

**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
March 11, 2016**

Call to Order

Chairperson Reynolds called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Mr. Scott Evans, Ms. Melissa Higgs-Horwell, Ms. Francesca Hartop, Mr. Robert Howarth, Ms. Kay Reynolds, Mr. Joseph Watson, Mr. Scott Williams, Mr. David Furbee, Ms. Sondra Hash and Ms. Marlee Martin

Members Absent: Mr. Brian Stiers

Approval of the March 11, 2016 Agenda

Mr. Evans moved and Ms. Higgs-Horwell seconded a motion to approve the March 11, 2016 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the January 15, 2016 Board Meeting Minutes

Mr. Howarth moved and Ms. Higgs-Horwell seconded a motion to approve the January 15, 2016 Board meeting minutes with the correction of the May 7, 2016 commencement time to 9:00 a.m. Without discussion, the Board unanimously approved said minutes.

Appointment of Nominating Committee

Chairperson Reynolds appointed Ms. Higgs-Horwell to serve as Chair and Mr. Evans and Ms. Hartop to serve as members of the Nominating Committee to prepare nominations for the 2016-2017 Board Chair and Vice Chair and asked them to report at the May 6, 2016 meeting.

Academic and Student Affairs Committee Report – Mr. Scott Williams, Chair

Mr. Williams reported on behalf of the Academic and Student Affairs Committee.

Action Items

Resolution ASA04-16, Approval of Policy 3.21Rev, Assessment of Student Learning Outcomes

Mr. Williams reported that this policy, which is a companion to Policy 2.08 Program Review, provides a structure for assessment of learning outcomes and on-going, integrated, and institution-wide research-based planning and evaluation processes for program review.

Mr. Williams moved and Mr. Watson seconded a motion to approve Resolution ASA04-16, Approval of Policy 3.21Rev, Assessment of Student Learning Outcomes.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution ASA05-16, Rescission of Policy 2.13, Misconduct in Scientific and Scholarly Research

Mr. Williams reported that this policy is thirteen years old and does not address the current state or issues related to faculty research at Shawnee State. In addition, reporting and disciplinary procedures described in the policy are in conflict with contractual language in the collective bargaining agreement. The University Faculty Senate is currently reviewing Policy 2.13 and will be providing an updated policy and procedure in the near future.

Mr. Williams moved and Ms. Higgs-Horwell seconded a motion to approve Resolution ASA05-16, Rescission of Policy 2.13, Misconduct in Scientific and Scholarly Research.

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Information and Education Items

Mr. Williams reported on the following information and education items from the committee meeting:

Dr. Bauer reported on recent highlights in Academic Affairs including the submission of a Career Counseling and Service Plan to the Ohio Department of Higher Education; a required Campus Completion Plan update; successful accreditation visit for the Medical Laboratory Technology program; Bridge to Success grant proposal; Superintendents Forum; Faculty Festival of Achievement; update on the STEMM renovation project; visit and partnership discussion with NEOMED; and new personnel.

Dr. Gillespie reported on the annual open house which had the largest number of guests hosted (556 total – 210 students and their guests). Guests had the opportunity to have photos with the mascot, utilize SSU Wi-Fi, attend the women's basketball game, and browse both the available majors/minors and student organization tables. This event will be modified next year to increase efficiencies and interaction with guests.

Dr. Gillespie also reported on recent highlights in Student Affairs as follows:

- Upcoming changes for Admissions include: A national search for a director of admissions and enrollment, embedding recruiters in the colleges and athletics, and revamping our open houses, orientation, and daily visits to meet best practices.
- Financial Aid is increasing the number of outreach events and how we market our services to students.
- The Women's Center has reopened with Jessica Pacula as the new acting director. The Leslie Williams symposium is sponsoring Jes Baker to speak on loving your body.
- Housing and Residence Life is in the process of hiring new RA's for next year. Data analyzed on housing student retention identified 385 housing students with a 3.0 or higher.
- Counseling and Health Services continues outreach programming, even though it has seen a significant increase in crisis walk-ins (51%), intakes (26%), and identification of students with suicidal and/or homicidal ideation (517%).
- Student Life and Multicultural Affairs continues outreach programming, including MLK Day of Service (134 student volunteers), the Flint Water Drive (1000 cases/2600 pounds), and connections with local area churches to discuss food insufficiency issues of SSU students. 731 students and their guests attended the homecoming dance, 134 students, faculty, staff, and community members attended the Leadership and Diversity Symposium, and data analysis indicates that retention for student leaders is 90%, while retention for students attending five or more programs is 78%, as compared to the 40% retention of successful SSU persisters.
- Athletics played to a nearly sold out crowd during homecoming. The Hall of Fame banquet brought together 150 people to honor the four new inductees. The women's basketball team is competing in the NAIA National Tournament.
- Student Affairs and Academic Affairs is beginning a collaboration with OSU Extension to bring financial literacy, nutrition, mindfulness, and leadership training to SSU's first-generation and residential students.

Mr. Scott McCormick, Treasurer of the Student Government, reported on the activities of the SGA. SGA and its committees have approved, funded and assisted a variety of student organizations & clubs. They've addressed a number of student concerns, drawn attention to campus maintenance issues, led the Campus Legacy Project, and are currently planning Evening of Honors.

Dr. Bauer presented on "The Murky Middle Plan".

Finance and Administration Committee Report – Mr. Robert Howarth, Chair

Mr. Howarth reported on behalf of the Finance and Administration Committee.

Action Items

Resolution F04-16, Approval of AY 16-17 Undergraduate Tuition (In-State and Out-of-State)

Mr. Howarth reported that this resolution maintains 2016/17 undergraduate in-state tuition rates at the 2015/16 level in accordance with state legislative requirements and increases undergraduate out-of-state tuition rates 5% above the previous year. This increase is necessary to defray inflationary costs being experienced by the University. With this action Shawnee State's AY2016/17 undergraduate rates remain the second lowest for 4-year public universities in Ohio.

Mr. Howarth moved and Mr. Williams seconded a motion to approve Resolution F04-16, Approval of AY 16-17 Undergraduate Tuition (In-State and Out-of-State).

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F05-16, Approval of AY 16-17 Graduate Tuition (In-State and Out-of-State)

Mr. Howarth reported that this resolution increases in-state and out-of-state graduate tuition rates by 5% over the previous academic year. This increase is necessitated in order to continue to provide excellent graduate programs for the region. With this adjustment, the cost of Shawnee State's graduate degrees remain highly competitive with other 4-year public universities in Ohio.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F05-16, Approval of AY 16-17 Graduate Tuition (In-State and Out-of-State)

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F06-16, Approval of AY 16-17 Fee Schedules for Student Residential Housing and Meal Plans and 2016 Summer Housing Rates

Mr. Howarth reported that the University is increasing its student residential housing rates by 2% and student meal plan rates by 1% over the previous year's rates. These adjustments respond to increased costs associated with maintaining high standards for student housing and to offset inflationary cost increases for food services.

Mr. Howarth moved and Ms. Hartop seconded a motion to approve Resolution F06-16, Approval of AY 16-17 Fee Schedules for Student Residential Housing and Meal Plans and 2016 Summer Housing Rates

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F07-16, Approval of AY16-17 Course and Miscellaneous Student Fees

Mr. Howarth reported that a review of Course and Miscellaneous student fees was completed and the following adjustments made: Implementation of a Math off-campus cohort fee of \$60/credit hour; addition of a First-Year Experience fee of \$12/credit hour; increase of graduate credit-by-arrangement fee from \$150 to \$225 (paid directly to the faculty member); reduction of the graduation petition fee from \$55 to \$45 and elimination of a \$10 fee for re-petitioning; all other fees remain unchanged. The additional fees are needed to offset costs for the delivery of these courses and the reduced graduation petition fees represent the cost of these services.

Mr. Howarth moved and Mr. Evans seconded a motion to approve Resolution F07-16, Approval of AY16-17 Course and Miscellaneous Student Fees

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F08-16, Creation of Administrative Position, Chairperson, Department of Teacher Education

Mr. Howarth reported that the chairperson's position in the Department of Teacher Education (DTE) has many unique qualities and demanding administrative responsibilities unique to this Department. The SEA/SSU's 2015-18 Collective Bargaining Agreement provides for the conversion of DTE chairperson position from faculty to administrative. The cost of the new position will be absorbed through savings the Department.

Mr. Howarth moved and Mr. Watson seconded a motion to approve Resolution F08-16, Creation of Administrative Position, Chairperson, Department of Teacher Education

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Resolution F09-16, Creation of Faculty Position, First Year Experience

The First Year Experience Course (FYE) was developed as an integral component of a career counseling plan with the Ohio Department of Higher Education. The FYE course is a step forward to providing effective career information and financial literacy to newly admitted students. This non-tenure-track position will serve as FYE program coordinator and instructor for a number of the FYE sections. The position will be funded through reallocation of resources within the Academic Affairs Division.

Mr. Howarth moved and Mr. Furbee seconded a motion to approve Resolution F09-16, Creation of Faculty Position, First Year Experience

Ayes: Mr. Evans, Mr. Furbee, Ms. Hartop, Ms. Hash, Ms. Higgs-Horwell, Mr. Howarth, Ms. Reynolds, Mr. Watson, Mr. Williams

Nays: None

Information and Education Items

Mr. Howarth reported on the following information item from the committee meeting:

A strategic budgeting presentation identified capital-improvement needs essential to meeting the Board of Trustees' expectations for the University's growth and improved performance. The scope of these needs include but are not limited to: modernization of classrooms and laboratories to deliver high-quality signature academic programs to expand enrollment capacity, upgrade the University's service-delivery and systems infrastructure that includes replacing its out-of-date ERP (Enterprise Resource Planning) Platform and completing deferred maintenance needs, improving the University's energy and sustainability efforts, and improving student recreational facilities.

The University's current financial model does not provide adequate resources to meet operational needs and fund these types of capital improvements. It is also apparent that the State's biennial capital allocations will not provide adequate resources to fully meet these needs. Therefore, the University is reviewing the feasibility of refunding its existing debt and exploring debt restructuring options that will enable the acquisition of additional resources to be dedicated to capital improvements.

This exploration process is underway and will be fully completed with recommendations submitted to the Board before the end of the current fiscal year.

Reports from Board Liaisons with other Organizations

None.

President's Report

President Kurtz reflected on his first year of Board attendance and the increasing business-like atmosphere of higher education due to a significant loss of state funds since 2007, which creates a need for greater efficiencies and new revenue streams. Going forward will be a new landscape with a new strategic budgeting model.

A handout detailing Shawnee State University's plan to extend its campus entrance to the downtown area was distributed. President Kurtz stated that plans are being developed to create a streetscape-designed corridor that bridges the University with downtown and to redevelop Chillicothe Street properties which will be occupied by the SSU Development Office,

Development Foundation, Alumni & Community Relations, and Career Services. These services benefit both the community and students in the area and initial occupancy is slated for fall 2016.

President Kurtz further stated that the University is also developing plans for an Innovation Accelerator in the Chillicothe Street area that will promote entrepreneurship and innovation by providing space and resources for students, faculty, and regional businesses to collaborate on projects, business ventures, and educational opportunities. Partial funding has been secured for this project.

Ms. Hartop raised the question of whether there would be a storefront display providing information to the community and showcasing SSU.

New Business

None

Comments from Constituent Groups and the Public

None.

Executive Session

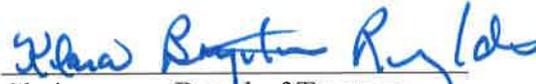
None.

Other Business

None.

Adjournment

The Board was adjourned by acclamation at 1:50 p.m.


Chairperson, Board of Trustees


Secretary, Board of Trustees

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

**March 11, 2016
10:15 a.m., University Center, Room 215**

Report

1.0 Action Items

1.1 Resolution ASA04-16

Approval of Policy 3.21Rev, Assessment of Student Learning Outcomes

Dr. Jeffrey Bauer, Acting Provost and Vice President of Academic Affairs, presented Resolution ASA04-16, Policy 3.21Rev, Assessment of Student Learning Outcomes.

1.2 Resolution ASA05-16

Rescission of Policy 2.13, Misconduct in Scientific and Scholarly Research

Dr. Bauer presented Resolution ASA05-16, Rescission of Policy 2.13, Misconduct in Scientific and Scholarly Research.

2.0 Information Items

2.1 Academic Affairs Executive Report

Dr. Bauer discussed recent activities in Academic Affairs.

2.2 Annual Open House

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, reported on the Annual Open House.

2.3 Student Affairs

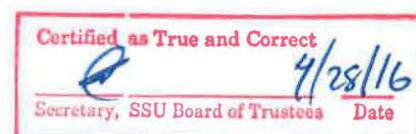
Dr. Gillespie reported on recent highlights in Student Affairs.

2.4 Student Government

Mr. Scott McCormick, Treasurer of the Student Government, reported on the activities of the SGA.

3.0 Education

Dr. Bauer discussed "The Murky Middle Plan".



RESOLUTION ASA04-16

**APPROVAL OF POLICY 3.21REV
ASSESSMENT OF STUDENT LEARNING OUTCOMES**

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 3.21Rev, Assessment of Student Learning Outcomes, was last reviewed and approved by the Board of Trustees on September 1, 2004, and requires updating; and

WHEREAS, a modification of the policy is recommended in order to provide a more comprehensive and effective assessment of student learning; and

WHEREAS, Revised Policy 3.21Rev, Assessment of Student Learning Outcomes, has been recommended by the President for Board of Trustees approval; and

WHEREAS, revised procedures are provided for information;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.21Rev, Assessment of Student Learning Outcomes.

(March 11, 2016)



Shawnee State University

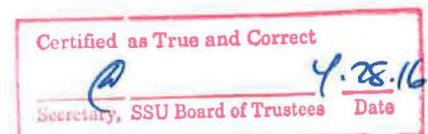
POLICY TITLE:	ASSESSMENT OF STUDENT LEARNING OUTCOMES
POLICY NO. :	3.21REV
ADMIN CODE:	3362-3-13
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	03/11/16
NEXT REVIEW DATE:	03/2019
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 INTRODUCTION

Assessment of student learning outcomes is the systematic and ongoing method of gathering, analyzing and using information from various sources about an academic program to measure program outcomes in order to improve student learning.

2.0 PURPOSE OF ASSESSMENT OF STUDENT LEARNING OUTCOMES

- 2.1 Multiple assessments are used to inform SSU faculty members and students of student progress in the program to support continuous improvement.
- 2.2 Assessments are linked to the program's mission and purpose.
- 2.3 Faculty develop and define the expected outcomes for the program, determine whether the assessments are valid measures of SLOs, and whether the objectives are achieved.
- 2.4 Student performance on professional credentialing exams, when available, should be used as one measure of achievement.
- 2.5 Faculty and administrators regularly review the effectiveness of the assessment system, including student performance in courses, labs and clinical experiences, and alumni performance in the workforce.
- 2.6 Assessment results are available to stakeholders, including faculty members and students.
- 2.7 Multiple formative assessments (e.g., pre-collegiate; course examinations; lab, practicum and internship evaluations) are used at various points throughout the student's program.
- 2.8 Summative assessments (e.g., capstone projects, portfolios, comprehensive examinations) provide feedback to students and faculty.



2.9 Assessment as part of SSU Accreditation: The Higher Learning Commission (HLC), SSU's regional accrediting agency, has been using the accreditation process to introduce and promote a culture of learning outcomes, assessment, and institutional effectiveness within its member institutions. Higher Learning Commission (HLC) policy on Criteria for Accreditation standards defines in Criterion Four. Teaching and Learning: Evaluation and Improvement: *The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*

2.9.1 A core component of Criterion Four (CRRT.B.10.010 4B) states: *The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.*

2.9.2 These criteria are as follows:

2.9.2.1 The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.

2.9.2.2 The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.

2.9.2.3 The institution uses the information gained from assessment to improve student learning.

2.9.2.4 The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

3.0 DEFINITIONS

3.1 Academic Program refers to any and all coherent instructional activities of Shawnee State University and includes degree and certificated programs, and other non-degree entities, such as Honors, General Education and Developmental programs.

3.2 Degree Program refers to any prescribed course of study which constitutes an area of specialization leading to a recognized degree.



- 3.3 Learning Outcomes are the knowledge and skills expected of the program completers. These are not general but are to be specific, measurable, attainable, relevant and time-based.
- 3.4 Certification Tests are important assessment measures of student knowledge relative to the expectations of a professional program.
- 3.5 Capstone Courses offer evaluative assessment of the performance of students on a cumulative rubric to view the skills and knowledge learned during the program.
- 3.6 Course Assessment is useful in assessment of program outcomes whenever embedded in course work. Course assessments can be collected and evaluated as a way of answering program level questions about student learning.
- 3.7 Portfolio Assessment is useful for assessing courses where students need to produce a body of work.
- 3.8 Comprehensive Exams and Tests are effective in providing an analysis of student performance on the key areas of program outcomes.
- 3.9 Pre and Post Project assessment using the same rubric provide a measurement of gains by the students in the areas targeted in the course/program outcomes.
- 3.10 Final Projects or Papers can be designed to synthesize the expectations of the course/program outcomes.

4.0 DEVELOPMENT & TIMELINE OF ASSESSMENT

- 4.1 Every degree or certificate-granting program, Honors, General Education and Developmental Education programs will develop and implement an assessment plan with identified student learning outcomes, program goals and appropriate assessments.
- 4.2 Programs will provide assessment results for student learning outcomes to the University and academic department for continuous improvement purposes.
- 4.3 Data collected from the assessments are to be aggregated and trended over time to provide a graphic representation of programs' outcome achievements.
- 4.4 Timeline for campus-wide assessment: The Provost's office will provide results of national standardized assessments to the campus as received from the assessment entity for continuous improvement purposes.
- 4.5 Assessment will occur at various stages in the student's progression through his/her selected program.



4.6 SSU's assessment practices are supported by the University and are *within all courses* regardless of campus, location, mode of instruction.

5.0 RETENTION OF ASSESSMENT RESULTS

The Provost and his/her designee will ensure the assessment results are collected and available for continuous improvement purposes for the institution. Each department or program (Honors, General Education, and Developmental Education Programs) will house its assessment data and provide such assessment data to the Office of the Provost.

6.0 PROCEDURES

The President or his/her designee will ensure the establishment of procedures necessary to effectively implement this policy. These procedures will be revised and developed based upon the recommendations of the University Faculty Senate.

History

Effective: 09/01/04

Revised: 03/11/16



Shawnee State University

PROCEDURE TITLE:	ASSESSMENT OF STUDENT LEARNING OUTCOMES
PROCEDURE NO.:	3.21:1
RELATED POLICY:	3.21REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	03/11/2016
NEXT REVIEW DATE:	03/2019
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

- 1.1 Assessment of Student Learning Outcomes at Shawnee State University (SSU) is a natural extension of the institution's commitment to excellence in teaching and learning. It is a process of critical examination with the aim of program improvement. SSU engages in on-going, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs that (a) results in continuous improvement and (b) demonstrates that the institution is effectively accomplishing its mission.
- 1.2 Student Learning Outcomes are the knowledge and skills expected of the program completers. These are not general but are specific, measurable, attainable, relevant and time-based. Student learning outcomes are written in statements that describe significant and measurable change occurring in students as a direct result of their interaction with the institution and its programs. Assessment is a process with dual purposes: accountability and continuous improvement (Suskie, 2009).
- 1.3 To support the assessment of student learning outcomes, each academic program will follow their assessment plan. An assessment plan is defined as "intentionally developed sequence of activities that ensures coherence from program planning through implementation and assessment of outcomes" (Barham & Dean, 2013, p. 7).

2.0 GOALS OF ASSESSMENT OF STUDENT LEARNING OUTCOMES (SLO)

- 2.1 Provide supportive evidence of student learning so the institution can speak with authority about the value of an SSU education.
- 2.2 Support the efforts of the faculty and staff to identify those activities that have the greatest potential for success in fostering student learning.
- 2.3 Develop a process for encouraging and maintaining a culture of data-based decision making.



2.4 Establish an on-going system to demonstrate institutional effectiveness of the type required by internal and external programmatic constituents.

3.0 OVERVIEW OF PROGRAM-LEVEL STUDENT LEARNING OUTCOMES PROCESS

3.1 Every degree (includes majors and concentrations) or certificate-granting academic program, and other non-degree programs such as Honors, General Education and Developmental Education programs will develop an assessment plan with assessment methods with benchmarks, metrics and a monitoring schedule for all program-level student learning outcomes.

3.1.1 Program-level Student Learning Outcomes (SLO) shall be determined for all academic programs.

3.1.1.1 Department/program faculty identify and develop a description of the SLO to be assessed.

3.1.1.1.1 SLOs specify what students should know, do, and/or value upon successful program completion.

3.1.1.1.2 SLOs are meaningful and feasible to assess.

3.1.1.1.3 SLOs use verbs that express an action and the grammatical subject is *students*.

3.1.1.1.4 SLOs are published and available to students and faculty on Provost and department webpages.

3.1.1.2 Multiple assessment measures, including direct and indirect assessment measures for the SLOs, are required in the assessment plan for each academic program.

3.1.1.2.1 Direct measures include performance assessments that require students to demonstrate their competence in one or more skills. Examples of direct measures are examinations, projects, oral presentations, demonstrations, case studies, portfolios, juried activities with outside evaluations of a student's work (internships, etc.). Direct measures that are benchmarked for comparison with peer institutions are especially encouraged.

3.1.1.2.2 Indirect measures are students' reflections on what they have learned and experienced. Examples of indirect measures include surveys, focus groups and

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 Secretary, SSU Board of Trustees 4.28.16 Date

may include entering and current students or alumni.

- 3.1.1.3 Programs may seek out peer reviewers prior to implementation of SLOs.
- 3.1.2 Each SLO is addressed in one or more of the required courses/activities for an academic program.
 - 3.1.2.1 Students have sufficient learning opportunities so they can meet exit-level standards of performance.
 - 3.1.2.2 SSU's assessment practices are supported by the University and are *within all courses* regardless of campus, location, mode of instruction.
- 3.1.3 Assessment of SLOs by programs
 - 3.1.3.1 Assessment - is linked to the program's mission (which is linked to the university's mission).
 - 3.1.3.1.1 Assessment instrument is a valid measure of SLO being evaluated.
 - 3.1.3.1.2 Evidence collected is reliably and fairly evaluated.
 - 3.1.3.1.3 Multiple types of evidence are collected over time.
 - 3.1.3.1.4 Assessment will occur at various stages in the student's progression through their selected program.
 - 3.1.3.1.5 Assessment is to be used for review of the SLOs of a program as a whole, not individual courses or faculty.
 - 3.1.3.2 Student performance on professional credentialing or standardized examinations, when available, should be used as a measure of student achievement.
- 3.1.4 Results and Use of Results
 - 3.1.4.1 Assessment results will be reviewed annually by the responsible program and reported based on the schedule established for the Program Review Procedure.



- 3.1.4.2 Campus-wide assessment: The Provost office will provide results of national standardized assessments to the campus.
- 3.1.4.3 Results are summarized in a clear, concise manner.
- 3.1.4.4 Criteria for success with identified standards of performance are available, e.g., samples of unacceptable, acceptable, and exemplary student work for review.
- 3.1.4.5 Data collected from the assessments are to be aggregated and trended over time to provide a graphic representation of programs outcome achievements.
- 3.1.4.6 Programs will identify actions plans for continuous improvement with follow-up implementation items and timelines are based on assessment findings.
- 3.1.4.7 Assessment reports with a brief summary of strengths and weaknesses and opportunities for improvement are to be sent to the Dean of the appropriate College for degree, non-degree or certificate-granting programs.
- 3.1.4.8 A copy of the assessment report is to be maintained in the Program Director/Department Chair office and a copy of the report sent to the Provost office for review and record keeping (accreditation).

4.0 REVISION OF PROCEDURES

The President and his/her designee will ensure revision of the procedures necessary to effectively implement the assessment policy. These procedures will be revised based upon the recommendations of the University Faculty Senate.

5.0 REVIEW SCHEDULE

- 5.1 SSU's assessment practices are supported by the University and are *within all courses* regardless of campus, location, mode of offer or learning mode.
- 5.2 The assessment report timeline will follow the Program Review timeline.

History: 03/11/16
Effective: 03/11/16



RESOLUTION ASA05-16

**RESCISSION OF POLICY 2.13
MISCONDUCT IN SCIENTIFIC AND SCHOLARLY RESEARCH**

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 to reflect current needs; and

WHEREAS, Board Policy 2.13, Misconduct in Scientific and Scholarly Research, was found to be outdated;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the rescission of Policy 2.13, Misconduct in Scientific and Scholarly Research, effective March 11, 2016.

(March 11, 2016)



**Spring Open House Report
Board of Trustees Meeting
March 11, 2016**

February 20, 2016	February 28, 2015	February 17, 2014
RSVP- 334	RSVP - 299	RSVP – 271
Attend – 210 (62%)	Attend – 169 (56%)	Attend – 173 (64%)

Each student in attendance had the opportunity to observe a Q&A session, attend an academic session of their choosing, browse student groups on campus, browse additional minors and majors, take housing tours or attend presentations for Athletics and Housing. The Admissions office was open for questions and the Housing office was open for housing deposits and questions.

Summer and Fall 2016 students	2017 Students	2018/2019...
Accepted Students – 137	Inquired Students – 34	Inquired Students – 8
Applied Students – 15		
Withdrawn Applicants – 1		
Inquired Students – 15		

With feedback from the Academic Deans and Provost we added a “Minors and Majors Browse” after the academic sessions to meet the needs of students interested in multiple majors or minors. Several active student groups were available for a browse. More than 40 prospective students visited the student groups.

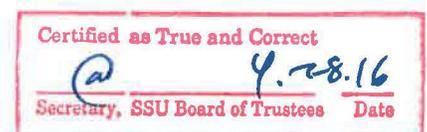
In an effort to encourage students to join our social media sites and interact with our pages we provided all guests with a WiFi login. To make the event special we also gave the students opportunities to download SSU themed smart phone wall papers. Shawn E. Bear was scheduled to be in the University Center for pictures and to visit with students and families. We also provided complimentary tickets for the Women’s basketball game at 4pm on the day of the event.

This is the largest number of guests we have hosted on campus for an Open House event (556). In the future we are looking to offer additional dates for the program in the Spring and the Fall.

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

Student Government Association Report
Board of Trustees Meeting
March 11, 2016

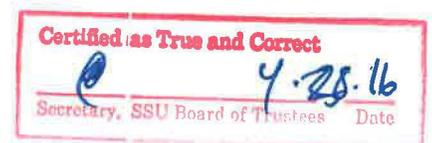
- **Student Organization Approval & Funding**
 - 60 organizations/clubs approved for status
 - \$150 for funding with opportunities for additional funds (Spring 2016)
 - Assisted Sociology Club in funding a concrete ping pong table.
- **Committee Projects**
 - **Student Life**
 - Addressing concerns about the scale and weight selections in the James A Rhodes Athletic Center.
 - Working with facilities to incorporate more bike racks in key locations on campus.
 - Addressing concerns about Massie being closed during basketball games when it is a key pathway out of the cold.
 - **Academic Affairs**
 - Planning the annual Evening of Honors celebration of student academic achievement.
 - Continuing to address student concerns about midterm grades.
 - Heading the Visitation proposal which seeks to eliminate a gender restriction within the guest policy.
 - **Budget and Finance**
 - Identifying maintenance issues around campus and reporting issues to Facilities.
 - Heading the Campus Legacy Project which is looking to unify school signs and bring about more sidewalks and flowers where needed.
 - Looking into establishing an SGA scholarship opportunity to promising future student leaders that play an active part in SGA.
 - **Club Coordinator**
 - Continuously provide opportunities for student organizations to recruit new members.
 - Homecoming carnival where over 15 clubs were represented and four hundred student government homecoming t-shirts were distributed.
 - Advertisement televisions are working and operational.
- **Other Projects**
 - Visitation proposal to Housing and Residence life.
 - Graduation fee proposal in the evaluation process.
 - Improve interactions between students and Sodexo dining services.



Student Government Association Report
Board of Trustees Meeting
March 11, 2016

Approved Student Organizations

History Club	Art Club
Rotaract	Delta Phi Epsilon
Geology Club	Tau Kappa Epsilon
Floppy Discs	Revive Club
Student Peer Club	Revolution on Campus
Theta Phi Alpha	Sigma Tau Delta
Dungeon Crawlers	Sociology Club
Student Veterans of America	SRT 02
Athletic Training Club	SCIEP
Slow Pitch Softball	Chemistry Club
Gay Straight Student Alliance	International Game Developer's Association
Shawnee State Students for Christ	Alpha Phi Omega
Innermission Campus Ministry	College Republicans
Pre-med Club	Society of Plastics Engineers
Beta Beta Beta Biological Honor Society	AHANA
Master of Occupational Therapy Association	International Forum
Blue Crew	Shawnee State University
BBQ Club	College Democrats
WISE	Castoffs
Shawnee State Catholic Association	Shawnee State University PanHellenic Council
Student Physical Therapy Association	Social Work Club
Shawnee State Student Nurses Association	
Psi Chi Psychology Honor Society	
German Club	
The Mana Dorks	
SSU Jedi Order	
SSU Cheer	
Fantanime	
HEALS	
Phi Mu Delta	



BOARD OF TRUSTEES
REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE

March 11, 2016

1.0 Action Items

1.1 Resolution F04-16
Approval of AY 16-17 Undergraduate Tuition (In-State and Out-of-State)

The proposed undergraduate tuition rates for in-state and out-of-state were submitted for the Committee's review and recommendation to the Board of Trustees.

1.2 Resolution F05-16
Approval of AY 16-17 Graduate Tuition (In-State and Out-of-State)

The proposed Graduate tuition rates for in-state and out-of-state were submitted for the Committee's review and recommendation to the Board of Trustees.

1.3 Resolution F06-16
Approval of AY 16-17 Fee Schedules for Student Residential Housing and Meal Plans and 2016 Summer Housing Rates

The proposed housing rates, meal plan rates, and fees were submitted for the Committee's review and recommendation to the Board of Trustees.

1.4 Resolution F07-16
Approval of AY16-17 Course and Miscellaneous Student Fees

The proposed AY16-17 course and miscellaneous student fees rates were submitted for the Committee's review and recommendation to the Board of Trustees.

1.5 Resolution F08-16
Creation of Administrative Position, Chairperson, Department of Teacher Education

This resolution approves the creation of an administrative position titled Chairperson for the Department of Teacher Education.

1.6 Resolution F09-16
Creation of Faculty Position, First Year Experience

This resolution approves the creation of a faculty position for First-Year Experience, University College.

2.0 Information

A presentation was given addressing significant considerations related to FY17 strategic budgeting and University financial planning.



RESOLUTION F04-16

**APPROVAL OF 2016-2017
UNDERGRADUATE TUITION SCHEDULE**

WHEREAS, undergraduate tuition and general fees are utilized for instructional needs, student support services and programming, and institutional operations; and

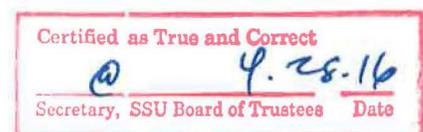
WHEREAS, undergraduate in-state tuition rates will remain unchanged in accordance with legislative requirements; and

WHEREAS, a review of out-of-state tuition rates reveals that an increase is warranted; and

WHEREAS, the President recommends a 5.0% increase in undergraduate, out-of-state tuition rates;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached 2016-2017 undergraduate tuition schedule, effective summer semester 2016.

(March 11, 2016)





**2016-17 Academic Year
Undergraduate Tuition Schedule**
effective Summer semester 2016

Full-Time <i>(12 - 18 credit hours)</i>	AY 2015-16 <i>(per semester)</i>	AY 2016-17 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$3,125.40	\$3,125.40	\$0.00	0.00%
General Fee	\$344.40	\$344.40	\$0.00	0.00%
Technology Fee	\$62.28	\$62.28	\$0.00	0.00%
Total In-State Tuition	\$3,532.08	\$3,532.08	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>				
	\$2,698.44	\$2,833.32	\$134.88	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$150.00	\$150.00	\$0.00	0.00%

Part-Time <i>(up to and including 11 and over 18 credit hours)</i>	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$260.45	\$260.45	\$0.00	0.00%
General Fee	\$28.70	\$28.70	\$0.00	0.00%
Technology Fee	\$5.19	\$5.19	\$0.00	0.00%
Total In-State Tuition	\$294.34	\$294.34	\$0.00	0.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements; Kentucky residents may be eligible for the Kentucky Scholars Program)</i>				
	\$224.87	\$236.11	\$11.24	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>				
	\$12.50	\$12.50	\$0.00	0.00%

Alternative Tuition for High School Programs

College Credit Plus*	State-established default rates
Summer College Credit Plus equivalent programs	State-established default rates

*College Credit Plus "Option A" students pay standard undergraduate tuition rates.

Certified as True and Correct

 Secretary, SSU Board of Trustees Date 4.28.16

RESOLUTION F05-16
APPROVAL OF 2016-2017
GRADUATE TUITION SCHEDULE

WHEREAS, Shawnee State University has established a reputation for its strong graduate programs; and

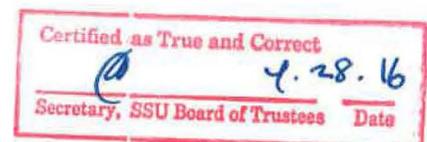
WHEREAS, SSU must address the cost increases required to maintain its excellence while maintaining affordability; and

WHEREAS, the university has reviewed program needs and our regional and national competitiveness; and

WHEREAS, the President recommends adoption of the attached 2016-2017 graduate tuition schedule reflecting a 5.0% increase to in-state and out-of-state graduate tuition;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the attached 2016-2017 graduate tuition schedule, effective summer semester 2016.

(March 11, 2016)





**2016-17 Academic Year
Graduate Tuition Schedule**
effective Summer semester 2016

Full-Time <i>(9 - 16 credit hours)</i>	AY 2015-16 <i>(per semester)</i>	AY 2016-17 <i>(per semester)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$4,196.34	\$4,406.13	\$209.79	5.00%
General Fee	\$124.29	\$130.50	\$6.21	5.00%
Technology Fee	\$42.93	\$45.00	\$2.07	4.82%
Total In-State Tuition	\$4,363.56	\$4,581.63	\$218.07	5.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$6,059.70	\$6,362.64	\$302.94	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$150.00	\$150.00	\$0.00	0.00%
Part-Time <i>(up to and including 8 and over 16 credit hours)</i>	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>In-State Tuition</i>				
Instructional Fee	\$466.26	\$489.57	\$23.31	5.00%
General Fee	\$13.81	\$14.50	\$0.69	5.00%
Technology Fee	\$4.77	\$5.00	\$0.23	4.82%
Total In-State Tuition	\$484.84	\$509.07	\$24.23	5.00%
<i>Out-of-State Surcharge</i> <i>(does not apply to students from counties included in reciprocal agreements)</i>	\$673.30	\$706.96	\$33.66	5.00%
<i>University Center Bond Fee</i> <i>(applies to Fall and Spring semesters only)</i>	\$12.50	\$12.50	\$0.00	0.00%
Graduate Workshop Credit	AY 2015-16 <i>(per credit hour)</i>	AY 2016-17 <i>(per credit hour)</i>	\$ Increase	% Increase
<i>Graduate Workshop Credit</i>	\$130.00	\$130.00	\$0.00	0.00%

Certified as True and Correct

 Secretary, SSU Board of Trustees 4.28.16
 Date

RESOLUTION F06-16

**APPROVAL OF AY 2016-2017 RATE SCHEDULES FOR STUDENT
RESIDENTIAL HOUSING AND MEAL PLANS
AND 2016 SUMMER HOUSING**

WHEREAS, Shawnee State University is recognized as a higher education institution with a long-standing commitment to providing and sustaining affordable, high-quality student residential accommodations; and

WHEREAS, an inflationary adjustment to SSU's housing rates and meal plans are necessary in order to meet contemporary student demands and maintain the existing high standards for student residents; and

WHEREAS, meal plan rates are subject to annual CPI adjustments as stipulated by the food services' vendor's contract and inflationary costs are realized to maintain housing facilities; and

WHEREAS, having considered all factors, the President recommends a 2.0% increase to AY16-17 housing rates (including 2016 summer) and a 1.0% increase to AY16-17 residential meal plans;

THEREFORE BE IT RESOLVED, that the Board of Trustees approves the attached proposed rate schedules reflecting the adjusted rates.

(March 11, 2016)



**Shawnee State University
Housing and Meal Plan Rates
2016-2017 Academic Year
Proposed
2% Increase in Room**

Campus View

Room Type	Semester Cost	Academic Year
Private	\$3622	\$7244
Double	\$3023	\$6046
Triple ¹	\$2426	\$4852

Tanner Place/BridgeView Court/Carriage House

Room Type	Semester Cost	Academic Year
Private ²	\$3622	\$7244
Double	\$3023	\$6046
Triple ¹	\$2426	\$4852

Cedar House

Room Type	Semester Cost	Academic Year
Private ²	\$3293	\$6586
Double	\$2748	\$5496
Triple ¹	\$2203	\$4406

University Townhouse

Room Type	Semester Cost	Academic Year
Private ²	\$3046	\$6092
Double	\$2495	\$4990
Triple ¹	\$1943	\$3886

¹Triple rooms are offered at the discretion of the University.

²Private Rooms are only available if space permits and at the discretion of the University.

Meal Plan Options³

*Proposed
1% Increase in Food*

Plan	Semester Cost	Academic Year
19 Meals per Week	\$1817	\$3634
15 Meals per Week	\$1732	\$3464
12 Meals per Week	\$1560	\$3120

³All meal plans include \$35 flex dollars per semester.

Freshmen campus residents are assigned the 19 meal plan; sophomores may select any option; juniors or seniors may opt not to participate in a meal plan.

**Residential Connectivity Fee
(No Change)**

Semester Cost	Academic Year
\$120	\$240

Certified as True and Correct
 4.28.16
 Secretary, SSU Board of Trustees Date

**Shawnee State University
Housing Rates
2016 Summer Term
Proposed
2% Room Increase**

Campus View

Room Type	Full Semester	5 Week Term
Private	\$1,869	\$934
Double	\$1,558	\$779

Summer residents are typically housed in Campus View buildings only. The buildings below are used only if overflow is required:

Tanner Place/BridgeView Court/ Carriage House

Room Type	Full Semester	5 Week Term
Double	\$1,558	\$779

Cedar House

Room Type	Full Semester	5 Week Term
Private ¹	\$1,702	\$852
Double	\$1,415	\$708

University Townhouse

Room Type	Full Semester	5 Week Term
Private ¹	\$1,567	\$783
Double	\$1,291	\$646

¹ Private rooms are only available if space permits in Cedar House and University Townhouse.

Meal Plan Options

No food service is provided during Summer Term.

Residential Connectivity Fee

Full (10 wk.) Semester	5 Week Term
\$75	\$38

Certified as True and Correct

 Secretary, SSIU Board of Trustees Date 4.28.16

RESOLUTION F07-16

**APPROVAL OF AY16-17 STUDENT COURSE AND
MISCELLANEOUS FEES**

WHEREAS, the Board of Trustees of Shawnee State University approves student course and miscellaneous fees charged by the University; and

WHEREAS, a review of these fees was performed and those deemed to require adjustments, removal, or newly established are identified on the attached Schedule; and

WHEREAS, the President recommends adoption of the proposed Schedule;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the AY16-17 course and miscellaneous student fee schedule, effective summer semester 2016.

(March 11, 2016)





2016-17 Academic Year
Course and Miscellaneous Student Fees
effective Summer semester 2016

Course Fees	AY 2015-16	AY 2016-17
Course Fees (per term)		
Education Field Fee (EDU1)	\$294.00	\$294.00
Education Field Fee (EDU2)	\$147.00	\$147.00
Study Abroad Course Fee (CIPA)	\$120.00	\$120.00
Course Fees (per credit hour)		
Arts - Tier 1 (ART1)	\$7.00	\$7.00
Arts - Tier 2 (ART2)	\$15.00	\$15.00
Arts - Tier 3 (ART3)	\$25.00	\$25.00
Athletic Training (ATTR)	\$25.00	\$25.00
Business (BUSI)	\$10.00	\$10.00
Dental Hygiene (DTHY)	\$35.00	\$35.00
Education (EDUC)	\$15.00	\$15.00
Education, Graduate (MEUC)	\$20.00	\$20.00
Education, Graduate Curriculum & Instruction (MECI)	\$20.00	\$20.00
Education, Graduate Intervention Specialist (MEIS)	\$20.00	\$20.00
Emergency Medical Technology (EMTP)	\$20.00	\$20.00
Engineering Technologies (ENGT)	\$22.00	\$22.00
Exercise Science (SSES)	\$15.00	\$15.00
Health Care Administration (BUHE)	\$20.00	\$20.00
Humanities (HUMA)	\$10.00	\$10.00
Mathematics, Graduate (MTH1)	\$15.00	\$15.00
Mathematics, Graduate (MTH3)	\$35.00	\$35.00
Mathematics, Graduate - Off-Campus Cohorts (MTH4)	-	\$60.00
Mathematics, Undergraduate (MATH)	\$15.00	\$15.00
Medical Laboratory Technology (MLTC)	\$20.00	\$20.00
Natural Science (NSCI)	\$25.00	\$25.00
Nursing, A.A.S. (ADNR)	\$25.00	\$25.00
Nursing, B.S. (BSNR)	\$20.00	\$20.00
Occupational Therapy Assistant (OTAT)	\$20.00	\$20.00
Occupational Therapy, Graduate (MOT)	\$75.00	\$75.00
Physical Education (SSPE)	\$5.00	\$5.00
Physical Therapist Assistant (PTAT)	\$20.00	\$20.00
Radiologic Technology (RDLT)	\$20.00	\$20.00
Respiratory Therapy (RPTT)	\$20.00	\$20.00
Social Science (SSCI)	\$10.00	\$10.00
Sports Management (SSSM)	\$15.00	\$15.00
University College - Developmental Math, Reading and Writing (UNC1)	\$3.00	\$3.00
University College - First Year Experience (UNC2)	-	\$12.00
Miscellaneous Fees		
Application Fees		
Graduate Admission	\$30.00	\$30.00
Health Sciences Programs (undergraduate)	\$30.00	\$30.00
International Admission	\$50.00	\$50.00
Budget Payment Plan Fee	\$10.00	\$10.00
Budget Payment Plan Late Fees (max \$180.00/semester)		
Late first payment	\$60.00	\$60.00
Late second payment	\$40.00	\$40.00
Late third payment	\$40.00	\$40.00
Late fourth payment	\$40.00	\$40.00
Credit by Arrangement Administrative Fee, Undergraduate (per credit hour)	\$150.00	\$150.00
Credit by Arrangement Administrative Fee, Graduate (per credit hour)	\$150.00	\$225.00
Credit by Exam Fee (per course)	\$150.00	\$150.00
Graduation Petition Fee (per degree)	\$55.00	\$45.00
Graduation Re-Petition Fee (per degree)	\$10.00	\$0.00
International Student Exchange Program (ISEP) Administrative Fee	\$100.00	\$100.00
International Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Late Payment Fee (per semester) - if not on budget payment plan	\$180.00	\$180.00
Matriculation Fee	\$50.00	\$50.00
Overnight Orientation Fee	\$37.00	\$37.00
Overnight Orientation Fee (same day registration)	\$47.00	\$47.00
Portfolio Evaluation Fee (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150.00	\$150.00
Second and Subsequent Courses (same discipline)	\$50.00	\$50.00

Verified as True and Correct
 Date: 4.28.16
 Secretary, SSU Board of Trustees

RESOLUTION F08-16

**CREATION OF ADMINISTRATIVE POSITION
Administrative Chairperson – Department of Teacher Education**

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time administrative positions; and

WHEREAS, the Department of Teacher Education (DTE) delivers academic programs that require state and national accreditation necessitating the chairperson position spending a substantial allocation of time fulfilling administrative and management responsibilities; and

WHEREAS, this proposed position will be funded through the conversion of the faculty chairperson position as provided in the SSU/SEA 2015-18 collectively bargained agreement along with the reallocation of other resources within DTE's budget; and

WHEREAS, the Provost recommends and the President approves the creation of an administrative chairperson in DTE;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of the administrative chairperson position in the Department of Teacher Education.

(March 11, 2016)



Estimated Salary & Benefit Data March 2016

Administrative Chair – Teacher Education

Funding Source:	Reallocation of existing funds
Pay Range - C1:	\$63,337 (Min) \$83,992 (Mid) \$104,506 (Max)
Typical Starting Salary:	\$63,337 - \$83,992 (Minimum to 25% range penetration)
Fixed Benefits:	\$19,890 (Health & Life)
Variable Benefits (16.95%):	\$ 10,736 - \$17,714 (Retirement, Medicare, Unemployment, Worker's Compensation)

Rationale: The chairperson's position in the Department of Teacher Education (DTE) has many unique qualities and demanding administrative responsibilities unique to this Department. The SEA/SSU's 2015-18 Collective Bargaining Agreement provides for the conversion of DTE chairperson position from faculty to administrative. The cost of the new position will be absorbed through savings in recent retirements and elimination of the DTE faculty chairperson stipend.

Total Compensation: \$ 93,963 – \$142,110



RESOLUTION F09-16

CREATION OF FACULTY POSITION Full Time Instructor and Coordinator, First Year Experience

WHEREAS, University Policy 5.16Rev President's Authority, University Personnel Actions, requires Board of Trustees' approval of newly created full-time faculty positions; and

WHEREAS, as an integral component of the institution's retention strategies, the need to expand and enhance the University's delivery of First Year Experience is essential; and

WHEREAS, the Provost recommends and the President concurs that the creation of a Full-Time Instructor/Coordinator position will complement the current curriculum and provide financial literacy and career explorations components to Shawnee State students; and

WHEREAS, this proposed position will be funded through the reallocation of resources within the Academic Affairs budget;

THEREFORE BE IT RESOLVED, that Shawnee State University's Board of Trustees approves the creation of this position.

(March 11, 2016)



Estimated Salary & Benefit Data
March 2016

Full Time Instructor – First Year Experience

Funding Source: Reallocation of existing funds and faculty lines
Pay Range: Depending on credentials and experience: Senior Instructor - Min: \$39,976 - Max: \$44,973
Typical Starting Salary: Per the Collective Bargaining Agreement
Fixed Benefits: \$19,890 (Health & Life)
Variable Benefits (16.95%): \$6776 - \$7623 (Retirement, Medicare, Unemployment, Worker's Compensation)

Rationale: The First Year Experience Course (FYE) was developed as an integral component of a career counseling plan with the Ohio Department of Higher Education. The FYE course (UNIV 1100) will be a requirement for all freshmen and transfers (< 30 credit hours) to Shawnee State University (SSU). As a result, SSU will offer 30 - 40 new sections each fall semester with lesser numbers of sections during spring semester beginning in 2016. These sections will require thoughtful scheduling of faculty with comprehensive knowledge about the University. The FYE course is a step forward to providing effective career information and financial literacy to newly admitted students. This non-tenure-track position will serve as FYE program coordinator and instructor for a number of the FYE sections.

Total Compensation: \$66,642 - \$72,486

