5-24-1993

UFA Actions at May Meeting 5-24-93

Shawnee State University
Subject: UFA Actions at May Meeting

At its May 20th meeting the UFA took action on a variety of agenda items. Specifically the UFA:

1. Approved a proposed policy for establishing Centers.

2. Approved, upon EPCC recommendation, several new courses:
   - PSCI 251, PSCI 252
   - MGNT 332
   - LAST 273
   - ETIN 252, ETIN 252, ETIN 253, ETIN 261, ETIN 262, ETIN 263
   - ETCO 101

3. Approved an Amendment to the UFA Bylaws that will suspend the operation of all UFA standing committees (with the exceptions of the Committee on Committees and the Faculty Affairs Committee) effective at the end of the 1993 Spring Quarter. The UFA took this action with the hope that it would facilitate the development of the new University Senate.

4. Approved a revised statement on plagiarism for inclusion in the Student Handbook.

5. Sent a proposed UFA constitutional amendment (to Section 4.5) to the Committee on Committees for the scheduling and conducting of a vote on the proposed amendment.

6. Approved a new Pass/No-Credit Policy for inclusion in the next SSU Catalog.

7. Approved a proposed policy on the Administration of the Inventions, Discoveries, and Patents.

8. Approved a revision of the Use of Tobacco Products Policy.

Copies of the above referenced items are attached to this memorandum.
At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: A policy for establishing Centers.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

COMMENTS:

Disapprove by:
The University President

RATIONALE:
INTRODUCTION

The development of a new center or institute, requires the submission of a preliminary proposal of intent to the appropriate vice president. The proposer must receive authorization from the vice president before a formal detailed proposal is developed for full consideration. Detailed proposals must receive endorsements from other existing organizational units at SSU that interact with the proposed center. The President and Board of Trustees must give approval for the establishment or discontinuance of all centers (or other organizational units).

PURPOSE

A Center is an organizational unit that has some specialized function/mission and may supervise, directly or indirectly, credit and/or non-credit courses and/or degree programs. The appropriate vice president appoints center directors, who are or may be recommended by the immediate supervisor when appropriate. The Center director reports directly to the appropriate vice president or dean.

Each center will have an advisory council that reports to the Center's (unit's) director and dean and/or appropriate vice president/Provost. Any center established within the academic area will have a faculty advisory council which may include practicing professionals.
At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: Approved the following new courses: PSCI 251 and 252; MGNT 332; LAST 273; ETIN 251, 252, 253, 261, 262, and 263; ETCO 101.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.
NEW COURSE APPROVAL FORM

Department (Natural Science/Physical Science) PSCI

Catalog Number PSCI 251 Title Physical Science by Inquiry I

Hrs. Lec./Week 0 Hrs. Lab or Studio/Week 6

Credit Hours 4 Lab Fee $10.00 Instructor(s)

Prerequisite (s) None

HEGIS Code Program Code

Subsidy Level Code Projected Enrollment 20

Effective Date Summer, 1993 or Fall 1993 (Quarters to be taught for experimental course)


COURSE DESCRIPTION (copy for course listing)

Students perform guided, hands-on experiments in small groups to study properties of matter (mass, volume, density, concentration, and solubility), and heat and temperature (calorimetry, phase change, and heat transfer). Emphasis is placed on intellectual endeavors-analytical thinking, construction of models, and problem solving. The course does not follow the normal format of lecture/ lab/ recitation. This course is particularly suited to pre-service and in-service teachers of physical science.

RATIONALE FOR THE COURSE

Recent studies indicate that the hands-on, inquiry-based method is very productive in changing student misconceptions and developing appropriate perceptions about the physical world. Project Discovery, which is a state-wide initiative to reform math/science education, advocates the approach in the public schools and strongly recommends that potential teachers be taught by this method (teachers teach the way they are taught). As Shawnee State has an elementary education certification program and is heading towards various secondary education programs, and whereas Shawnee State is the home to the South Region of Project Discovery, it is appropriate to offer hands-on, inquiry-based science courses.

The sequence of PSCI 251 & 252 will meet concentration III (8 hrs) in the Bachelor of Science in Natural Science

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Master's Degree in the physical sciences with some training or experience with the hands-on, inquiry-based approach.
IMpact analysis (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   The initial impact would be minimal. However, as all full-time instructors in science carry full loads, there will probably be greater reliance on adjunct instructors.

3. Need for additional resources and facilities
   While the course utilizes inexpensive equipment, there will be a need for an initial investment in equipment and supplies. The amount is estimated at $1500.00. The lab fee should support supplies and repair, replacement of equipment.

4. Library holdings: Strong x Adequate ___ Weak ___ Nonexistent

Recommendations to the library staff:

Prepared by: ________________________________ (Signature) 2/22/73 (Date)

Approved by Division/Department
   Approved by Chairperson: ________________________________ (Signature) 2/23/73 (Date)
   Approved by 4175 Sciences Curriculum Committee
   Approved by Educational Policy Curriculum Committee
   Approved by University Faculty Assembly
   Approved by the Provost

(UFA President's Signature) 5/25/73 (Date)
(Provost's Signature) 5/27/73 (Date)
NEW COURSE APPROVAL FORM

Natural Science

Department

Physical Science

Abbreviation

PSCI

Catalog Number

252

Title

Physical Science by Inquiry II

Hrs. Lec./Week

0

Hrs. Lab or Studio/Week

6

Credit Hours

4

Lab Fee

$10.00

Instructor(s)

Prerequisite(s)

NONE

HEGIS Code

Program Code

Subsidy Level Code

Projected Enrollment

20

Effective Date

Fall, 1993 or Winter, 1994

(Quarters to be taught for experimental course)

Proposed Text(s)


COURSE DESCRIPTION (copy for course listing)

Students perform guided, hands-on experiments in small groups to study electrical circuits (current, resistance, voltage, power, and energy in D.C. circuits), light and optics (color, reflection, refraction, and image formation). Emphasis is placed on intellectual endeavors-analytical thinking, construction of models, and problem solving. The course does not follow the normal format of lecture/lab/recitation. This course is particularly suited to pre-service and in-service teachers of physical science.

RATIONALE FOR THE COURSE

Recent studies indicate that the hands-on, inquiry-based method is very productive in changing student misconceptions and developing appropriate perceptions about the physical world. Project Discovery, which is a state wide initiative to reform math/science education, advocates the approach in the public schools and strongly recommends that potential teachers be taught by this method (teachers teach the way they are taught).

As Shawnee State has an elementary education certification program and is heading towards various secondary education programs, and whereas Shawnee State is the home to the South Region of Project Discovery, it is appropriate to offer hands-on, inquiry-based science courses.

The sequence of PSCI 251 & 252 will meet concentration III in the Bachelor of Science in Natural Science.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Master's Degree in the physical sciences with some training or experience with the hands-on, inquiry-based approach.

...
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments

None

2. Effect on teaching loads and staffing

The initial impact would be minimal. However, as all full time instructors in science carry full loads, there probably will be greater reliance on adjunct instructors.

3. Need for additional resources and facilities

While the course utilizes inexpensive equipment, there will be a need for an initial investment in equipment and supplies. The amount is estimated at $1500.00. The lab fee should support supplies and repair, replacement of equipment.

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent

Recommendations to the Library Staff:

Prepared by:

Approved by Division/Department

Approved by Educational Policy Curriculum Committee

Approved by University Faculty Assembly

Approved by the Provost
NEW COURSE APPROVAL FORM

Department Management Abbreviation MGNT

Catalog Number 332 Title Managerial Economics

Hrs. Lec/Week 4 Hrs. Lab or Studio/Week 0

Credit Hours 4 Lab Fee 0 Instructor(s) R. Burke

Prerequisite(s) ECON 101, ECON 102, MATH 201

HEGIS Code Program Code

Subsidy Level Code Projected Enrollment 40

Effective Date Fall 1993

(Quarters to be taught for experimental course)

Proposed Text(s) Hirschey, Mark and Pappas, James, MANAGERIAL ECONOMICS,


COURSE DESCRIPTION (copy for course listing)

Use of economic theory and decision making techniques in business management. Production and consumer theory, applied price theory, pricing of final products, theory of profits, profit management, capital budgeting, cost and demand analysis theory to provide a solid foundation of economic understanding for use in managerial decision making.

Preq. ECON 101, ECON 102, and MATH 201.

RATIONALE FOR THE COURSE

A basic managerial applications course in micro and macro theory for business students.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Ph.D or MBA with experience.
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments

   Cross listed as ECON 332.

2. Effect on teaching loads and staffing

   R. Burke may teach one less ECON 101 class in the Social Science division and teach this course in the Management division.

3. Need for additional resources and facilities

   None

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent

   Recommendations to the Library Staff:

   Prepared by: ____________________________ (Signature) ____________________________ (Date)

   Approved by Division/Department:
   ____________________________ (Chairperson's Signature) ____________________________ (Date)

   Approved by Educational Policy Curriculum Committee:
   ____________________________ (Chairperson's Signature) ____________________________ (Date)

   Approved by University Faculty Assembly:
   ____________________________ (URA President's Signature) ____________________________ (Date)

   Approved by the Provost:
   ____________________________ (Provost's Signature) ____________________________ (Date)
NEW COURSE APPROVAL FORM

Department: Legal Assisting  
Abbreviation: LAST

Catalog Number: 273  
Title: Debtor-Creditor Law

Hrs. Lec/Week: 4  
Hrs. Lab or Studio/Week: ____________

Credit Hours: 4  
Lab Fee: ___  
Instructor(s): Waterman

Prerequisite(s): LAST 101

HEGIS Code: ________________  
Program Code: ________________

Subsidy Level Code: ________________  
Projected Enrollment: ____________

Effective Date: Fall '93

(Quarters to be taught for experimental course)

Proposed Text(s): Epstein, Debtor-Creditor Law, 4th Ed. (West)

---

COURSE DESCRIPTION (copy for course listing)

This course covers both bankruptcy and nonbankruptcy debtor-creditor law. Topics include collection law, fraudulent transfers and proceedings in aid of execution.

---

RATIONALE FOR THE COURSE

1. Area judges have recommended the addition of this course to the LAST curriculum.

2. This represents a hot area of employment for legal assistants.

---

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

J.D.
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None.

2. Effect on teaching loads and staffing
   None.

3. Need for additional resources and facilities
   None.

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by:
(Signature) 3/10/93
(Date)

Approved by Division/Department
(Chairperson's Signature) 3/11/93
(Date)

Approved by Educational Policy Curriculum Committee
(Chairperson's Signature) 3/16/93
(Date)

Approved by University Faculty Assembly
(UFA President's Signature) 5-25-93
(Date)

Approved by the Provost
(Provost's Signature) 6/27/93
(Date)
NEW COURSE APPROVAL FORM

Department ___________________________ Instrumentation & Control
Abbreviation ___________________________ ETIN

Catalog Number __________ Title ___________________________

Hrs. Lec./Week ______ Hrs. Lab or Studio/Week ______

Credit Hours ______ Lab Fee ______ Instructor(s) ___________________________

Prerequisite (s) _______________________________________________________

HEGIS Code ___________ Program Code ___________________________

Subsidy Level Code TECH 3 Projected Enrollment ______

Effective Date Fall 1993
(Quarters to be taught for experimental course)

Proposed Text(s) ___________________________

COURSE DESCRIPTION (copy for course listing)

This course includes a study of cardiovascular instruments, pacemakers, defibrillator, respiratory, ultrasound, and other life-support and life-saving instruments.

RATIONALE FOR THE COURSE

This course is part of a sequence of six instrumentation classes that will lead to a Biomedical Instrumentation Concentration in Instrumentation and Control Engineering Technology. This concentration will allow students that are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Associate of Applied Science and five years experience in Biomedical Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: ______ Strong ______ Adequate ______ Weak ______ Nonexistent
   X

Recommendations to the Library Staff:

---

Prepared by: [Signature] 4-14-93
(Date)

Approved by Division/Department
[Signature] 4/14/93
(Chairperson's Signature) (Date)

Approved by Educational Policy Curriculum Committee
[Signature] 4-14-93
(Chairperson's Signature) (Date)

Approved by University Faculty Assembly
[Signature] 5-25-93
(UFA President's Signature) (Date)

Approved by the Provost
[Signature] 5/27/93
(Provost's Signature) (Date)
NEW COURSE APPROVAL FORM

Department Instrumentation & Control E Abbreviation ETIN

Catalog Number 252 Title Techniques and Devices for Electronic Troubleshooting

Hrs. Lec./Week 3 Hrs. Lab or Studio/Week 2

Credit Hours 4 Lab Fee 30 Instructor(s) unassigned

Prerequisite(s) ETIN 210, ETIN 251

HEGIS Code Program Code

Subsidy Level Code TECH 3 Projected Enrollment 20/section

Effective Date Fall 1993 (Quarters to be taught for experimental course)

Proposed Text(s) To be selected

COURSE DESCRIPTION (copy for course listing)

This course instructs the student in procedures for finding malfunctioning cards and components in electronic instruments. Test equipment will be used to find the malfunctioning components.

RATIONALE FOR THE COURSE

This course is the second of a sequence of six instrumentation classes that will lead to a Biomedical Instrumentation Concentration in Instrumentation and Control Engineering Technology. This concentration will allow students that are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Associate of Applied Science and five years experience in Biomedical Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by:

Approved by Division/Department

Approved by Educational Policy Curriculum Committee

Approved by University Faculty Assembly

Approved by the Provost
NEW COURSE APPROVAL FORM

Department Instrumentation & Control E'T
Abbreviation _________ETIN

Catalog Number ______ 253
Title Internship 1 Work in Hospital

Hrs. Lec./Week ______ 1
Hrs. Lab or Studio/Week ______ 14

Credit Hours ______ 3
Lab Fee ______ 30
Instructor(s) ______ unassigned

Prerequisite(s) ______ ETIN 252, Corequisite ETIN 251

HEGIS Code _______________ Program Code _______________

Subsidy Level Code ______ TECH 3
Projected Enrollment ______ 20/section

Effective Date ______ Winter 1994
(Quarters to be taught for experimental course)

Proposed Text(s) ______ To be selected

COURSE DESCRIPTION (copy for course listing)
During this course the student will be working in the hospital with other
Biomedical personnel. The student will be working under the direct supervision
of the hospital.

RATIONALE FOR THE COURSE
This course is the third of a sequence of six instrumentation classes that
will lead to a Biomedical Instrumentation Concentration in Instrumentation and
Control Engineering Technology. This concentration will allow students that
are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE
INSTRUCTOR TO OFFER THIS COURSE
Associate of Applied Science and five years experience in Biomedical
Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: _____ Strong _____ Adequate X Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by:    (Signature)    (Date)
Approved by Division/Department: (Chairperson's Signature) (Date)
Approved by Educational Policy Curriculum Committee: (Chairperson's Signature) (Date)
Approved by University Faculty Assembly: (UFA President's Signature) (Date)
Approved by the Provost: (Provost's Signature) (Date)
NEW COURSE APPROVAL FORM

Department Instrumentation & Control E/Abbreviation ETIN

Catalog Number 261 Title Instrumentation for Circulatory Systems

Hrs. Lec./Week 2 Hrs. Lab or Studio/Week 2

Credit Hours 3 Lab Fee 30 Instructor(s) unassigned

Prerequisite(s) ETIN 252

HEGIS Code __________________________ Program Code _______________________

Subsidy Level Code TECH 3 Projected Enrollment 20/section

Effective Date Spring 1994
(Quarters to be taught for experimental course)

Proposed Text(s) To be selected

COURSE DESCRIPTION (copy for course listing)

The student will be studying instruments that are used in the circulatory system. Acoustic, ultrasonics; electronic and radiologic devices.

RATIONALE FOR THE COURSE

This course is the fourth of a sequence of six instrumentation classes that will lead to a Biomedical Instrumentation Concentration in Instrumentation and Control Engineering Technology. This concentration will allow students that are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Associate of Applied Science and five years experience in Biomedical Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by: [Signature] 4-13-93  
Approved by Division/Department [Chairperson's Signature] 4/14/93  
Approved by Educational Policy Curriculum Committee [Chairperson's Signature] 4-15-93  
Approved by University Faculty Assembly [UFA President's Signature] 5-25-93  
Approved by the Provost [Provost's Signature] 5/21/93
NEW COURSE APPROVAL FORM

Department Instrumentation & Control Abbreviation ETIN

Catalog Number 262 Title Bio Voltages

Hrs. Lec./Week 2 Hrs. Lab or Studio/Week 2

Credit Hours 3 Lab Fee 30 Instructor(s) unassigned

Prerequisite(s) ETIN 251

HEGIS Code Program Code

Subsidy Level Code TECH 3 Projected Enrollment 20/section

Effective Date Spring 1994

(Quarters to be taught for experimental course)

Proposed Text(s) To be selected

COURSE DESCRIPTION (copy for course listing)

The student will be studying the origin and usefulness of ECG, ERG, and EEG.

RATIONALE FOR THE COURSE

This course is the fifth of a sequence of six instrumentation classes that will lead to a Biomedical Instrumentation Concentration in Instrumentation and Control Engineering Technology. This concentration will allow students that are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Associate of Applied Science and five years experience in Biomedical Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

---

Prepared by: [Signature] (Date)
Approved by Division/Department [Signature] (Date)
Approved by Educational Policy Curriculum Committee [Signature] (Date)
Approved by University Faculty Assembly [Signature] (Date)
Approved by the Provost [Signature] (Date)
NEW COURSE APPROVAL FORM

Department Instrumentation & Control E' Abbreviation ETIN

Catalog Number 263 Title Internship 2 Work in Hospital

Hrs. Lec./Week 1 Hrs. Lab or Studio/Week 14

Credit Hours 3 Lab Fee 30 Instructor(s) unassigned

Prerequisite(s) ETIN 253

HEGIS Code Program Code

Subsidy Level Code TECH 3 Projected Enrollment 20/section

Effective Date Spring 1994 (Quarters to be taught for experimental course)

Proposed Text(s) To be selected

COURSE DESCRIPTION (copy for course listing)

The student will continue to do safety testing, preventive maintenance, inspection, troubleshooting and repair of biomedical equipment under the supervision of the clinical engineer or department supervisor.

RATIONALE FOR THE COURSE

This course is the final class of a sequence of six instrumentation classes that will lead to a Biomedical Instrumentation Concentration in Instrumentation and Control Engineering Technology. This concentration will allow students that are interested in a career in the medical field another career choice.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Associate of Applied Science and five years experience in Biomedical Instrumentation
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   None

2. Effect on teaching loads and staffing
   This course will be taught by part time faculty from the medical community.

3. Need for additional resources and facilities
   None

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by: ___________________________  4-13-93
(Signature)  (Date)

Approved by Division/Department

Approved by Educational Policy Curriculum Committee

Approved by University Faculty Assembly

Approved by the Provost


NEW COURSE APPROVAL FORM

Department **Electrical & Computer E.T.** Abbreviation **ETEC**

Catalog Number **ETCO 101** Title **Applied Technology Systems**

Hrs. Lec./Week **2** Hrs. Lab or Studio/Week **4**

Credit Hours **4** Lab Fee **$25.00** Instructor(s) **Team**

Prerequisite(s) **None**

HEGIS Code __________________ Program Code ________________

Subsidy Level Code __________ Projected Enrollment **25**

Effective Date **7/1/93**

(Quarters to be taught for experimental course)


COURSE DESCRIPTION (copy for course listing)

An introduction to applied technology through a systems approach. Students will design, develop, and fabricate a product in the Engineering Technologies laboratories under the guidance of faculty and advanced student mentors. A final design report will be required.

RATIONALE FOR THE COURSE

This course will provide an introduction to various technologies for those students who have not yet decided upon a particular career.

MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE

Bachelor of Science
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   Minimal.

2. Effect on teaching loads and staffing
   Team teaching will be performed during the summer with minimal effect on teaching loads or staffing.

3. Need for additional resources and facilities
   None. This course utilizes existing facilities and resources.

4. Library holdings: Strong ___ Adequate ___ Weak ___ Nonexistent
   Recommendations to the Library Staff:

Prepared by: 

Approved by Division/Department

Approved by Educational Policy Curriculum Committee

Approved by University Faculty Assembly

Approved by the Provost
Shawnee State University
Portsmouth, Ohio 45662
(614) 354-3205

MEMORANDUM

TO: Clive C. Veri, Ph.D.
   President

FROM: John Kelley
      President
      The University Faculty Assembly (UFA)

DATE: May 25, 1993

RE: UNIVERSITY FACULTY ASSEMBLY RECOMMENDATION

At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: An Amendment to the UFA Bylaws that will suspend the operations of all UFA standing committees (with the exception of the Committee on Committees and the Faculty Affairs Committee) effective at the end of the Spring Quarter of 1993.*

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

COMMENTS:

*This Bylaw change, under the UFA Constitution, does not require action by the SSU President for its approval and implementation.

Disapprove by:
The University President

RATIONALE:
A PROPOSED AMENDMENT TO THE BYLAWS TO ARTICLE 8: COMMITTEES

"To amend BYLAWS TO ARTICLE 8: COMMITTEES by adding the following words: 'With the exception of the Committee on Committees and the Faculty Affairs Committee all UFA standing committees will suspend operations effective at the end of the 1993 Spring Quarter. Suspended committees may be reactivated by a majority vote of UFA members voting. The Committee on Committees will make no appointments to a standing committee effective during its suspended operation.'

'Chairs of suspended standing committees will transfer all current business to the chairs of their counterpart committees of the University Senate.'"
At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: A revised statement on plagiarism for inclusion in the Student Handbook.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

COMMENTS:

Disapprove by:
The University President

RATIONALE:
RECOMMENDATIONS OF UFA COMMITTEE ON PLAGIARISM

1. Plagiarism, whether it occurs in the classroom or anywhere else within the SSU community, is misconduct of an academic nature.

2. Incidents of plagiarism should be specifically excepted from the definition of Dishonest Conduct, as found in Paragraph E on page 54 of the Student Handbook.

3. Plagiarism occurring within the SSU community, but outside the classroom, should be specifically added to the definition of Academic Misconduct, which definition is found on page 64 of the Student Handbook.

4. A statement should be added to the section on Academic Misconduct (page 64 of the Student Handbook) that, "Any charge of plagiarism outside the classroom may be brought by the administrator, faculty advisor or the faculty representative affiliated or otherwise involved with the organization or activity within which the plagiarism allegedly took place."

5. The first sentence of the last paragraph addressing academic misconduct, found on page 64 of the Student Handbook, should be revised by deleting the reference to the program director or coordinator. The initial decision whether to bring a charge of academic misconduct should be made solely by the faculty member.

6. When a faculty member decides to bring a charge of academic misconduct, the faculty member shall notify the chair of his/her department, or if no chair exists, his/her dean, before entering the charge against the student. Such chair or dean shall be available to consult with and advise the faculty member throughout the subsequent proceedings.

7. A student charged with academic misconduct may appeal the decision of the faculty member to a committee which would act in lieu of the Provost as the first level of appeal (as described in the last paragraph on page 64 of the Student Handbook). This committee shall be composed of five faculty members, one from each the College of Arts and Sciences, the College of Business, the College of Engineering Technologies, the College of Health Sciences and the Center for Teacher Education, and shall also include the Provost, or his designee, who would act as chair and who would have tie breaking voting power. The faculty members of this committee shall be drawn from a panel of ten faculty members, two from each of the above identified colleges. Each such college shall be responsible for selecting its two members to serve on the panel, giving consideration to the availability of at least one of the persons so named throughout the year. The next two levels of appeal shall remain unchanged, except as noted in recommendation 8 below.

8. Any Academic Misconduct Hearing Panel shall include two faculty members, both of whom shall be appointed by the UFA. (See page 59 of the Student Handbook.)

9. Any University Disciplinary Panel shall include two faculty members, both of whom shall be appointed by the UFA. (See pages 58-59 of the Student Handbook.)

Note: All references are to the 1992-94 edition of the Student Handbook.
Constitutional Amendment proposed:
A petition with the required 10% of the voting UFA membership's signatures has been filed with the UFA Executive Board. The following is the proposed amendment.

AMENDMENT:

The designated representative to the Chancellor's Faculty Advisory Council is, by current constitution, the elected Member-At-Large. The alternate is to be selected from the remaining four elected officers.

Section 4.5 EXECUTIVE BOARD MEMBER AT-LARGE -- The University Faculty Assembly Executive Board Member at-Large shall represent Shawnee State University on the faculty advising committee to the Ohio Board of Regents and report to UFA on the activities of the committee, and shall participate in all deliberations of the Executive Board. An alternate shall be appointed by the President of UFA from the other four officers to attend in the event the representative is unable to attend a given meeting.

We propose the following change:

Section 4.5 EXECUTIVE BOARD MEMBER AT-LARGE -- The University Faculty Assembly Executive Board Member at-Large shall represent Shawnee State University on the faculty advising committee to the Ohio Board of Regents and report to UFA on the activities of the committee, and shall participate in all deliberations of the Executive Board. An alternate shall be appointed by the President of UFA to attend in the event the representative is unable to attend a given meeting.

This deletes the words from the other four officers.
TO: Clive C. Veri, Ph.D.
    President

FROM: John Kelley
      President
      The University Faculty Assembly (UFA)

DATE: May 25, 1993

RE: UNIVERSITY FACULTY ASSEMBLY RECOMMENDATION

At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: A new Pass/No-Credit policy for inclusion in the SSU catalog.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

COMMENTS:

Disapprove by:
The University President

RATIONALE:
Pass/No-Credit Policy

Offered by the Student Affairs Committee of UFA

The pass/no-credit option is designed to permit students to take a select number of courses for which no traditional letter grade (of "A" through "F") will be recorded on his/her grade report and transcript. Students wishing to take a course on a pass/no-credit basis must complete the proper forms at the Registrar's Office within the first 14 calendar days of a regular quarter or the first 7 calendar days of a 5-week term. The student's decision to take a class on a pass/no-credit basis is NOT subject to change.

To be eligible for the pass/no-credit option, a student must have earned a cumulative G.P.A. of 2.0 or better. First quarter freshmen will be considered as having met the above requirement.

The pass/no-credit option is subject to the following restrictions:

1.) A student may complete up to 8 quarter hours to be counted toward an associate degree or 16 quarter hours to be counted toward a baccalaureate degree under this option.
2.) A student may take only one (1) course pass/no-credit per quarter.
3.) Applicability of courses taken pass/no-credit toward a student's major program of study is subject to departmental approval.
4.) To receive a grade of P (pass), a student must earn a grade of C- or better in the course. If a student does not receive a grade of C- or better, a grade of NC (no-credit) will be awarded.
5.) A grade will be turned in at the regular grade-processing time and will be converted to a P or a NC on the transcript by the Office of the Registrar.
At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: A policy on the Administration of the Inventions, Discoveries and Patents.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

Disapprove by:
The University President

RATIONALE:
1.0 GENERAL

1.1 Research is recognized as an integral part of the educational process to generate new knowledge, to encourage the spirit of inquiry, and to develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions (hereinafter collectively referred to as “inventions”) may be made by faculty members, staff, and students of the University, which could have material commercial value or potential as revenue producers and which could contribute significantly to scientific, technological, social, and cultural progress. Such inventions may qualify for patent protection. Patents are created by the Constitution and the laws of the United States to recognize the ownership of inventions by individuals in return for publication of the inventions by issued patents and ultimate dedication to the public after the limited period for which the law grants patent protection.

1.2 The faculty members, staff, and students of the University are encouraged to evaluate the results of their research activities in terms of potential commercial value and the public interest, as well as for scholarly significance.

2.0 BASIC OBJECTIVES

The basic objectives of Shawnee State University’s Policy on Inventions, Discoveries, and Patents (hereinafter referred to as “Policy”) are:

2.1 To comply with the public policy of the State of Ohio with respect to the University’s right to, and interest in inventions, including patents thereon, mandated by Section 3345.14 of the Ohio Revised Code.

2.2 To make inventions developed in the course of University research available in the public interest under conditions that will promote their effective development and utilization.

2.3 To assure that inventions developed in the course of University research will not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or otherwise.
2.4 To provide adequate recognition and incentive to inventors and discoverers (hereinafter collectively referred to as "inventors") by assuring them an equitable share in any proceeds from their inventions, since, unlike normal commercial practice, University salary scales are not based on the expectation by the University of income from inventions.

2.5 To advance and encourage research within the University with the proceeds accruing to the University from inventions which are developed in the course of research supported by funds or facilities of, or administered by, the University.

2.6 To recognize the entitlement of any outside sponsor of research conducted by the University to share in the proceeds resulting from inventions developed in the course of such research by making reasonable provisions for the granting of limited patent rights to such sponsor, consistent with the University's other objectives above outlined.

3.0 ADMINISTRATION OF THE PATENT POLICY

3.1 The Board of Trustees shall be responsible for the general supervision of this policy, "Inventions, Discoveries, and Patents."

3.2 An "IDP [Inventions, Discoveries, and Patents]" Committee (one faculty member representing each college, the appropriate Dean/Vice President, and the Provost or his/her designee, hereinafter referred to as the "Committee") chaired by the Provost or his/her designee shall review and make recommendations to the President and the Board of Trustees with respect to:

3.2.1 The management of inventions subject to this Policy, including their processing, development, patenting, and exploitation in accordance with the objectives of this Policy and the best interest of the University. Such recommendations shall be made with all reasonable promptness after an invention is brought to the Committee's attention.

3.2.2 The adoption of regulations and procedures appropriate to implement this Policy; and

3.2.3 The employment of any independent consultants or patent management agents necessary to assist in perfecting or evaluating inventions and securing adequate patent protection.
4.0 OBLIGATION OF UNIVERSITY FACULTY, STAFF, AND STUDENTS; REPORTS AND PROCEDURES

All faculty members, staff, and students, in consideration of their affiliation with the University and the approval of this Policy by the University Faculty Assembly and Trustees of the University, agree to handle all inventions, and patents resulting therefrom, which are developed from research or investigation supported by, or conducted in any facility of the University as follows:

4.1 A faculty member, staff member, or student shall promptly report and refer any such invention in writing to the Provost or his designee, in such form and detail and with such supporting information as the Provost shall from time to time, by general announcement, request.

4.2 When an invention is referred to the Provost, she or he will see to it that the invention together with all necessary supporting information is submitted to the Committee. The Committee will review the merits of the invention and make recommendations to the President and Board of Trustees for the management of the invention including its development, patenting, and exploitation.

4.3 After consultation with the inventor(s), the Committee may suggest that the University return the invention to the inventor(s) to manage on his or her own initiative, subject to the policies of any external sponsor who may have an interest.

4.4 The determination of the Board of Trustees with respect to the management of any invention submitted hereunder shall be binding upon the inventor(s) and the inventor(s) shall execute all documents appropriate for such management.

5.0 RIGHTS TO INVENTIONS AND PATENTS; DISTRIBUTION OF FINANCIAL RETURNS

5.1 All rights with respect to inventions resulting from research activities of faculty members, staff, or students of the University which are supported entirely or predominantly by University resources or facilities shall be assigned to and controlled by the University. Unless in exceptional cases, the Board of Trustees, upon the recommendation of the Committee, awards a large percentage of the net financial returns to the inventor(s), the inventor(s) shall receive fifty percent (50%) of the net financial returns from the exploitation of the invention and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto. In the event the patent is assigned to any outside patent management organization (such as a research/development corporation) the inventor(s) would receive 50% of net revenues received by the University.
5.2 All rights with respect to inventions resulting from research activities of faculty members, staff, or students which are supported, but less than predominantly supported, by University resources or facilities shall be assigned to and controlled by the University. The Committee shall recommend to the President and Board of Trustees the appropriate percentage of the net financial returns from exploitation of the invention, and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto, to be paid to the inventor(s). In no case shall the inventor(s) receive less than fifty percent (50%) of such net financial returns.

5.3 All rights with respect to inventions resulting from the personal and independent research activities of University faculty members, staff, or students, unsupported by University resources or facilities shall be the sole property of the inventor(s). The inventor(s) may assign such inventions to the University under the terms and conditions of Section 5.2.

5.4 Inventions resulting from research carried on by a student in fulfillment of requirements for an academic degree, including the preparation of a thesis or dissertation, shall be construed as having resulted from research activities predominantly supported by University resources and facilities and shall be subject to the provisions of Section 5.1.

5.5 At the request of the Committee, the appropriate University department chairperson or dean shall investigate and report to the Committee upon the extent to which University facilities and resources were used to support research activities resulting in an invention referred to the Provost in accordance with the Policy.

5.6 Determination of net financial returns as used in this Policy shall be made and reported by the University in accordance with generally accepted accounting principles.

5.7 All rights to inventions resulting from sponsored research grants, contracts, fellowships, or other such special arrangements, shall be controlled by the terms of those grants, contracts, fellowships, or special arrangements. Faculty members, staff, and students accepting sponsored research grants shall execute such agreements as will enable the University to conform with the mandatory requirements of the sponsoring agencies and shall abide by the provisions of such agreements and Section 6 of this Policy.
5.8 Reasonable diligence will be exercised by the University to ensure the expeditious development, patenting, and exploitation of such inventions.

5.9 The University may within 180 days of the date of an inventor's submission of an adequate disclosure of an invention to the University, elect not to exercise its rights with respect to an invention subject to this Policy. In such event, the University shall promptly notify the inventor(s) in writing of its election. Thereafter, in response to a written request by the inventor(s), the University shall relinquish, reassign, or otherwise transfer all rights with respect to such invention to the inventor(s), subject to the rights and policies of any external sponsor.

6.0 SPONSORED RESEARCH

6.1 When the University and a third party (hereafter referred to as "outside sponsor") enter into an agreement for research to be conducted with funds or facilities provided in whole or in part by such outside sponsor, any faculty, staff member, or student who conducts such research, utilizing such funds or facilities, may be required by the University to enter into an agreement assigning all rights to inventions arising from such research to the University or the outside sponsor or both.

6.2 No agreement, respecting the assignment, licensing, or other exploitation of any patent or other rights to any invention developed in the course of research supported by funds or utilizing facilities administered by the University pursuant to an agreement with an outside sponsor, may be entered into by any faculty, staff member or student without the written consent of the University. Such consent shall be given or withheld in accordance with the objectives set forth in this Policy by the Board of Trustees after consideration of the recommendation of the Committee.

7.0 ADVISORY ARBITRATION

If a dispute should arise between an inventor(s) and the University with respect to the application or interpretation of the provisions of this Policy, the dispute shall be submitted to arbitration in accordance with the rules and regulations of the American Arbitration Association. The award of such arbitrators shall be advisory only and not binding upon the inventor(s) or the University, unless specifically agreed to by the parties.
TO: Clive C. Veri, Ph.D.
President

FROM: John Kelley
President
The University Faculty Assembly (UFA)

DATE: May 25, 1993

RE: UNIVERSITY FACULTY ASSEMBLY RECOMMENDATION

At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: A revised Use of Tobacco Policy.

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly

Approved by:
The University President

COMMENTS:

Disapprove by:
The University President

RATIONALE:
Shawnee State University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its students, faculty, staff, and visitors. The following is, therefore, the University's policy.

1.0 Buildings

Smoking and the use of smokeless tobacco products shall be prohibited in all buildings and other enclosed structures owned or leased by the University except for rooms within University buildings used primarily as residence of students or other persons affiliated with the University.

2.0 Vehicles

Smoking and the use of smokeless tobacco products shall be prohibited in all vehicles owned or leased by the University or groups and organizations connected with the University.

3.0 Coordinating Responsibility

3.1 Communication

The vice presidents and provost will be responsible for communicating this policy to the academic community. The Facilities Department will be charged with posting appropriate signs and entrance receptacles.

3.2 Enforcement

Vice presidents, provost, deans, chairpersons, administrative officials and supervisors are generally responsible for the implementation and enforcement of this policy.

It is the responsibility of everyone in the academic community, including visitors, to implement this policy. Disputes or complaints should be referred to the appropriate vice president or president and disciplinary action may result.

Adopted June 12, 1992; Revised

---------------------------------------------University Policies and Procedures Manual
Shawnee State University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its students, faculty, staff, and visitors. The following is, therefore, the University's policy.

1.0 Buildings

Smoking and the use of smokeless tobacco products shall be prohibited in all buildings and other enclosed structures owned or leased by the University except for rooms within University buildings used primarily as residence of students or other persons affiliated with the University.

2.0 Vehicles

Smoking and the use of smokeless tobacco products shall be prohibited in all vehicles owned or leased by the University or groups and organizations connected with the University.

3.0 Coordinating Responsibility

3.1 Communication

The vice presidents and provost will be responsible for communicating this policy to the academic community. The Facilities Department will be charged with posting appropriate signs and entrance receptacles.

3.2 Enforcement

Vice presidents, provost, deans, chairpersons, administrative officials and supervisors are generally responsible for the implementation and enforcement of this policy.

It is the responsibility of everyone in the academic community, including visitors, to implement this policy. Disputes or complaints should be referred to the appropriate vice president or president and disciplinary action may result.

Adopted June 12, 1992; Revised


---

University Policies and Procedures Manual