

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
January 20, 2012
10:15 a.m., University Center, Room 215**

Agenda

1.0 Action Items

**1.1 Approval of Graduates Action
Resolution ASA 01-12**

Dr. David Todt, Provost and Vice President for Academic Affairs, will present Resolution ASA 01-12, Approval of Graduates.

**1.2 Approval of Policy 5.09 Revision Action
Emergency University Closing and Class Cancellation
Resolution ASA 02-12**

Dr. Todt will present Resolution ASA 02-12, Approval of Policy 5.09 Revision, Emergency University Closing and Class Cancellation.

2.0 Information Items

2.1 Pre-Med Day Information

Dr. Eugene Burns, Professor and Chairperson, Department of Natural Sciences, will share information on Pre-Med Day which was held December 16, 2011.

2.2 Fall Commencement Statistics Information

Mr. Mark Moore, Registrar, will present fall commencement statistics.

2.3 Preliminary Spring Semester Statistics Information

Mr. Moore will present preliminary spring semester statistics.

2.4 Student Programming Board Information

Ms. Katlin Goodhew, President of the Student Programming Board, will report on the planned events of the SPB.

2.5 Spring Orientation, 2012 Information

Dr. Mary Oling-Sisay, Vice President for Student Affairs, will report on Spring Orientation.

2.6 Spring Semester Housing Occupancy Information

Dr. Oling-Sisay will report on the housing occupancy numbers.

3.0 Educational Item:

Ms. Nikki Karabinis and Dr. Oling-Sisay will report on the role and services of the Office of Community Services.

RESOLUTION ASA 01-12

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 2012 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 20, 2011)

RESOLUTION ASA 02-12

APPROVAL OF POLICY 5.09 REVISIONS

**EMERGENCY UNIVERSITY CLOSING AND
CLASS CANCELLATION**

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, an administrative review of Policy 5.09, Cancelling Classes and Closing the University Due to Emergency Conditions, was conducted with a proposed revision; and

WHEREAS, the University will make every effort to officially remain open except for extreme emergency situations.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves revisions to Policy 5.09, Emergency University Closing and Class Cancellation effective January 20, 2012.

(January 20, 2012)

Shawnee State University

SUBJECT: EMERGENCY UNIVERSITY	POLICY NO. :	5.09
CLOSING AND CLASS	ADMIN CODE:	3362-5-11
CANCELLATION	PAGE NO.:	1 OF 1
	EFFECTIVE DATE:	01/20/12
	NEXT REVIEW DATE:	01/20/17
	RESPONSIBLE OFFICER(S):	President
	APPROVED BY:	BOT

- 1.0 When exceptional conditions occur due to severe weather, major utility failure, or other reasons that affect the majority of the members of the University community, the University may need to close, cancel classes, or relocate selected classroom or work sites. To ensure continuity of services, the University will make every effort to officially remain open.
- 2.0 The President shall establish procedures that address the protocols for determining University closing and/or cancellation of classes. Such procedures will include, but not be limited to, weather conditions or building emergencies that may give rise to a closing or cancellation of classes. The procedure may also identify the method of notifying staff, faculty, and students of cancellation of classes and/or University closing.

History: Replaces 5.09 (*Eff. 1/19/99*)

INFORMATION ONLY

PROCEDURE TITLE:	EMERGENCY UNIVERSITY CLOSING AND CLASS CANCELLATION
RELATED POLICY:	5.09
PAGE NO.:	1 of 3
RESPONSIBLE OFFICER(S):	Vice President for Academic Affairs
EFFECTIVE DATE:	1/20/12
NEXT REVIEW DATE:	1/20/17
APPROVED BY:	President

Pursuant to Policy 5.09, this procedure identifies protocols for emergency University closing and class cancellation.

Emergency Class Cancellation

1. Cancellation of classes does not mean that the University will be closed.

Cancellation of classes does not mean that the assigned work required to meet the class objectives will be cancelled. The assigned work will be expected to be completed and/or make-up work will be assigned.

2. The President or designee, normally the Provost, determines if emergency conditions require classes to be cancelled and for what length of time.
3. When the decision is made to cancel classes, the appropriate administrators will make a reasonable attempt to notify members of the faculty and student body through announcements via area radio and television stations, use of "SSU Alert" or other similar system, posting on the University web page, and through the posting of notices in campus buildings.

Emergency University Closing

The University will make every effort to officially remain open except in extreme emergency situations.

1. When the decision to close the University is made before the beginning of the normal work day, an attempt will be made to notify members of the University community through announcements over area radio and television stations and posting on the University web page.
2. When the decision to close is made during the workday, each office will be notified and information will be posted on the University web page.

INFORMATION ONLY

Emergency Building Closing

1. In the event a building or part of a building becomes dysfunctional, every attempt will be made to provide an alternative work or classroom site.
2. If an alternative classroom site cannot be arranged, classes will be cancelled.

University Communication

Emergency closing and class cancellation information will be posted on the University website and communicated through area radio and television stations, “SSU Alert” or other similar system and postings in buildings, as appropriate.

Shawnee State University Graduates for December 16, 2011									
Total # of Graduates:		174		MASTERS:					
Total Masters Degrees:		23		College of Arts & Sciences, M.Ed.				1	
Total Bachelor Degrees:		96		College of Professional Studies, M.O.T.				22	
Total Associate Degrees:		55		Certificates:				0	
BACHELORS:				ASSOCIATES:					
College of Professional Studies				College of Professional Studies					
	Sports Studies	4			Dental Hygiene			0	
	Bus. Admin.	17			Emergency Medical Tech			3	
	Nursing	10			Medical Laboratory Tech			0	
	Individualized Studies	5			Nursing			31	
	Plastics Engin.Tech.	2			Occupational Therapy Asst.			0	
	Computer Engin. Tech.	0			Physical Therapy Asst.			0	
	Environmental Engin. Tech.	1			Radiologic Technology			0	
	Digital & Sim.Gaming Engin.	0			Respiratory Therapy			0	
	Athletic Training	2			CADD			0	
					Electromechanical Engin.Tech			2	
	TOTAL	41	41		Plastics Engineering Tech			0	
					Accounting			1	
College of Arts & Sciences					Business Information Systems			0	
	Social Sciences	6			Business Management Tech			4	
	Sociology	4			Legal Assisting			0	
	International Relations	4			Office Administration Tech			1	
	Psychology	8			Information Tech. Management			6	
	History	5			Computer Technology			1	
	English Humanities	2							
	Mathematical Sciences	4			TOTAL			49	49
	Fine Arts	9							
	Natural Science	3			College of Arts & Sciences				
	Biology	0			Arts & Humanities			1	
	Chemistry	0			Early Childhood Development			1	
	Early Childhood Intervention Spec	0			Social Science			3	
	Intervention Specialist K-12	1			Mathematics			1	
	Early Childhood Educ PreK-3	5							
	Middle Childhood Education	2			TOTAL			6	6
	Individualized Studies	2							
	TOTAL	55	55						
	TOTAL BACHELOR DEGREES		96		TOTAL ASSOCIATE DEGREES			55	

Enrollment Comparison of 1st day Spring 2012 to 1st day Spring Semester 2011

<i>Headcount</i>	SP12	SP11	Change #	Change %
Undergraduate	4140	4043	+97	+2.4%
Graduate	69	79	-10	-12.6%
Total	4209	4122	+87	+2.1%

<i>FTE</i>	SP12	SP11	Change #	Change %
Undergraduate	3656	3558	+98	+2.8%
Graduate	53	57	-4	-7.0%
Total	3709	3615	+94	+2.6%

<i>SSI Eligible FTE</i>	SP12	SP11	Change #	Change %
Undergraduate	3568	3475	+93	+2.7%
Graduate	45	54	-9	-16.7%
Total	3613	3529	+84	+2.4%

<i>New Student Headcount</i>	SP12	SP11	Change #	Change %
First-Time Freshmen	173	204	-31	-15.2
Transfers	135	140	-5	-3.6%
Post Secondary	1	2	-1	-50.0%
Non-Degree High School	20	27	-7	-26.0%
Non-Degree Regular	8	4	+4	+100%
Non-Degree Senior Citizen	0	0	0	0.0%
Non-Degree Transient	0	1	-1	-100%
Graduate	2	2	0	0.0%
Total	339	380	-41	-10.8%

<i>Continuing Student Headcount</i>	SP12	SP11	Change #	Change %
Freshmen	1112	1144	-32	-2.8%
Sophomores	806	780	+26	+3.3%
Juniors	698	688	+10	+1.3%
Seniors	1047	930	+117	+12.6%
Non-Degree	140	123	+17	+13.8%
Graduate	67	77	-10	-13.0%
Total	3870	3742	+128	+3.4%