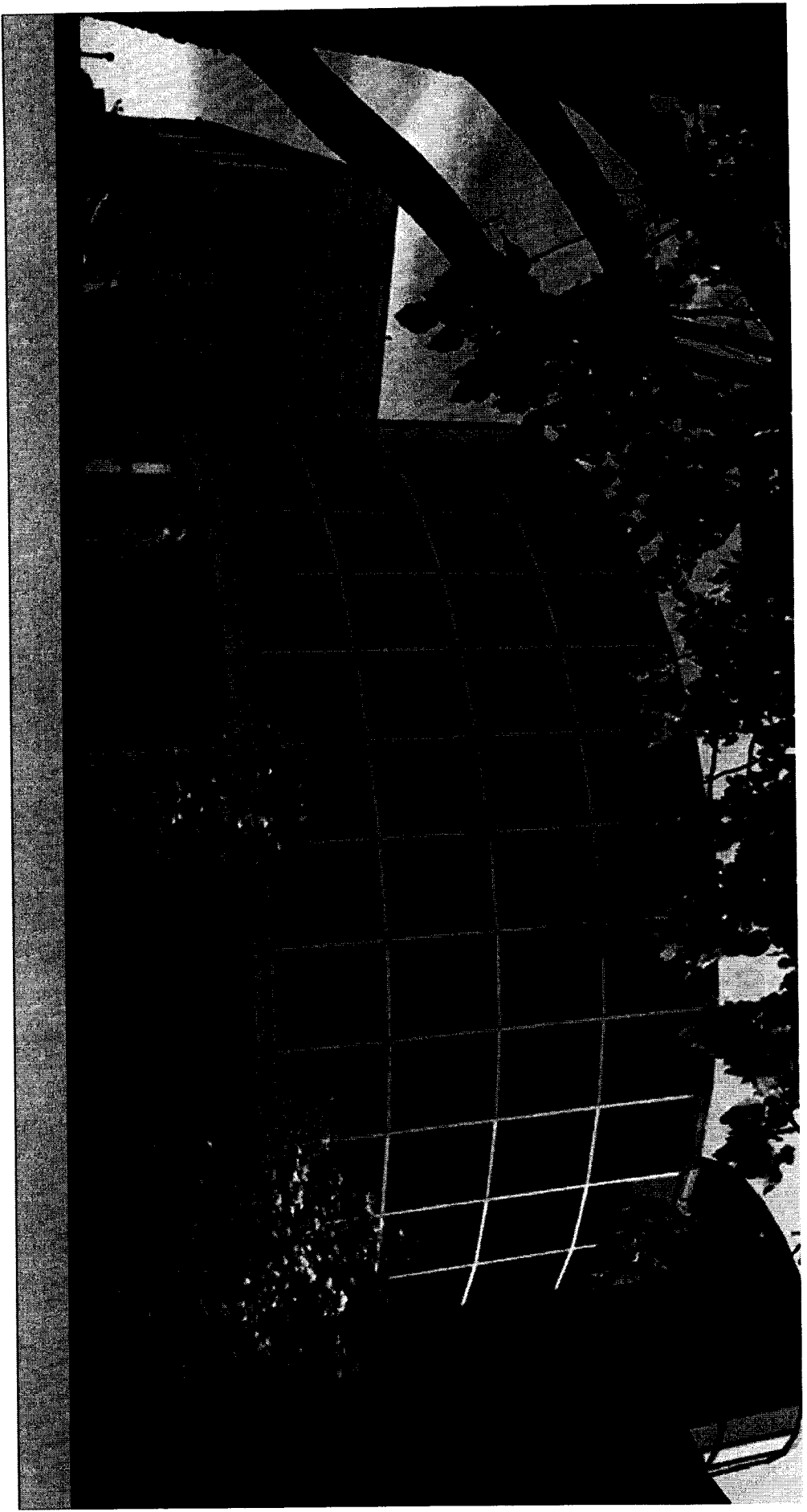
Spring Open House

February 17, 2014
Online Registration
Program Details

• DATA it Provides:

- 31% access from mobile devices (70% of those using iOS)
- 23,702 unique visits first week
- Average duration on site is 3:57
- 33% visits from internal computers
- Top carrier Time Warner
- Top pages: home, email, academics, offices, library, apply
- 878 unique visits to Admissions
- 18% came from social media (Facebook)

ad Contact
3-5-14
Date



Shawnee State
UNIVERSITY

Filed as True and Correct
at the SSU Board Meeting
BB
Date 3-5-14