

7-10-2017

## July 10, 2017 Special Meeting Minutes

Shawnee State University

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### Recommended Citation

Shawnee State University, "July 10, 2017 Special Meeting Minutes" (2017). *Minutes of the Board of Trustees Meetings*. 70.  
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**SHAWNEE STATE UNIVERSITY  
BOARD OF TRUSTEES**

**Special Meeting Minutes  
July 10, 2017**

**Call to Order**

Chairperson Williams called the meeting to order at 9:10 a.m. noting the meeting was in compliance with RC § 121.22(F).

**Roll Call**

Members Present: Ms. Hartop, Ms. Hash, Dr. White, Mr. Williams, and Mr. Watson

Members Absent: Mr. Howarth, Mr. Evans, Mr. Furbee, and Ms. Detty

**Approval of the July 10, 2017 Agenda**

Dr. White moved and Ms. Hash seconded a motion to approve the July 10, 2017 agenda.

Without discussion, the Board unanimously approved said agenda.

**Resolution E04-17, Adoption of the Shawnee State University Undergraduate Tuition Guarantee Program (Shawnee Advantage)**

Dr. Elinda Boyles described the principles of the Shawnee Advantage Tuition Guarantee and provided appendices A and B. The proposed program would be effective fall 2018. The Ohio Department of Higher Education (ODHE) approved a preliminary review and granted approval to move forward. Once the Board of Trustees approves the principles, the ODHE will do a full approval with a review of the fees and details.

A discussion about the fees and program hours with Dr. Boyles, Dr. Bauer, Dr. White, and Ms. Hartop followed.

At the request of Ms. Hash, Dr. Kurtz and Dr. Boyles explained the impetus for the program.

Dr. White moved and Mr. Watson seconded a motion to approve Resolution E04-17, Adoption of the Shawnee State University Undergraduate Tuition Guarantee Program (Shawnee Advantage).

Without further discussion, the Board unanimously approved Resolution E04-17.

**Resolution E05-17, Approval of Career Services Fee**

President Kurtz described how this fee will help build Student Career Services and “first five years” Alumni Career Services program.

Dr. White moved and Mr. Watson seconded a motion to approve Resolution E05-17, Approval of Career Services Fee.

Without discussion, the Board unanimously approved Resolution E05-17.

**Comments from Constituent Groups and the Public**

None.

**Executive Session**

None

**Adjournment**

The Board was adjourned by acclamation at 10:04 a.m.

  
Chairperson, Board of Trustees

  
Secretary, Board of Trustees

**RESOLUTION E04-17**  
**ADOPTION OF THE SHAWNEE STATE UNIVERSITY**  
**UNDERGRADUATE TUITION GUARANTEE PROGRAM**  
**(SHAWNEE ADVANTAGE)**

WHEREAS, Revised Code §3345.48 authorizes the Board of Trustees at Shawnee State University to establish an undergraduate tuition guarantee program by adopting rules for the governance of the program which must be submitted to the Chancellor of the Ohio Department of Higher Education for approval; and

WHEREAS, the Board desires to adopt the Shawnee State University Undergraduate Tuition Guarantee Program titled *Shawnee Advantage* that provides an undergraduate tuition guarantee including guaranteed rates for housing, meal plans, and other student fees, as defined;

THEREFORE, BE IT RESOLVED that the Board of Trustees adopts the attached *Shawnee Advantage* Principles and directs the President to submit these Principles to the Chancellor of the Ohio Department of Higher Education for approval and to incorporate the resulting recommended modifications;

BE IT FURTHER RESOLVED that *Shawnee Advantage* shall become effective upon approval by the Chancellor and implemented beginning with the 2018-19 academic year;

BE IT FURTHER RESOLVED that the President is authorized to make future modifications that are administrative in nature to the *Shawnee Advantage* Principles for the effective and efficient management of the Program, subject to compliance with the requirements of Ohio Revised Code §3345.48.

(July 10, 2017)



## **PRINCIPLES OF THE SHAWNEE ADVANTAGE**

### **A. TUITION GUARANTEE**

- 1) The Shawnee Advantage is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. The Shawnee Advantage ensures that tuition, fees, housing, and meal plan charges will not increase over the ensuing four academic year period for first-time students. The Shawnee Advantage applies to all degree-seeking undergraduate students enrolling for the first time at Shawnee State University.
- 2) Tuition and fees will be set annually for provisionally admitted students, continuing students, graduate students, non-degree seeking students, College Credit Plus students, and any other groups of students not expressly included in this program. Participation in the program is required for all degree-seeking undergraduate students enrolling at Shawnee State University for the first time in fall semester of 2018 or later.
- 3) The four academic years of the Shawnee Advantage includes twelve (12) consecutive semesters, four (4) fall, four (4) spring and four (4) summer terms. The four academic year term is guaranteed regardless of the student's enrollment status (full-time, part-time, or not enrolled) during that time.
- 4) Tuition is set by the Shawnee State University Board of Trustees each academic year and guaranteed for twelve (12) consecutive semesters for each entering cohort.

### **B. STUDENTS AND COHORTS**

- 1) Cohort
  - a) Beginning with the 2018-2019 academic year, every new first-time or transfer undergraduate (bachelor's and associate's) degree-seeking student will be part of the Shawnee Advantage.
  - b) Students covered by the Shawnee Advantage will be assigned to a cohort based on the semester in which the students first enroll as degree-seeking students, as follows:
    - i. Any degree-seeking, undergraduate student who is registered for classes for the first time as of the fifteenth day of the fall semester will be assigned to that cohort year for purposes of determining tuition, fees, housing, and meal plan charges for the four academic years (twelve semesters) covered by the Shawnee Advantage.
    - ii. Students who are first admitted to Shawnee State University in Spring or Summer semesters will be charged the established (nonguaranteed) continuing student rate for that semester, yet in the subsequent Fall, they will be treated as part of the entering Fall cohort and assigned the same (guaranteed) cohort rate as other students who start in Fall semester. By being assigned to the

following Fall Semester cohort, these students will receive the benefit of guaranteed tuition for four full years beginning with that first fall term.

- iii. Students may complete as many undergraduate degrees, majors, minors, and/or certificates as they choose within their cohort period.

2) First-Time Students

A first-time student is any undergraduate, degree-seeking student enrolled at Shawnee State University for the first time on or after Fall 2018. First-time students do not include non-degree seeking students or conditionally admitted students such as students enrolled in the Bridge to Success Program, College Credit Plus students, and incoming exchange students.

3) Transfer Students

A transfer student is a student who transfers to Shawnee State University from an accredited institution of higher education, including any of Ohio's public community or technical colleges. Students enrolled in College Credit Plus, Advanced Placement courses, International Baccalaureate, or similar programs are not considered transfer students. Transfer students will be assigned to a cohort based on their initial date of enrollment as a degree-seeking undergraduate student at Shawnee State University.

4) Continuing Students

Students enrolled as degree-seeking students at Shawnee State University prior to Fall semester 2018 are considered continuing students for purposes of assessing tuition and other fees and are not covered by the Shawnee Advantage. Tuition and other fees are set annually by the Board of Trustees for these students.

5) Re-Enrolling Students

Re-enrolling students are degree-seeking students who have a lapse of enrollment for one academic term, not including summer semester. Re-enrolling students who were admitted prior to Fall 2018 are not covered by the Shawnee Advantage and will pay tuition and other fees associated with continuing students.

When a student originally assigned to a Shawnee Advantage cohort seeks to re-enroll after any period of non-attendance and not more than four (4) academic years have elapsed since the student's initial degree-seeking enrollment, that student will be assigned to the student's original cohort for the balance of the cohort period. If four (4) or more academic years have elapsed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University.

6) Non-Degree Students

Students admitted or enrolled as non-degree-seeking students (students who are not pursuing an undergraduate degree or have not been admitted as a degree-seeking student at Shawnee State University) are not covered by the Shawnee Advantage and will not be



assigned to a cohort unless the student is subsequently admitted and enrolls as a degree-seeking student. Tuition for non-degree seeking students (including conditionally admitted students, such as exchange students or students enrolled in Bridge to Success or College Credit Plus programs) will continue to be set annually by the Board of Trustees. Once a student is admitted as a first-time, degree-seeking student, the student will be assigned to the cohort based on the semester in which the student first enrolled as a degree-seeking student.

### C. UNDERGRADUATE DEGREES

The Shawnee Advantage covers undergraduate degree-seeking students. Shawnee State University offers both associate's and bachelor's degrees at the undergraduate level.

#### 1) Associate's Degree

An associate's degree requires the completion of a minimum of 60 semester credit hours. Students pursuing an associate's degree will be provided the Shawnee Advantage cohort rate for the full 4 years. Students who complete associate's degrees may continue with their education and pursue bachelor's degrees as a part of their Shawnee Advantage.

#### 2) Bachelor's Degree

A bachelor's degree requires the completion of a minimum of 120 semester credit hours. Students completing bachelor's degree programs requiring more than 120 hours can request an extension of the guaranteed cohort period following the procedures outlined in Section H below. A list of all bachelor degree programs can be viewed at <http://www.shawnee.edu/academics/#degrees> and a list of degrees requiring more than 120 hours is provided in Appendix A.

### D. COSTS INCLUDED IN THE SHAWNEE ADVANTAGE

1) Tuition is the sum of the Instructional Fee and General Fee. For non-Ohio-resident students, tuition also includes a surcharge. Under the Shawnee Advantage, tuition is set each academic year for twelve (12) consecutive semesters for each entering fall cohort. Full-time students (students enrolled in 12 to 18 credit hours) pay no additional tuition regardless of the number of hours enrolled. Part-time students (students enrolled in fewer than 12 credit hours) pay tuition on a prorated, per-credit hour basis. Students who are enrolled in greater than 18 credit hours pay additional tuition on a prorated, per-credit hour basis.

#### a) Instructional Fee

These are the guaranteed instructional costs that first-time degree-seeking students will pay. Non-Ohio resident students also pay a tuition surcharge. Each incoming cohort is charged its guaranteed resident or non-resident rate for twelve consecutive semesters. Under the Shawnee Advantage instructional fees include specialized course-related supplies and equipment.

#### b) General Fee



These are campus fees charged to all students for non-instructional services and programs on campus, such as health education and services, recreation, athletics, course-related technology, career services, graduation petition, student-life facilities, and student activities.

2) Program Fees

Program Fees are additional per-semester charges that support specialized academic programs and instruction. The programs that are assessed a program fee are listed in Appendix B. These fees are charged as applicable and the rates are guaranteed for each cohort, regardless of when the student first declares a major.

3) Study Abroad and Domestic Travel Fees

The instructional and general fees for travel courses will be included in the Shawnee Advantage. Additional fees (e.g., flights, activity fees, hotel accommodations, etc.) are not part of the Shawnee Advantage.

4) Housing and Meal Plan

Housing and Meal Plan charges are the guaranteed rates for Shawnee State's housing and meal plan options. Students pay a fee based on the housing and meal plan selected. The selected schedule of fees and options are guaranteed for each cohort for twelve consecutive semesters.

a) Housing Rates

The Shawnee Advantage includes a guaranteed price schedule for housing that represents the housing options available to undergraduate students. The rate charged to the student is based upon the student's selected or assigned residence building (e.g., Campus View, Cedar House, University Townhouse, etc.) and room type, (e.g., private room or double room). If a student changes housing during the cohort period, the rate charged to the student will be adjusted based on the guaranteed price schedule that is in effect throughout the student's cohort period. Under the Shawnee Advantage, housing rates include basic residential housing connectivity and programming.

b) Meal Plan Rates

The Shawnee Advantage establishes a schedule of meal plan rates that are guaranteed to each cohort throughout the four-year period of the guarantee. The actual cost to each student will be based on the meal plan in which they are enrolled each semester. While meal plan prices will remain guaranteed during the cohort period, individual meal items and merchandise in retail locations are subject to price changes. Students are responsible for the cost of adding optional flex dollars to their meal plan.

5) Costs Not Included in the Shawnee Advantage

- a) Service charges and fines incurred by students such as printing fees and library and parking fines will vary from year to year and are not included in the Shawnee

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Advantage.

- b) Workshops, student health insurance, textbooks, copier charges, computer software and hardware, access to optional residential housing internet services, and personal school supplies are not included in the Shawnee Advantage.
- c) All other fees, fines, and costs related to attending Shawnee State University not specifically identified as part of the Shawnee Advantage are excluded from the guaranteed cohort price and are subject to price changes. While such costs are excluded, Shawnee State University will seek to limit increases to the extent feasible.

**E. COHORT PRICING BEYOND THE INITIAL YEAR**

- 1) Once the initial cohort tuition price is established, subsequent cohort tuition increases will be based on:
  - a) The average rate of inflation, as measured by the consumer price index prepared by the Bureau of Labor Statistics of the United States Department of Labor (all urban consumers, all items), for the previous sixty-month period; and
  - b) The percentage amount the Ohio General Assembly restrains increases on in-state undergraduate Instructional and General Fees for the applicable fiscal year. If the General Assembly does not enact a limit on the increase of in-state undergraduate instructional and general fees, then no limit shall apply under this section for the cohort that first enrolls in any academic year for which the General Assembly does not prescribe a limit.
  - c) This rate of increase will be benchmarked against other State of Ohio four-year institutions' four-year rolling cost averages to account for the impact of the cohort pricing model on tuition changes. If Shawnee State University's cohort tuition pricing for Ohio residents falls significantly below these institutions, Shawnee State University may elect to submit for approval by the Chancellor of the Department of Higher Education an increase in the forthcoming cohort pricing in excess of the stated limitation for Ohio residents.
- 2) Other increases in successive cohort pricing, including the non-resident tuition surcharge, program fees, course fees, housing, and meal plan charges are not subject to the pricing formula set forth above and will be determined by the Shawnee State University Board of Trustees, in accordance with Ohio law.

**F. EXCEPTIONS TO STANDARD LENGTH OF COHORT**

The Shawnee Advantage is for four (4) academic years commencing with the Fall Semester. Some students may require additional semesters beyond the four (4) academic years to complete their baccalaureate degree and will continue to attend Shawnee State University beyond their cohort period. When certain exceptions are met, as described below, students may extend their guaranteed cohort price beyond their guaranteed cohort period. A student must apply for an exception no later than one semester prior to the expiration of their cohort period. Students with approved exceptions will be granted additional courses at their guaranteed cohort price. The specific courses or length of

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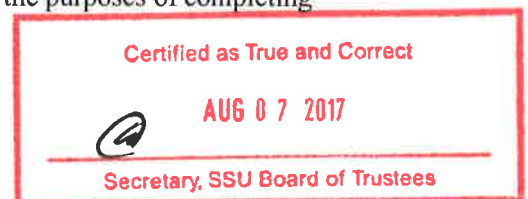
the exception will be determined as part of any approval.

Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be placed into the cohort that went into effect the year after their assigned cohort (cohort +1). The student will remain in that cohort for up to one year and if still enrolled after that cohort expires, will be placed into the next cohort (cohort +2) for the next year and so on until the student is no longer enrolled.

#### **G. APPLYING FOR AN EXCEPTION**

There will be some students who will take longer than their guaranteed cohort period to graduate due to circumstances beyond their control. No later than one semester prior to the expiration of their guaranteed cohort term, a student may request, an extension of his or her guaranteed cohort price. Each case will be evaluated on its own merits to determine whether an extension should be granted and if so, the nature and duration of any extension.

- 1) A Shawnee Advantage Appeals Committee will evaluate requests for exceptions. The appeal must fall within extenuating circumstances established by the Appeals Committee as described below.
  - a) If the Appeals Committee finds that the student cannot complete the degree program within the four (4) academic years of the student's cohort due solely to a lack of available classes or space in classes provided by the University, the University will provide the student with an opportunity to take the necessary course or courses without requiring the payment of tuition.
  - b) Other circumstances that will be considered for an extension of the guaranteed cohort price beyond the four academic years, depending on the validity and impact of the circumstances, include:
    - i. Enrollment in a degree program requiring more than 120 hours to graduate
    - ii. Illness or injury
    - iii. Disability that necessitates a reduced course load as a reasonable accommodation
    - iv. Medical leave of absence
    - v. Victim of interpersonal violence or crime while enrolled
    - vi. Participation in a co-op or internship for one or more semesters
    - vii. Study abroad for one or more semesters (excluding summer semester)
  - c) If the Appeals Committee determines that the student has provided sufficient documentation of extenuating circumstances that were outside the control of the student and prevented the student from completing the student's program of study during the assigned cohort period, the Appeals Committee will determine the appropriate period of time or number of courses to extend the guaranteed cohort price.
  - d) Any student who graduates with a bachelor's degree from Shawnee State University within four (4) years and earns a final GPA of 3.5 or above may apply for an additional fifth (5<sup>th</sup>) year of guaranteed cohort rate for the purposes of completing



one or more additional undergraduate degrees. The Appeals Committee will base its determination on the feasibility of the student completing an additional undergraduate degree within the one (1) year extension.

- e) Any students called to active duty in the United States Armed Services will be given an automatic extension of their guaranteed cohort price based upon the number of academic terms impacted by the student's active duty absence.

#### **H. STUDENTS WHO WITHDRAW AND RETURN**

If a student takes a leave, withdraws, or is judicially suspended from Shawnee State University for one or more academic semesters, the four (4) academic year period covered by the guaranteed cohort price will not be extended. As a result, the student will lose the term(s) of eligibility while absent within the four (4) academic year cohort period. When the student re-enrolls, if four (4) academic years have not lapsed since the student's initial degree-seeking enrollment, then the student will be charged the guaranteed rate based on his or her original cohort for the balance of the cohort period. If four (4) or more academic years have passed, then the re-enrolling student is assigned to the oldest unexpired cohort at Shawnee State University (as described in section F, above).

#### **I. GRADUATE COURSES**

Graduate-level coursework is not covered by the Shawnee Advantage. Graduate-level courses are assessed at the current graduate tuition rate.

#### **J. DISSEMINATION**

The terms of the Shawnee Advantage, along with guaranteed cohort prices, will be widely disseminated including through the Shawnee State University Website, the Student Business Center, Student Success Center, and the Clark Memorial Library.

#### **K. DISCONTINUATION**

Should Shawnee State University discontinue the Shawnee Advantage guaranteed tuition program, all students currently in a guaranteed tuition cohort will continue at that guaranteed tuition rate until the exhaustion of their guaranteed four years. Students who remain at Shawnee State University beyond their approved cohort period and who have not been granted an exception will automatically be subject to the new tuition model adopted by Shawnee State University.



Shawnee State University  
 Degrees Requiring More Than 120 Credit Hours

Appendix A

Dept	Degree	Credit Hours
BUS	BS	126
EDUC	BSE	121
EDUC	BSE	124
EDUC	BSE	121
EDUC	BSE	123-131
ENGT	BS	128
ENGT	BS	126-127
ENGT	BS	123
EH	BA	129
FA	BFA	122
FA	BFA	125
FA	BFA	121
FA	BFA	124
FA	BFA	125
MATH	BS	125
NS	BS	120-125
NURS	BS	127
SOCI	BA	122

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Program Fee Schedule  
Shawnee State University

Appendix B

Dept	Degree	Program	Major/Concentration Code	Selective?	Suggested Fee by Semester
AHS	AAS	Dental Hygiene	DTHY	Yes	80
AHS	AAS	Emergency Medical Technology	EMTP + EMTA	No	100
AHS	AAS	Medical Laboratory	MLTC	Yes	70
AHS	AAS	Radiologic Technology	RDLT	Yes	100
AHS	AAS	Respiratory Therapy	RPTT	Yes	100
NURS	AAS	Nursing (same program fee as BSN)	ADNR	Yes	50
RHSP	AA	Occupational Therapy Assistant	OTAT	Yes	55
RHSP	AA	Physical Therapy Assistant	PTAT	Yes	85
EDUC	BSE	Early Childhood PreK-3	ECIS, EDIS, EDEC	Yes	60
EDUC	BSE	Middle Childhood	EDMC	Yes	60
EDUC	Bach/Disp	Adolescent Young Adult (same fee for all EDUC programs)	ADLA, MAVA, ADMA, ADLS, ADSB, ADSP, ADSE, ADSC, ADES, ADPS, ADSS, ADHL, ADSD	Yes	60
ENGT	BS	Digital Simulation/Game	ETGG	No	100
ENGT	BS	Plastics Eng Tech	ETPL	No	100
FA	BFA	Fine Arts/Graphic Design	VIDD, VIAN, VIDS, VIMT, VIIM, VAD	No	90
FA	BFA	Fine Arts/Gaming	GSDA	No	100
NS	BS	Biology/Pre-med	BIOM, PMED	No	100
NURS	BS	Nursing	BSNR	Yes	50
RHSP	MOT	Occupational Therapy	MOT	Yes	100

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**RESOLUTION E05-17**

**APPROVAL OF  
CAREER SERVICES FEE**

WHEREAS, Am. Sub. House Bill 49 (FY2018-2019 biennial budget) provides for the assessment of a career services fee for the purpose of enabling state universities to enhance these services to students; and

WHEREAS, the University has steadily invested and improved its career services programs resulting in substantially expanded employment opportunities being available to students; and

WHEREAS, the ability to maintain and continue to offer these high quality career services requires a sustained allocation of resources; and

WHEREAS, the President recommends assessing a career services fee of \$25 per semester for undergraduate students who are registered for 6 or more credit hours;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the establishment of a \$25/semester career services fee for undergraduate students registered for 6 or more credit hours, beginning fall 2017.

(July 10, 2017)





**2017-18 Academic Year**  
**Other Student Fees**  
*effective Fall semester 2017*

<b>Other Student Fees</b>	<b>AY 2016-17</b>	<b>AY 2017-18</b>
Application Fees		
Graduate Admission	\$30	\$30
Health Sciences Programs (undergraduate)	\$30	\$30
International Admission	\$50	\$50
Background Check BCI	\$24	\$27
Background Check FBI	\$26	\$29
Bridge to Success Program Fee	-	\$50
Credit by Arrangement Administrative Fee, Undergraduate	\$150	\$150/per cr hr
Credit by Arrangement Administrative Fee, Graduate	\$225	\$225/per cr hr
Credit by Exam Fee (per course)	\$150	\$150
Graduation Petition Fee (per degree)	\$45	\$45
International Student Exchange Program (ISEP) Administrative Fee	\$100	\$100
International Student Exchange Program (ISEP) Tuition Differential	varies by destination	varies by destination
Orientation Fee	\$50	\$50
Overnight Orientation Fee	\$37	\$37
Overnight Orientation Fee (same day registration)	\$47	\$47
Portfolio Evaluation Fee (per submission) - A.T.S. degree only		
First Course (per program discipline)	\$150	\$150
Second and Subsequent Courses (same discipline)	\$50	\$50
Residential Student Programming	-	\$15/per sem.
Student Service Fee (students with 6 or more credit hours)	-	\$25/per sem.
Student Health & Wellness (students with 6 or more credit hours)	-	\$25/per sem.
Career Services Fee (students with 6 or more credit hours)	-	\$25/per sem

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