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3-11-2002

March 11, 2002 Executive Committee Meeting

Shawnee State University

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SHAWNEE STATE UNIVERSITY
Executive Committee Meeting Minutes
March 11, 2002
4:00 p.m., Founders' Room

The Chairman called the meeting to order at 4:04 p.m.

Roll Call

Voting Members present:

Dr. Burton Payne	Chairman
Mr. George L. Davis	Vice Chairman
Mr. Howard Harcha	Member

Members absent:

Mr. William McKinley

Others present:

Dr. Michael Field	Ex-Officio (non-voting)
Mr. Steve Donohue	Board Secretary (non-voting)
Dr. John Kelley	Interim Provost
Dr. Larry Mangus	

1.0 Minutes and Certification of Compliance with RC 121.22(F)

The Chairman confirmed compliance with RC 121.22(F).

2.0 Approve Minutes of Executive Committee Meeting (9/10/01)

The Chairman asked for approval of the Minutes of the Executive Committee Meeting on September 10, 2001. After Mr. Harcha moved and Mr. Davis seconded a motion to approve the minutes, the Executive Committee unanimously approved the minutes of September 10, 2001.

3.0 Approval of Change of Commencement Day 2002

Dr. Field said the Calendar Advisory Committee, the Registrar, the Provost and he recommended moving commencement from Friday evening, June 14, to Saturday morning, June 15. He said the move to Saturday morning should make it easier for out-of-town family members and friends to attend and that the weather should be considerably cooler in the morning rather than late afternoon. Mr. Harcha asked if there were any negatives to this change. Dr. Midkiff said some students had made plans already and ordered graduation announcements but the printing company had been contacted about the change and will not charge students for changing the

commencement date. After further discussion, Mr. Davis moved and Mr. Harcha seconded a motion to approve Resolution E1-02, Approval of Change of Commencement Day 2002. The Executive Committee unanimously approved Resolution E1-02.

4.0 Approval of Academic Calendar 2002-2003

Dr. Field asked Dr. Steve Midkiff to summarize the academic calendar for 2002-2203. Dr. Midkiff said there were several changes to the academic calendar, many of which were requested by the Faculty Senate. He said one of the most significant changes was returning the fall quarter to ending before the Thanksgiving holiday. The Board of Regents requires academic calendars to include 50 instructional days in a quarter, excluding holidays. Using the calendars of Ohio State University and Ohio University as models, which include Saturdays, this calendar meets Board of Regents criteria. After further discussion, Mr. Harcha moved and Mr. Davis seconded a motion to approve Resolution E2-02, Approval of Academic Calendar 2002-2003. The Executive Committee unanimously approved Resolution E2-02.

Mr. Donohue informed the Executive Committee that Resolution E2-02 had been incorrectly submitted as Resolution E2-01 and noted that the number had been corrected.

5.0 Occupational Therapy Master's Degree

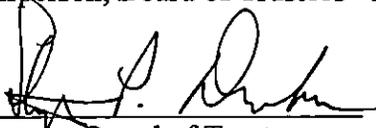
Dr. Field said the University is considering whether to request authority from the Board of Regents to offer master's degrees in Occupational Therapy. Dr. John Kelley advised the Executive Committee of the decision of the national accrediting body of the Occupational Therapy program, ACOTE, to require entry-level occupational therapists to have a master's degree by 2007. Shawnee State University will soon have to decide to either terminate our existing OT program or establish it as a master's degree. The Provost has requested Dr. Todt to review the issues and the costs and provide a report not later than mid-April. Dr. Field noted that if we decide to start a master's degree program, the Board of Regents would have to approve it and the North Central Association would need to accredit Shawnee State University as a master's degree granting institution. A lengthy discussion followed.

6.0 Personnel Appointments

Dr. Field said the personnel appointments required no action.

There being no other business, Mr. Davis moved and Mr. Harcha seconded a motion to adjourn the meeting. The meeting adjourned at 4:32 p.m. by acclamation.


Chairperson, Board of Trustees


Secretary, Board of Trustees

RESOLUTION E1-02

CHANGE OF COMMENCEMENT DAY - 2002

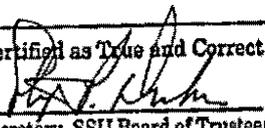
WHEREAS, members of the Calendar Advisory Committee and a committee of the Faculty Senate have recommended commencement day be moved from Friday, June 14 to Saturday morning, June 15, 2002; and

WHEREAS, the Provost recommends this change be approved to better accommodate distant families and to improve the chances of good weather for the outdoor ceremony; and

WHEREAS, the President concurs with this change and recommends Board approval;

THEREFORE BE IT RESOLVED that the Executive Committee, Board of Trustees of Shawnee State University, approves the change in commencement day to June 15, 2002.

(March 11, 2002)

Certified as True and Correct	
	5/6/02
Secretary, SSU Board of Trustees	Date

RESOLUTION E2-02

PROPOSED 2002-2003 ACADEMIC CALENDAR

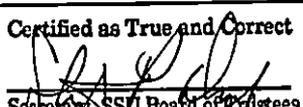
WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the Proposed 2002-2003 Shawnee State University Academic Calendar; and

WHEREAS, this calendar has been reviewed to accommodate guidelines from the Ohio Board of Regents regarding the number of instructional days each quarter; and

WHEREAS, the Calendar Advisory Committee, the Provost and the President have approved the proposed academic calendar for 2002-2003;

THEREFORE BE IT RESOLVED that the Executive Committee, Board of Trustees of Shawnee State University, approves the Proposed 2002-2003 Shawnee State University Academic Calendar attached hereto.

(March 11, 2002)

Certified as True and Correct

Secretary, SSU Board of Trustees 5/16/02

Shawnee State University

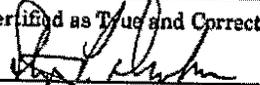
Proposed Academic Calendar 2002 - 2003

Summer Quarter, 2002

April 24	Advance registration for summer quarter
June 24	Late registration for summer quarter
	First day of summer quarter - classes begin (full summer quarter and first five-week term)
	Last day for 100% refund upon complete withdrawal (all summer terms)
June 26	Last day to add a class (first five-week term)
June 28	Last day to add a class (full summer quarter)
July 4	Independence Day Holiday -- University closed
July 6	Last day to apply for pass/no credit (first five-week term and full summer)
July 15	Last day to apply for non-credit (first five-week term)
July 16	Last day to drop a class (first five-week term)
July 26	Last day of first five-week term
	Final Exams (first five-week term)
July 29	First day of second five-week term
	Grades due in Office of the Registrar by noon (first five week term)
August 1	Last day to apply for summer quarter graduation
August 2	Last day to add a class (second five-week term)
	Last day to apply for pass/no credit (second five-week term)
August 9	Last day to drop a class (full summer quarter)
August 12	Last day to apply for non-credit (full summer quarter)
August 21	Last day to drop a class (second five-week term)
August 22	Last day to apply for non-credit (second five-week term)
August 30	Last day of quarter (full summer quarter and second five-week term)
	Final Exams are given at the last class session
September 3	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

Fall Quarter, 2002

May 7	Advance Registration opens for fall quarter
September 2	Labor Day Holiday -- University closed
September 11	Late Registration for fall quarter
	First day of fall quarter -- classes begin
	Last day for 100% refund upon complete withdrawal from full quarter
September 16	Yom Kippur -- University open
September 17	Last day to add a class
September 20	Last day to apply for pass/no-credit
October 1	Last day to apply for Fall Quarter graduation
October 14	Columbus Day -- University open
October 30	Last day to apply for non-credit
November 1	Last day to drop a class
November 4	Advance Registration for Winter Quarter
November 11	Veteran's Day Observed -- University closed

Certified as True and Correct
 Secretary, SSU Board of Trustees
5/6/02 Date

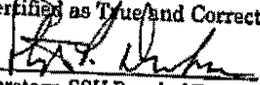
November 20 Last day of fall quarter
 November 21-27 Final Exams
 November 28 Thanksgiving Day - - University closed
 November 29 Thanksgiving Holiday - - University closed (in lieu of Columbus Day)
 December 3 Grades due in Office of the Registrar by noon
 December 24 Christmas Holiday - - University closed (in lieu of President's Day)
 December 25 Christmas Day - - University closed

Winter Quarter, 2003

November 4 Advance registration opens for winter quarter
 January 1 New Years Day - - University closed
 January 6 First day of winter quarter -- classes begin
 Late registration for winter quarter
 Last day for 100% refund upon complete withdrawal from winter quarter
 Last day to apply for Winter quarter graduation
 January 12 Last day to add a class
 January 21 Last day to apply for pass/no-credit
 January 20 Martin Luther King, Jr. Day - University closed
 February 17 President's Day - - University open
 Last day to apply for non-credit
 Last day to drop a class
 February 18 Advance registration for spring quarter opens
 March 15 Last day of winter quarter
 March 17-22 Final Exams
 March 24-28 Spring Break
 March 25 Grades due in Office of the Registrar by noon

Spring Quarter, 2003

January 31 Last day to apply for spring quarter graduation
 (and participate in June commencement)
 February 18 Advance registration for spring quarter opens
 March 31 First day of spring quarter - - classes begin
 Late registration for spring quarter
 Last day for 100% refund upon complete withdrawal from spring quarter
 April 7 Last day to add a class
 April 14 Last day to apply for pass/no-credit
 May 5 Advance registration for Summer quarter opens
 May 9 Last day to apply for non-credit
 May 12 Last day to drop a class
 May 26 Memorial Day - University closed
 June 7 Last day of spring quarter
 June 9-13 Final exams
 June 14 Commencement
 June 17 Grades due in Office of the Registrar by noon

Certified as True and Correct	
	5/6/02
Secretary, SSU Board of Trustees	Date

Shawnee State University

(Tentative) Academic Calendar 2003 - 2004

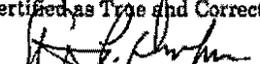
Summer Quarter, 2003

May 5	Advance Registration opens for summer quarter
June 23	Late registration for summer quarter First day of summer quarter - classes begin (full summer quarter and first five-week term) Last day for 100% refund upon complete withdrawal (all summer terms)
June 25	Last day to add a class (first five-week term) Last day to apply for pass/no credit (first five-week term)
June 27	Last day to add a class (full summer term)
July 1	Last day to apply for pass/no-credit (full summer term)
July 4	Independence Day Holiday - University closed
July 14	Last day to apply for non-credit (first five-week term)
July 18	Last day to drop a class (first five-week term) Last day of first five-week term
July 25	Final Exams (first five-week term)
July 28	First day of second five-week term
July 29	Grades due in Office of the Registrar by noon (first five-week term)
July 30	Last day to add a class (second five-week term) Last day to apply for pass/no-credit (second five-week term)
August 1	Last day to apply for summer quarter graduation
August 11	Last day to apply for non-credit (full summer quarter) Last day to drop a class (full summer quarter)
August 22	Last day to drop a class (second five-week term)
August 25	Last day to apply for non-credit (second five-week term)
August 29	Last day of quarter (full summer term and second five-week term) Exam scheduling last class session
September 3	Grades due in Office of the Registrar by noon (full summer quarter and second five-week term)

Fall Quarter, 2003

May 8	Advance Registration opens for fall quarter
September 1	Labor Day Holiday - - University closed
September 8	Late Registration for fall quarter First day of fall quarter - - classes begin Last day for 100% refund upon complete withdrawal from full quarter
September 12	Last day to add a class
September 19	Last day to apply for pass/no-credit
October 1	Last day to apply for Fall Quarter graduation
October 6	Yom Kippur - University Open
October 13	Columbus Day - - University open
October 20	Last day to apply for non-credit
October 24	Last day to drop a class
November 3	Advance Winter Registration opens
November 11	Veteran's Day Observed - University closed
November 15	Last day of fall quarter
November 17-22	Final Exams
November 25	Grades due in Office of the Registrar by noon

Certified as True and Correct


Secretary, SSU Board of Trustees 5/26/02
Date

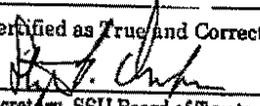
November 27 Thanksgiving Day - - University closed
 November 28 Thanksgiving Holiday - - University closed (in lieu of Columbus Day)
 December 25 Christmas Day - - University closed
 December 26 Christmas Holiday - - University closed (in lieu of President's Day)

Winter Quarter, 2004

November 3 Advance registration opens for winter quarter
 January 1 New Years Day - - University closed
 January 5 First day of winter quarter -- classes begin
 Late registration for winter quarter
 Last day for 100% refund upon complete withdrawal from winter quarter.
 Last day to apply for Winter quarter graduation
 January 9 Last day to add a class
 January 19 Martin Luther King, Jr. Day - University closed
 January 20 Last day to apply for pass/no-credit
 February 16 President's Day - - University open
 Last day to apply for non-credit
 February 18 Advance registration opens for Spring quarter
 February 23 Last day to drop a class
 March 13 Last day of winter quarter
 March 15-20 Final Exams
 March 22-26 Spring Break
 March 23 Grades due in Office of the Registrar by noon

Spring Quarter 2004

January 31 Last day to apply for spring quarter graduation
 (and participate in June commencement)
 February 18 Advance registration opens for Spring quarter
 March 29 First day of spring quarter - - classes begin
 Late registration for Spring quarter
 Last day for 100% refund upon complete withdrawal from spring quarter
 April 2 Last day to add a class
 April 12 Last day to apply for pass/no-credit
 May 21 Last day to apply for non-credit
 May 22 Last day to drop a class
 May 24 Advance registration opens for Summer quarter
 May 31 Memorial Day - University closed
 June 5 Last day of spring quarter
 June 7-11 Final exams
 June 12 Commencement
 June 15 Grades due in Office of the Registrar by noon

Certified as True and Correct

 Secretary, SSU Board of Trustees
 Date 5/6/02

PERSONNEL INFORMATION ITEMS

February 1, 2002 to March 1, 2002

(developed from information received in the HR Department through March 1, 2002 only)

ACADEMIC AFFAIRS DIVISION

None.

BUSINESS AFFAIRS DIVISION

Reclassification

Administration

Pat Carson, position reclassification to Director of Purchasing and Printing Services for the Division of Business Affairs as a result of division reorganization, effective February 18, 2002.

Resignation

Administration

Amy Com, Accountant for the Division of Business Affairs, resignation effective March 1, 2002.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

None.

PRESIDENT'S OFFICE

Reclassification

Administration

Susan Warsaw, position reclassified from Director, Development, grade 28, to Executive Director, Development, grade 31, retroactively effective July 11, 2001.

STUDENT AFFAIRS DIVISION

Reclassification

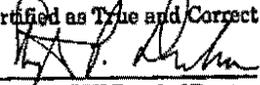
Administration

Tim Culver, position reclassification from Director, Student Success Center, grade 28, to grade 30 (no change in title), retroactively effective September 1, 2001.

Resignation

Administration

Pat Rigsby, Enrollment Coordinator/Head Baseball Coach, for the Division of Student Affairs, resignation effective March 29, 2002.

Certified as True and Correct	
	5/6/02
Secretary, SSU Board of Trustees	Date