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University faculty Assembly Minutes 3-16-88

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UNIVERSITY FACULTY ASSEMBLY
AGENDA

The University Faculty Assembly of Shawnee State University will hold a meeting of its members on Wednesday March 16, 1988, at 12:00 Noon in room 202 of Massie Hall.

1. Call to Order
   President

2. Approval of Minutes
   Secretary

3. Communications/correspondence
   President
   A. Dr. A.L. Addington
   B. Norel Coonts

4. Executive Board Reports
   President
   1. Program - Dean of Ed.
   2. Finance Issues - Banking: Keegan

5. Agenda Approval
   President
   3. Planning - Fred Law
   4. Faculty Affairs - Cathy Chaffin
   5. Facilities Planning - Jack Thomas

6. Committee Reports
   President
   A. Committee on Committees - Ron Fasce
   B. Educational Policies and Curriculum - Phyllis Kegley
   C. Faculty Affairs - Ed Miner
   D. Fiscal Affairs
   E. Student Affairs
   F. Faculty Development/Research and Creative Activities
   G. Facilities Planning

7. Unfinished Business
   President
   A. Academic Advising Policy
   B. Selection of Senior Administrator(s) Policy

8. New Business
   President
   Letters of non-renewal

9. Adjournment
   President
WELCOME TO ALL UFA MEMBERS

There will be a meeting of the UFA on Thursday, February 23, 1989 at 4:00 p.m. in Massie 420. Refreshments will be provided by Engineering Technology.

New business will deal with a recommendation from the Student Affairs committee concerning academic advising. The recommendation passed 12/6/88 by UFA on a scholarship committee has been disapprove by the acting president. The UFA will request the rationale for the disapproval.

Richard Lancaster and Elaine Reuben, consultants to the Presidential Search Committee, will be on campus Tuesday, February 21, 1989. The consultants have submitted a list of 15 candidates to the committee and the committee will narrow the list down to approximately eight finalists for interviews. The interviews are tentatively scheduled for March 10 & 11.
Call to Order

G. Gemmer, UFA President, called the meeting to order and introduced Cay Horr, Acting President and future Interim President of SSU. Cay stressed the need for cohesiveness amongst faculty and staff and mentioned that she will be relying on everyone for assistance during her appointment as president.

Approval of Minutes

E. Marsh moved to approve the minutes of the October 6, 1988 meeting. R. Clay seconded that motion and the minutes were approved.

Communications/Correspondence

Faculty Advisory Committee to the Board of Regents: G. Gemmer reported that the B.O.R. presented a budget to the legislature that may far exceed the amount that the legislature will eventually approve for higher education. A tax hike may be the only solution to the problem.

Open meetings for the Presidential Search: The discussions held by A.E.D. consultants concerning the presidential search produced a very consistent "wish list" from faculty, staff, students, and the community. Nominations for president will be accepted by A.E.D. consultants or members of the Presidential Advisory Committee. The number of candidates to be considered for the position will be reduced as soon as January, 1989.

Agenda Approval

K. Simon moved to approve the agenda. The motion was seconded by J. Flavin. Agenda was approved.

Committee Reports

Faculty Development/Research and Creative Activities: P. Kegley reminded the group that requests for tuition reimbursement must be in two weeks before the quarter begins. Workload reduction requests must be in 12 weeks before the quarter of the actual reduction.

Inservice sessions are being planned for the future. Phyllis would appreciate any input that will assist her in organizing these sessions.

Committee to review the eligibility of athletes (NAIA): E. Miner announced that he was a representative on this committee.
Planning Committee: S. Kiser reported on the establishment of the Planning Committee. The committee will include two UFA representatives who will be chosen by the Fiscal Affairs Committee consisting of J. Basham, S. Kiser, E. Miner, J. Day, and J. Kadel.

Faculty Affairs Committee: J. Flavin inquired about the F.A.C. G. Gemmer stated that the committee would be back in action in 1989.

New Business

The Student Affairs Committee recommended a resolution to form an academic scholarship committee. Discussions on the composition of that committee ensued with contributions by K. Simon, H. Nixt, S. Kiser, J. Flavin, and J. Kelley. Kelley suggested that the committee be made up of three faculty and two from Student Services rather than the inverse. K. Simon recommended that the committee be changed to include:

1) Director of Financial Aid, Chair
2) three UFA faculty members
3) one member of the administration to be chosen by the V.P. of Student Services.

The motion was seconded by J. Flavin and approved by the UFA.

Adjournment

G. Gemmer gave thanks to Allied Health and Nursing for providing refreshments and cookies for the meeting and wished everyone a happy holiday season.
ACADEMIC ADVISING POLICY
at
SHAWNEE STATE UNIVERSITY

Definition of Advising

Faculty advising of students is an academic process whereby students are rendered assistance by an informed faculty member. Areas of assistance include the development of a general academic plan and a quarterly schedule that will enable students to proceed through their chosen academic program in an appropriate manner. Academic advisors assist students who seek help in areas of academic difficulty and help identify referral sources within the university and direct students to these services when needs are identified.

I. Development of the Advising System

It is the responsibility of each division to develop an advising policy appropriate for students enrolled in programs in that division. This will allow each division to build into their advising system those special characteristics needed to advise their majors. These policies should include a procedure to handle late admissions and evening students. Students should be notified of the advising process at the time of notification of their assigned faculty advisor.

II. During the admission process, students should be placed in one of the following categories:

a. New (freshman) Degree Seeking.
b. Returning - Degree Seeking.
c. Transfer - Non-Degree Seeking.
d. Special - Non-Degree Seeking.
e. Degree Seeking - not admitted to a program.

Students will be assigned to the appropriate division based on their declared major at the time of admission. Student information, including the declared area of concentration, will be communicated to the appropriate division. The Division Chair/Dean will be responsible for assigning students to faculty advisors within their division. The name of the assigned advisor and information as to the appropriate procedure to be followed by the student will be communicated to the student by the division. It is suggested that students be informed early of their assignment.

Special, non-degree seeking students will be advised by Student Services personnel until they declare a major. Transfer, degree seeking students will be advised by both the director of transfer placement and a faculty advisor during their first quarter. Students seeking an Individualized Studies degree will be jointly advised by the registrar and appropriate faculty.
The registrar's office, in cooperation with the University Information Systems, will provide faculty advisors with the necessary information relating to the student's academic status. This will include high school background, ACT and placement test scores, and other special information available on the University data base.

Representatives from each division will be available during the orientation period for new students for advising purposes.

These advising policies will not apply to the advising of off-campus students.

III. Change of Advisers

Students that change majors are required to report this change to the office of the registrar. The change of major will be communicated to the appropriate division, and the student assigned a new faculty advisor within that division. The division will then send the appropriate information to the student including the name of the new faculty advisor.

Provisions should be included in each division's advising policy to allow for a change of advisor, for personal reasons, at the request of the student or the faculty advisor.

IV. Students are responsible for their own registration decisions and progress towards a degree. It is the student's responsibility to contact their advisor to make appointments for advising. An important part of this responsibility is consultation with the university catalog, division/school guidelines, and the student's advisor.

V. A committee consisting of members of the Student Affairs Committee and the Faculty Development Committee will develop an in-service program to inform faculty advisors of the role of the different departments at the University handling student applications, placement and testing, registration procedures, etc. Additional in-service time will be included for each division to discuss strategies that are division-specific.

VI. Development of division advising policies will progress in a timely manner. All advising policies should be developed and in place for use with student registration for Fall quarter 1989. Copies of these policies should be submitted to the Student Affairs Committee for coordination and information purposes.

VII. Divisions will be responsible for reviewing their own advising policies on a yearly basis to ensure they are adequate and effective.
UFA AGENDA

Thursday, February 23, 1989

4:00 P.M. – Social/Refreshments (courtesy of Engineering Technology)
4:30 P.M. – Business Meeting

1. Call to Order
2. Approval of December 6, 1988 Minutes
3. Communications/Correspondence
4. Executive Board Report
5. Agenda Approval
6. Committee Reports
7. Unfinished Business
8. New Business
9. Adjournment

Additional Notes:
- EPCC Comm. - Approval course changes & syllabus, Small Bus. & Multinash, March 14th
- UFA Constitution Comm. - Member comm. - List of amendments
- E. Minor - Budget Comm.: problems next year.
- System needs money in second semester.
- Not sure if in Col. is interested in a program on "recycling".
- Also looking at a program for women.

Various meeting attendees' notes:
- Update on Pres. Search
- Brand Replacement
- U.F.A. receives 10 new students.
- Committee has been dissolved.
- Did not follow the constitution.
- No notice was not given.

Adjourned
Faculty Advisor - Amy Thomas - Academic Advisor -

Teaches both the responsibilities for advising to each of the deans
or schools...

Discussion followed:

R. Johnson - Freebase staff is straight to full.

Counselors are still signing registration forms.
See Key G

Teacher Ed. is not Advisory. Advisor should be assigned to Academic Major Advisor - Edu. or Sec. Adviser. They are happy to assist.