

Minutes

October 26, 2020

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS President Tony Ward called the meeting to order at 4:00 p.m. This meeting was held via Collaborate.

2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Sarah Minter, Eugene Burns, Linda Hunt, Barbara Warnock, Tom Piontek, Bastien LeCouffe, Georgeann Kamer, Thomas Bunting, Sheena Shifko, Keijing Liu, Janet Feight, Adam Miller, Mikel Stone, Sarah Clausing, Phil Blau, Ruby Gray, Drew Feight, and the following officers, Tony Ward, Kyle Vick, and Jennifer Napper.

Absent: Jim Reneau

3. Minutes: Motion to approve September minutes was seconded by Georgeann Kamer. They were unanimously approved.

4. Agenda: Items 11c BSHS 1101 and 11d BSHS 1102 were removed due to being tabled at the DLC meeting. Also, 11j EDEC 5477 was removed due to not being cleared by the DLC. Motion to pass the amended agenda was seconded by Tom Piontek. Approved unanimously.

5. Remarks from President Tony Ward: There was an announcement from the election committee a little earlier today that the constitutional amendments we passed at the September UFS meeting were ratified. Those changes are now in effect.

Secondly, as I'm sure you're all aware spring registration began today and I'm sure you have all been as busy as I have been fielding questions from students regarding courses and schedules for a spring term. I'd just like to implore everyone to be as flexible and understanding as possible with their students. This pandemic has not only been hard on all of us, but it has presented new challenges for our students and their families as well. I just ask that we please be as patient with them as I would hope they would be patient with us as we dig into the second half of the fall semester. I hope that we all can continue to show

professionalism and be examples for our students of how we can all work together to get through these times.

I've had a handful of students who have already had to quarantine and miss two weeks of class. Some have had to be tested and while they're waiting for the results the last thing they're considering is what is going on in class. So, it's a tough time for students. Not only are they worrying about themselves, they're worrying about their family. I'm just asking please be compassionate and offer support when warranted and stay healthy and safe.

6. Treasurer's Report: We still have \$868 in the account. The report is attached to the minutes. Motion to approve the report was seconded by Georgann Kamer. Passed unanimously.

7. Administrative Reports:

President, Jeff Bauer:

I appreciate your comments Tony because it's something I think everybody has to be aware of, that we're going through, kind of a living hell in a way. But we have to bear in mind that our students are going through the same things and the same great uncertainties that we're going through right now. We have to keep that in mind, especially as we go into this registration phase for spring semester. It's absolutely essential that we try to retain as many of those students as possible for their good, for our good, for everybody's good.

To add some levity to the situation, there were two articles that I read this morning that touched me. The first one was a CNBC report: "Falling enrollment, lost tuition puts colleges in extreme financial distress". As I was reading it, I was reading about Shawnee State University. It maybe comes as a little bit of solace that other institutions are going through similar times. It is still difficult, but we all have to try to just suck it up and do our best to try to get through this time. The other article that I read this morning was "Baker Mayfield beats the Bengals". I'm a long time Cleveland browns fan and it is just difficult to try to address a five and two season for the Cleveland Browns right now while we're in a pandemic. I'd like to be really happy about it, but it is difficult at this point in time.

I'd like to lead off as I always do by thanking every one of you out there for the hard and complicated work that you're doing to keep this institution going and allowing us to continue to deliver our very important mission. I'm overwhelmed by the sacrifices everybody here, faculty, staff, and administration are making in order to make sure that we can continue to deliver classes, academic programs,

and services to a group of students that frankly need us and need higher education more now than ever.

During this week I am beginning some very important conversations on diversity, equity, and inclusion with several groups here on campus. This is an important set of issues and it's absolutely imperative that we develop a plan that will help us provide more substantive change on campus. Our plan needs to include a set of measurable goals and tactics that are intended to achieve some clear-cut results. I hope that I can count on all of you to help provide us with important feedback and provide us with additional opportunities to increase diversity, improve equity on campus, and support those efforts that encourage greater inclusion.

Provost Ahuja and I began a tour last week of departments. We met with the Engineering Technology faculty last Wednesday and we will work our way through the remaining departments over the course of the remaining calendar year. I think both of us are most interested in hearing from faculty on how you're delivering your classes and adjusting to this really surreal environment. But just as important, is how you're adjusting and delivering. We're very curious on how students are adapting to the new academic environment. We have a group of students that every one of us is aware of that already comes to us and in an at-risk type of situation and we're wondering how those students, especially our freshmen, are adapting to the new environment.

I'd hope that today I could announce to you that we'll be resuming normal operations soon, but I think everyone understands that we're going to have to continue under this uncertainty at least for the foreseeable future. Our campus continues efforts to keep healthy and safe. I think we've done an extraordinary job up to this point but unfortunately, we have seen a higher incidence of COVID over the last three weeks. Especially, the last two weeks. We've had nine positives in each of those weeks. Overall, over that three weeks, we've had 24 positive cases, 20 of those are still active at this point. As Tony mentioned, there are dozens of students and also employees who are now in quarantine because they've come in close contact to someone that tested positive. In this way, I think we're mirroring the trends in our community and the state and also the country. I can tell you that we're carefully monitoring these trends and we're hopefully going to allow those trends to help us make good decisions for our campus and for our students.

Believe it or not there are approximately four weeks until thanksgiving break and I continue to be optimistic that we're going to be able to continue in our present mode at least until the break. However, I don't think I have to remind everybody

that it's important for all of us and all of you to be preparing and developing options to deliver the remaining content of your courses, including tests and final exams, remotely. Hang in there, the semester is getting closer and closer to completion. Once again, I'm optimistic that we're going to get there, but once again everybody's going to have to continue to be cognizant of changing trends and what we may have to do to finish up this semester. Once again, I want to thank all of you for the dedication and sacrifice that you're showing for the institution. I'm very impressed by what we've accomplished already and I hope that we'll be able to continue that at least through the remaining part of the semester.

Provost, Sunil Ahuja:

First, I also want to echo Tony's comments earlier, especially about helping students as we begin advising for the next semester. We are about two-thirds of the way through fall semester and I think we've been pretty lucky in terms of what we've been able to do with the help of all of you and many others on campus. I am also a little concerned, I don't want to push our luck too much. As the president mentioned, and as all of you know, there are an increasing number of COVID cases on campus. With that in mind, I'd like to encourage you to think about how in-person activities can be done either remotely or finished up prior to Thanksgiving break. I will be talking with the deans and department chairs about this tomorrow. The sooner we can let the students know what the plans will be, the smoother the transition will be. I'd be happy to hear any thoughts from you now or in the coming days about this.

There is also the outstanding matter of fall graduation, which at the moment is still scheduled for December 12th. Students from the spring semester were informed that they would be able to return to campus for a fall graduation. Obviously, we did not know what the situation would be like, so this is still very conditional based upon the reality of the pandemic. We also have fall graduates, many of whom want to walk in a ceremony and celebrate that important milestone in a student's life. We are still considering having some form of a very limited face-to-face commencement with all health and safety precautions taken into account. Conversations with the commencement committee are still ongoing. We're meeting again this Wednesday, so hopefully more details will be worked out then. If any of you have any thoughts or questions, I would certainly appreciate talking about it.

Another topic I wanted to talk about is the Strategic Plan, which wraps up in 2021. As you may know, the last six months halted our efforts on the Strategic

Plan, so we are trying get an assessment of where we stand and communicate this to the campus community by the end of this semester. We also have to look ahead to the next Strategic Plan. Normally, these take a year or 18 months to prepare, but I suspect many of the goals from the old plan will continue in the next plan. We will have to recognize some realities of the post-COVID world and how we will continue at the institution and broadly in higher education. So, I look forward to engaging with all of you on that topic next semester as we talk about what the next three or five years of the university should look like, what we should pursue and what the specific goals and tactics should be. A very important conversation to have and I look forward to updating you and keeping in touch with you on that.

8. Announcements from Senate floor:

None.

9. Committee and Director Reports

UFS Vice President, Kyle Vick:

At the last OFC meeting we awarded the OFC Technology Commercialization Award which went to Glenn Dane from Ohio State for an impulse welding technique where they put things about a millimeter from each other and then accelerate them very rapidly so that the collision creates a weld between the objects. This allows them to weld things like aluminum to steel, which is ordinarily a very difficult weld to achieve.

I also wanted to mention that we had a presentation from Ohio State's Teaching and Learning Center about a teaching endorsement that they are offering to all faculty in the state of Ohio on inclusive teaching. The way it works is there are some online events, or possibly some in-person events in the future, that you can attend. If you attend 12 hours of these events and then submit reflections on how you would use that information in your teaching, then you can earn this teaching endorsement. It is a kind of like certification.

10. Unfinished Business

None.

11. New Business

I. Distance Learning Committee Policies

II. Curricular Proposals

Sarah Clausing made a motion to bundle items 11.I.a and 11.II.a-q (except those that were previously removed from the agenda). This was seconded by Tom Piontek. No discussion. Motion to bundle passed. Bundle passed unanimously.

Motion to discuss Item 11.I.b was seconded by Tom Piontek. There were questions from the Graduate Council. Graduate Council would like to do one of two things, either go ahead and pull the mention of “graduate” on this form and let the Graduate Council create their own document or else table the policy for now and wait until Graduate Council can meet and discuss it and then present it back to senate.

Distance Learning Chair, Chris Meade, felt it would be better to table the policy for now and allow the Graduate Council to discuss the policy and bring it back to the DLC since it is in the CBA that the DLC is charged with deciding course capacities for online courses. Tabling it would allow the DLC and Graduate Council to work together on the document.

A third option was discussed. Instead of having two forms, we could strike the graduate language from in the currently proposed policy now and pass it without the graduate language. Then in the future, rather than coming up with a separate form, the DLC could add whatever they need to make the policy appropriate for graduate courses as well. Then submit that as an amended form that we could approve. This was the course of action that was decided upon.

Mikel Stone made a motion to amend the form, which was seconded by Tom Piontek. Barb Warnock proposed to amend the form to remove the mention of “graduate” as an option in selecting course level. Janet Feight made a motion to accept these changes, which was seconded by Barb Warnock. Motion carried.

There was also discussion about the online course cap for senior seminar and capstone being lower (13) than the cap for in-person, which is 16. It was pointed out that there is a trend to have fewer in this type of course for online than in person. The standards were pulled from a couple of sources.

12. Adjournment: Motion to adjourn the meeting was seconded by Linda Hunt.

**Shawnee State University
University Faculty Senate
Treasurer's Report**

As Of: 2020-09-28
Budget Per 2020-2021
Budget Ac 10-1010-30-10042-*

Object	Description	FY Budget	Committed	Obligated	Other Consumption	Expenditures	Consumption	Budget Balance	Expended %
56101	Other Professional Svc							500.00	
		500.00							
58103	PERS 2							70.00	
		70.00							
58201	Medicare							7.00	
		7.00							
58202	Unemployment Compensation 2							3.00	
		3.00							
58203	Workers Compensation 2							5.00	
		5.00							
61007	Misc Supplies								
62101	Travel								
64104	Rental							283.00	
		283.00							
66199	Miscellaneous								
Total		868.00						868.00	

Notes: Nothing has been expended for the academic year.

Respectfully Submitted
James M. Reneau – Treasurer UFS

Students desiring to change their program in between the Main Campus and Online Campus and are directed to complete a **Change of Program/ Modality Request** form. Once the form is completed and submitted to the Student Buisness Center (2nd floor of the Morris University Center), the major will be updated in the student's record, then both the old and new program's academic departments will be notified by the Registrar. The new program's department assigns an advisor and notifies the student. The modality is established at the beginning of a semester and any changes will not take effect until the beginning of the next semester. `



Change of Program/ Modality Request

Student ID: _____

Student Full Name

Student email

Student Address

Phone number

Current Program (CIRCLE ONE) A.A. A.S. B.A. B.S. B.F.A.

New Program A.A. A.S. B.A. B.S. B.F.A.

Change of Modality to (PICK ONE): Online Campus
 Main Campus

Current Academic Advisor

Academic Advisor email

Please Note: If you are simply changing your program/major then us the change of major form

Also, **be aware** some programs have admission requirements that are different and financial aid and tuition rates may differ. Be sure to discuss this with your advisor and the business office before making any changes

Approved by:

Academic Advisor

Date

Office of the Univeristy Registrar

Date



FACULTY COURSE CAPACITY SELF-REPORTING FORM

Name of Instructor: _____ Name of online course: _____

Check level of course: ___ Undergraduate lower division
 ___ Undergraduate upper division
 ~~___ Graduate~~

Format of the course: ___ Hybrid ___ Online

If this is a hybrid course does it have a laboratory section? _____ Are there accreditation/ licensure standards for faculty/student ratios?

Is this a writing intensive class? _____

Approximately, how many words do you expect a student, participating in discussion boards, to write in the semester? _____

List other considerations that dramatically increase instructor prep time, compared to other courses, during the active semester: _____

Considering your responses and the standards below*, what do you feel is a reasonable course capacity? _____

* The standard course capacity for online and hybrid classes listed below are recommendations, set by the Distance Learning Committee, for faculty to use in their course capacity considerations.

- In hybrid courses that consist of Health Science clinics or laboratory classes the Student/ Instructor ratios will not exceed the published accreditation/ licensure standards for their program. If there are no accreditation/ licensure standards, then the hybrid class section will have a ratio of 24:1 (or how many students a lab can accommodate).
- In online courses that are flagged as a Senior Seminar or a Capstone Course will have a student/ Instructor ratio of 13:1
- In online composition courses, online courses where students are expected to contribute, in excess of 3000 words, to discussion boards in the semester, or online courses in the General Education Program flagged as writing intensive will have a student/ Instructor ratio of 20:1
- In online courses that are intro-level, undergraduate courses with minimal discussion board participation and mainly automatically generated grades will have an Instructor/Student ratio of 35:1

** Instructor in this document is taken to mean the person teaching the class, whether that be full-time faculty, Full-time Instructor or an adjunct instructor.