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10-7-2004

October 7, 2004 Meeting Minutes

Shawnee State University

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**SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**Meeting Minutes
October 7, 2004**

Chairman Bob Teichman said the first order of business would be the swearing-in of SSU's new Board member, Mr. Dan Mooney. Mr. Teichman read the charge to trustees and administered the oath of office to Mr. Mooney and presented him with a Shawnee State University lapel pin. Mr. Teichman welcomed Mr. Mooney to the SSU Board and a round of applause followed.

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

Roll Call

Members Present: Dr. Ball, Ms. Fennell, Mr. Harcha, Mr. Marit, Mr. McCoy, Mr. McKinley, Mr. Mooney, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Members Absent: None

Approval of the October 7, 2004 Agenda

Ms. Reynolds moved and Dr. Ball seconded the motion to approve the agenda. Without discussion, the Board unanimously approved the October 7, 2004 agenda.

Approval of the August 13, 2004 Board Meeting Minutes

Mr. McCoy moved and Mr. Warren seconded a motion to approve the August 13, 2004 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

President's Report

Dr. Morris summarized her written report that she submitted to the Board and is made a part of these minutes.

Committee Reports

Academic Affairs Committee - Mr. William McKinley

Mr. McKinley reported that the Academic Affairs Committee had no action items.

Mr. McKinley reported on the Academic Affairs Committee informational items.

Mr. McKinley said Dr. Michael Field, Provost and Vice President of Academic Affairs, presented the enrollment report for fall quarter 2004. Mr. McKinley said SSU was up 105 students over 2003, including an increase of 11 students from Kentucky. He said there are more full-time students over last year. Full-time enrollment was up 5.4% while part-time enrollment was down 9.6%

Mr. McKinley said Dr. Field reported on the plan for semester conversion. He said Dr. Field went over a little of the history behind moving to semesters. Mr. McKinley said the Board approved the plan in 1998 to move to semesters but not before 2000. He said 2007 was the target for completion. Mr. McKinley said there is a lot of work to be done but the bottom line was to get it done.

Mr. McKinley said Dr. Martha Rader, Dean, College of Professional Studies, reported on the Summer Nursing Residency Program. He said Mattie Burton, Chair of the Nursing Department, was in Washington, D.C. giving her dissertation. Mr. McKinley said this program was very exciting. He said Health Sciences have led SSU in enhancing the image of the school. He said good marketing brings in dollars. Mr. McKinley said Kings Daughters Medical Center moved this program, a four-week course which improves the retention of new nurses, from Morehead State to SSU.

Mr. McKinley said he would defer the personnel appointments to Dr. Payne for a more intensive report.

Quality of University Life – Mr. Harcha

Mr. Harcha said the QUL Committee had one action item.

Mr. Harcha said the Committee approval of Resolution Q6-04, Student Code of Conduct Disciplinary Sanctions. Mr. Harcha said this revision would allow SSU to impose additional fines as a disciplinary sanction. Mr. Harcha moved and Dr. Ball seconded a motion to approve Resolution Q6-04, Student Code of Conduct Disciplinary Sanctions.

Ayes: Dr. Ball, Mr. Harcha, Mr. McCoy, Mr. McKinley, Mr. Mooney, Dr. Payne,
Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Mr. Harcha reported on the Quality of University Life informational items.

Mr. Harcha said Mr. Eric Marit, President of the Student Government Association, reported that SGA held a monthly Inter Club Council meeting which consisted of a representative from all student clubs and organizations on campus and registered 63 voters. Mr. Harcha said Mr. Marit also reported that the SGA is working on attaining additional handicapped parking spaces for pregnant women and will host the viewing and discussion of the October 13th Presidential debate.

Mr. Harcha said Dr. Larry Mangus, Vice President of Student Affairs, reported on behalf of Mr. Cori Wells-Strickland, President of the Student Programming Board. Mr. Harcha said Dr. Mangus said the SPB had 23 members and that the SPB-sponsored Welcome Week averaged at least 150 students at every event.

Mr. Harcha said Dr. Mangus reported another record-breaking Fall Bear Run with 986 competitors registered for the event and 741 completing the course.

Mr. Harcha said Dr. Mangus reported the fall housing occupancy was 99% and submitted a complete written report which is attached to these minutes.

Finance and Facilities – Dr. Burton Payne

Dr. Payne reported that the Finance and Facilities Committee had one action item.

Dr. Payne said the Finance and Facilities Committee recommended approval of Resolution F23-04, Personnel. Dr. Payne said he wanted to welcome back Dr. David Todt as Associate Provost and Director of the Graduate Center. Dr. Payne moved and Ms. Reynolds seconded a motion for the approval of Resolution F23-04, Personnel.

Ayes: Dr. Ball, Mr. Harcha, Mr. McCoy, Mr. McKinley, Mr. Mooney, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

Dr. Payne reported on the Finance and Facilities Committee information items.

Dr. Payne said the Personnel information items were attached to the Board materials and were self-explanatory.

Dr. Payne said Mr. Murphy explained the draft fee cap language as proposed by SSI. Dr. Payne said Mr. Murphy designed a very innovative plan to help with the fee cap. Mr. Murphy said back in July, SSU petitioned OBR to raise tuition beyond the cap to compensate for the loss of the supplement. Mr. Murphy feels we will be successful in getting language approved by the Governor. He said it would then go to the legislature and we will have to wait and see what happens. Mr. Murphy said the bottom line was that the supplement decreased from \$4.7 million annually to \$2 million today.

Dr. Payne said Dr. Morris and Mr. Murphy discussed the FY06 subsidy issues with the Committee. Mr. Murphy said with the structural deficit in the state of Ohio and the one cent sales tax due to come off at the end of the year, expenses continue to rise but the revenue is not increasing. Mr. Murphy said the deficit may be as high as \$5 million or it may be 25% of our subsidy. He said we could suffer as much as a 25% reduction (\$5 million/year). He also said that the prudent steps taken by Dr. Morris, such as selective freezing of open positions and delay filling open positions from retirement, etc. will help offset the reduction.

Dr. Payne said the attached capital status report was self-explanatory.

Dr. Payne said Dr. Carl Daehler, Executive Director of the VRCFA, provided updated financial information on the Vern Riffe Center for the Arts. Dr. Payne said the number of tickets sold are good and the rentals are higher than usual.

Executive Committee Report

None.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

None.

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Executive Session

Dr. Ball moved and Ms. Reynolds seconded a motion to move into Executive Session to discuss collective bargaining issues.

Ayes: Dr. Ball, Mr. Harcha, Mr. McCoy, Mr. McKinley, Mr. Mooney, Dr. Payne, Ms. Reynolds, Mr. Teichman, Mr. Warren

Nays: None

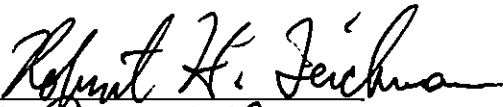
Ms. Fennell departed the meeting at 1:56 p.m.

The Board moved into Executive Session at 1:57 p.m.

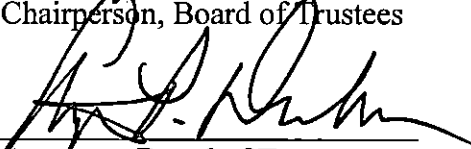
The Board returned to public session at 2:24 p.m.

Adjournment

Dr. Ball moved and Ms. Reynolds seconded a motion to adjourn the meeting. The meeting was adjourned by acclamation at 2:25 p.m.



Chairperson, Board of Trustees



Secretary, Board of Trustees

President's Report to the
Shawnee State University Board of Trustees
October 7, 2004, Meeting
Rita Rice Morris, President

I would like to thank each of you for participating in the Founder's Day 2004 celebration today. It is always a great time when the entire University community gathers to celebrate Shawnee State University.

As all of you know, Wayne F. White, executive director of the Ohio Appalachian Center for Higher Education (OACHE), passed away on September 30 at the age of 62. Wayne started his career at SSU in 1993 after serving over 30 years in education, including time spent as superintendent of Dawson Bryant Schools and Symmes Valley Schools—both in Lawrence County. Wayne's vision for what a higher education can do to improve individuals' lives and his friendship will be missed by everyone who knew him on the local, state, and federal level. His 40+ years in education truly made a major difference in the lives of thousands of people throughout our region.

As we enter the mid-term of fall quarter 2004, there are a number of important issues, events, and topics on which I would like to brief the Board of Trustees.

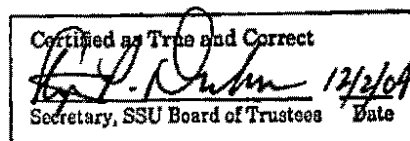
Institutional Affairs

1. Enrollment

Everyone at SSU is excited that the university has experienced this fall the highest enrollment in its 18-year history! These numbers reflect some important changes at SSU.

- Headcount enrollment is 3,798, + 2.8 percent (105 students) over 2003-2004.
- FTE enrollment.....3,274, + 3.0 percent (95 FTE's) over 2003-2004.
- Subsidy eligible FTE enrollment.....3,216, + 3.4 percent (108 FTE's) over 2003-2004.
- The 3,798 student headcount is the highest enrollment in the history of Shawnee State University. (The second highest enrollment was 3,693 in fall quarter 2003.)
- New student headcount is 1,146, up 4.2 percent.
- Ohio resident enrollment is up 3.0 percent.
- Kentucky student enrollment is up 4.0 percent.
- There is a 2.1 percent increase in students under age 19.
- There is a 5.8 percent increase in the category of students aged 19 to 25.

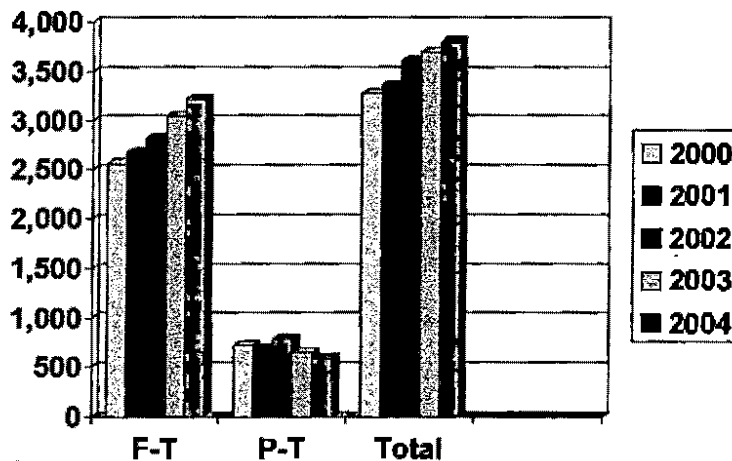
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- Females make up 60.6 percent of the student body; males make up 39.4 percent.
- There are 26 international students (+2 over 2003) on campus this fall.
- Average ACT score for 2004 = 19.57
- Average ACT score for 2003 = 19.48
- In 2004, there are 15 valedictorians, 93 students in the top 10 percent of their class, and 173 students who were in the top quintile of their class.
- There is a 16 percent increase in the number of students housed in campus housing:
 - Fall 2003—390 residents
 - Fall 2004—453 residents
- Eight Intramural programs
- 12 new student clubs and organizations



Growth over past five years



2. Visit by President George W. Bush

Shawnee State University was pleased to host President George W. Bush and his campaign in the Rhodes Athletic Center on Sept. 10. Thanks to the Bush campaign choosing SSU as one of its Ohio sites for a rally, the University received national and international media coverage by the Associated Press, NBC News, ABC News, CNN, Fox News Channel, the Christian Science Monitor, and many other media outlets.

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3. Game Conference

Approximately 600 researchers, academic leaders, interactive technology company representatives, game and simulation designers and programmers, investors, policy-makers, and students involved in new game and simulation design and programming visited the Shawnee State University (SSU) campus on October 1 for the Shawnee Conference 2 for Game and Simulation Interactive Technologies: The Next Level.

The focus of the conference was to establish centers of excellence, interactive technology industry clusters, cutting-edge research, and unified support for a world-class game and simulation cluster in the Ohio, Kentucky, and West Virginia region. The conference was sponsored by SSU and the Information Technology Alliance of Appalachian Ohio (ITAAO). It provided a collaborative environment not only designed to promote interactive digital technology in the region, but one that also enabled participants to work toward creating a new 21st century industry that will provide jobs throughout the area.

Academic Affairs

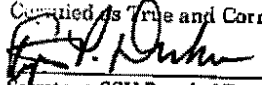
1. Capital Budget

I have received word that Senator Doug White and Representative Todd Book are seeking to earmark funds for SSU in the next capital bill.

The first proposed allocation is \$3 million for a motion capture studio. As you know, SSU is home to one of five computer gaming degree programs in the United States and is the only program that requires the students to learn both graphic design and software engineering. By requiring students in the program to learn both aspects of game creation, Shawnee State has secured its place as a leader in computer gaming programs. By building an in-house motion capture studio, Shawnee State University would be able to keep its position as a higher education leader in computer gaming.

Another \$2 million has been requested by Senator White and Representative Book for off-campus health clinic facilities. SSU currently offers many health sciences degree programs including bachelor's degrees in nursing, physical therapy, respiratory therapy, occupational therapy, and dental hygiene. Affiliated with these programs, the university houses a dental clinic on campus and offers various other health services at no charge to the public. Current staffing and clinical facilities limit our ability to increase enrollment in these programs. We have begun discussions with area hospitals and other institutions offering health sciences degree programs to identify ways to create new clinical sites that would also make more services available to the underserved in the region.

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The requested appropriation would fund the purchase and necessary renovations of a vacated building in Portsmouth and turn it into a clinical site. The clinic would not only serve the underserved population of the area but would also enable health sciences students to gain valuable hands-on clinical experiences. The proposed clinic would be a collaborative effort between Shawnee State University, the local hospitals and medical providers, as well as the surrounding educational institutions. Ohio University Southern Campus, Southern State Community College, and the adult nursing programs at the Scioto and Lawrence County Joint Vocational schools could be invited to have their students utilize the facilities for learning purposes as well. The off-campus clinic would also free up more classroom and laboratory space in the University's existing Health Sciences building allowing the programs to grow.

2. September Project

In an effort to foster political conversation and increase civic awareness, libraries across the nation hosted public events during September as part of *The September Project*. The Clark Memorial Library at Shawnee State University hosted a program entitled "Who Owns the Flag" on Sept. 14. I participated in the panel discussion with Professor Carl Hilgarth and Student Government Association President Eric Marit. Professor Stylianos Hadjiyannis served as the moderator. The discussion focused on democracy, citizenship, and patriotism. The League of Women Voters registered voters and shared information about their organization.


3. Capital Campaign

I have spent a great deal of time meeting with faculty members in academic departments (and have met with the majority of them) in the College of Arts and Sciences and College of Professional Studies to get their important input as we prepare our case for a capital campaign. Plans are in place to select a campaign consultant in the next few weeks and we will spend the remainder of the fall preparing our case and designing the campaign.

4. Naming of the Children's Learning Center

We had the privilege of spending time with Dr. Miller F. And Genevieve E. Toombs, local retired physician and former teacher respectively, earlier today. They have become two of Shawnee State University's largest contributors with the naming of the Dr. Miller and Genevieve Toombs Children's Learning Center. Dr. and Mrs. Toombs said they are naming the CLC as their way of thanking a community that has been so good to them. It is also an illustration of their faith in the future of SSU, according to Dr. and Mrs. Toombs.

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5. Early retirement of faculty

Approximately 1/3 of those faculty members eligible to do so have chosen to utilize the early retirement option in the SSU/SEA contract. Statements of intent were due by October 1. Retirements will take place at the end of the academic year.

6. SSU/OSU South Centers MOU

SSU and OSU South Centers entered into a partnership in August to provide business counseling and non-college credit training to manufacturing small businesses in the region. Part of this partnership involves the sharing of a staff member to develop workforce-based programming.

Office of the President

1. New Board Member

It is my pleasure to welcome Mr. Dan Mooney to the SSU Board of Trustees. Mr. Mooney, from Ironton, was appointed as trustee by Governor Taft for a term ending June 30, 2013, replacing George Davis, whose term expired. An orientation session was held for Mr. Mooney, the area president for Oak Hill Banks, on September 29. I look forward to working with him, as well as the entire Board, as we focus on making SSU the best university it can be.

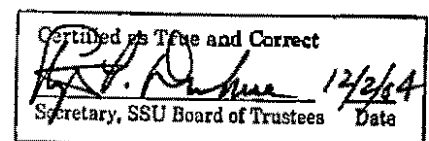
2. Fall Board Retreat

I take this opportunity to remind you that the fall board retreat will take place on Thursday, November 11 beginning at 7 p.m. with dinner, and Friday, November 12 from 9 a.m. to 4 p.m. at the Deer Creek Resort and Conference Center, 22300 Park Road #20, Mt. Sterling, Ohio. For more information about the resort visit www.visitdeer creek.com.

3. Scholarship Reception

On September 26 the Office of Development and the Office of the President hosted a reception at the President's House for scholarship recipients and their benefactors. Approximately 50 individuals attended the event.

(more)



4. Management Accountability System

In February, Roger Murphy reviewed with the Finance and Facilities Committee implications of the Sarbanes-Oxley Act upon the University, members of the Board of Trustees, and senior administrators. Ohio state law addresses many of the standards raised in Mr. Murphy's report. We are seeking to address locally any other matters. Consequently we are preparing to make public a Management Accountability System. The system will be handled by a third party that will receive anonymous reports of fraud and policy violations. The independent third party will report alleged violations to the president and/or the chair of the Board of Trustees for follow-up.

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SHAWNEE STATE UNIVERSITY
Preliminary 15th Day Enrollment Report
Fall Quarter 2004-2005
(compared to 2003-2004)

Headcount enrollment.....3798, up 105 students, a + 2.8 % increase over 2003-2004.

FTE enrollment.....3274, up 95 FTEs, a + 3.0% increase over 2003-2004.

Subsidy eligible FTE enrollment.....3216, up 108 FTEs, a + 3.4% increase over 2003-2004.

New Students (New first-time freshmen, transfers, post-secondary option and all other new non-degree students).....1146, up 46 students, a + 4.2% increase over 2003-2004.

Enrollment Highlights:

- 1) The 3798 student headcount is the highest enrollment in the history of Shawnee State University. The second highest enrollment was 3693 in the Fall Quarter 2003.

- 2) Ohio resident enrollment is 3455, up 102 students or + 3.0% increase over last year.
- 3) Students residing in Kentucky total 281, up 11 students or + 4.0% over last year.
- 4) Students under age 19 total 728, an increase of 15, a + 2.1% increase over last year.
- 5) Students aged 19 to 25 total 2144, an increase of 117 students or up + 5.8% over last year.
- 6) Full-time enrollment increased by 167 students to 3214, a + 5.4% increase over last year.
- 7) Part-time enrollment decreased by 62 students to 584, a - 9.6% change from last year. Note that Part-time enrollment also decreased by - 9.8% (70 students) in the Fall Quarter 2003.
- 8) The number of male students increased by 1, while females students increased by 103 over the 2003 level, a change of + 4.7%.
- 9) There are 2303 females enrolled, 60.6% of the student body. Males make up 39.4% of the students and total 1495.

NOTE: Fall Quarter 2004 enrollment was reduced by 54 students purged as a result of non-attendance. The purge, occurring for the first time this term, primarily included new and transfer students. Had these students not been purged, the Fall enrollment would have been 3852, up 159 students or + 4.3%.

Semester Conversion Plan

Submitted to Dr. Rita Rice Morris, President, Shawnee State University

By

Dr. Michael Field, Provost and Vice President for Academic Affairs

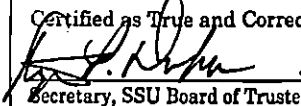
Introduction

The University Senate reviewed a policy proposal for a change from quarters to semesters during the 1997-98 academic year. After considerable discussion and debate, the University Senate neither endorsed nor rejected the proposal, which was forwarded to the Board of Trustees without a recommendation. The Board of Trustees passed a resolution (17-98) approving the transition to an early-semester calendar, specifying that the transition should not occur earlier than fall 2000.

President Morris has indicated that Shawnee State University will convert to a semester calendar beginning fall 2007, thus implementing a policy determination made by the Board of Trustees in the spring of 1998. President Morris asked Provost Michael Field in May 2004 to consult with appropriate individuals and with University constituencies in order to develop a plan, including a process and timeline, for transition to a semester calendar. In the process of preparing this plan, the Provost consulted with a wide range of individuals including the President's Cabinet, the Dean of the College of Arts and Sciences, the Dean of the College of Professional Studies, the Registrar, the President of the Faculty Senate, the President of the Shawnee Education Association, the Chairperson of the Educational Policies and Curriculum Committee, the Director of the General Education Program, and the President of the Student Government Association. In addition, the Provost consulted with educators who have coordinated semester transition processes elsewhere, both within and outside of Ohio.

Transition Challenges and Concerns

It is clear that transition to semesters will be a major change, requiring substantial effort by faculty and staff. Certainly one of the disadvantages of transition to semesters is the sheer amount of work it takes. At the same time, we know that many other universities in Ohio and across the United States have already successfully achieved transition to semesters. The successes, and the problems encountered by other institutions, will help Shawnee State to fashion a semester calendar efficiently. A successful transition will require students to plan their class schedules carefully and consult with academic advisors to be sure they will be able to fulfill all program requirements in a timely fashion. Other concerns identified in 1997 by the Academic Affairs Committee of the University Senate involve short-term financial costs associated with transition, such as an anticipated need to hire additional personnel, purchase of new software, additional mailing costs, and possible reduction in student FTE during conversion. In addition, there was some concern in 1997 that the University had only recently gone through a major transition process to University status, and that a further major change might create unnecessary stress. At the same time, the report recognized a number of potential advantages to conversion (see below).

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Many of the concerns expressed in 1997 seem less important today. We are now completing a major software conversion for our management system, and the new system is designed to handle semesters. The University will be participating in the AQIP model of continued accreditation, and some features of semester conversion are well suited to serve as components of the AQIP process. We are currently developing a proposal using a semester calendar for a Master's degree in Occupational Therapy, a field in which the great majority of graduate programs are in semesters. Furthermore, the University is at a stage in its development when the burden of conversion, though substantial, does not appear overwhelming.

Some advantages to a semester calendar

- ***Offers substantial benefits in student retention*** after the first year. Under a semester calendar students will have a better chance to catch up when they have missed classes due to illness, or have fallen behind for other reasons. The Office of Student Affairs is confident that the added weeks of the semester term will provide a better opportunity for retention strategies to have their intended effect, which is to increase student academic success and persistence to graduation.
- ***Reduces time spent in class on beginning and ending activities:*** introductions, midterms, and final exams occur twice yearly, not three times.
- ***Increases administrative efficiency and reduces cost*** because registration and financial aid processes occur only twice, rather than three times annually.
- ***Provides a significant financial benefit*** by increasing state funding, since the method by which OBR calculates subsidy favors the semester calendar. Because there is one less opportunity per academic year under the semester system to leave college compared to the quarter system, the result is an improvement in the subsidy eligible full time student count, even if overall enrollment for the year remains stable. In the event there are future reductions in the level of state funding, the improvement in FTE count produced by conversion to semesters would help to preserve our subsidy. This financial benefit will result even without any increase in enrollment or retention, because OBR's rules tend to result in a higher FTE count and therefore more subsidy under the semester versus the quarter calendar.
- ***Places SSU's calendar in the mainstream in American higher education.***
Semester calendars are increasingly the rule for:
 - The great majority of colleges and universities in America;
 - Virtually every public university and community college in the states bordering Ohio: Indiana, Kentucky; Michigan, Pennsylvania, and West Virginia.

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- The majority of public universities in Ohio, including the University of Akron, Bowling Green State University, Kent State University, Youngstown State, Cleveland State, Miami, and the University of Toledo; Central State University has announced its conversion to semesters as of Fall 2005.
- ***Gives students more opportunity to find summer jobs*** because the school year will end earlier;
- ***Allows faculty an important opportunity to revise and update curricula;***
- ***Creates a better fit with nationally published textbooks,*** which are almost all written for semesters.
- ***Reduces student cost for books,*** since texts will need to be purchased for a smaller number of courses.
- ***Reduces scheduling problems for athletic teams,*** since most competing institutions are on semesters, and athletic schedules are designed for a semester calendar.
- ***Greatly enhances scheduling of off-campus learning experiences*** such as student teaching and clinical internships – it is extremely difficult, for example, to schedule student teaching during spring quarter because most schools end their year too early for our students to receive enough hours in the classroom.
- ***Allows summer classes to begin sooner,*** increasing their attractiveness.
- ***Simplifies the transfer process*** for students coming from semester institutions.
- ***Allow graduating seniors to enter the job market earlier.***

A. Process Tasks

1. Consultation

Consult with appropriate constituencies, the deans, committee chairs, and others concerning the best approach to getting things done in a timely fashion with appropriate input. *Timeline- This preliminary consultation process has been completed.*

2. Establish Semester Conversion Coordinating Council

This plan presents a model for managing details of the semester transition process. At the hub will be a Semester Conversion Coordinating Council (*see attached Flow Chart*). Members will include all the vice presidents, the Associate Provost, the

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Registrar, the President of the Student Government Association, the President of the Faculty Senate, and the two academic deans. The Council will also include the faculty Chair of the Educational Policies and Curriculum Committee, and the faculty Director of the General Education Program. The Coordinating Council will make recommendations to the Provost on all questions concerning the management of the conversion process. The Council will not replace existing institutional governance mechanisms. The Council and its subcommittees are intended to function as work teams, rather than as representative bodies. Most members of the Council will be responsible for leading conversion subcommittees, as appropriate, to accomplish tasks and carry out activities in a particular area. For example, the Vice President for Student Affairs will work with a student affairs subcommittee to prepare student handbooks and informational sheets concerning the impact of semester transition on students. *Fall, 04-05.*

3. *Develop Basic Guidelines*

Each subcommittee will consider and recommend basic guidelines to be applied to the conversion process. For example, the faculty chair of EPCC will chair the curricular change subcommittee, which will consist of a subset of faculty drawn from the Educational Policy and Curriculum Committee. This smaller group will recommend guidelines and streamlined procedures for reviewing semester conversion course and program proposals, and will be able to provide to the Council current reports on EPCC activities (see suggested guidelines in B, below). It may be useful to bring one or more external consultants to campus to assist in this process. *Timeline-Fall-Winter, 04-05.*


4. *Timelines for Curricular Change*

Establish timelines, detailed criteria and processes for departments/programs to design changes in their curricula, and subsequently help academic departments to bring those proposed changes through the curricular process. Approval of new courses under the quarter system should be kept to the minimum necessary for advancing the interests of academic programs and the University. Courses that can easily wait for approval under the semester calendar should be delayed. Courses that cannot wait should be presented both in quarter format along with a planned semester equivalent. *-Winter, 04-05.*

B. Key Issues and Suggested Guidelines

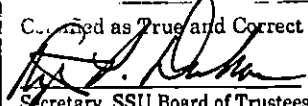
It will be the responsibility of the Semester Conversion Coordinating Council to develop and recommend to the Provost detailed guidelines to insure efficiency and fairness throughout the conversion process. The following observations and suggestions are based on the experiences, successes, and mistakes of other institutions that have already gone through this process.

1. Current institutional graduation requirements for bachelor degrees and associate degrees are a minimum of 186 and 90 quarter hour credits respectively. In some

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Secretary, SSU Board of Trustees Date 12/2/04

programs, because of specific requirements, the minimum number of credits a student must complete to fulfill all program requirements as well as all university requirements may be higher. Minimum credit requirements for graduation after semester conversion must not exceed the semester equivalent of the current requirements, i.e. 124 and 60 semester credits respectively for bachelor and associate degrees. Within academic programs the number of semester credits required should not exceed the equivalent quarter hour requirement. One possible exception is the General Education Program.

2. The credit hours currently needed to fulfill the requirements of the General Education Program are quite low by national and state standards. Some features of the current requirements, and the courses allowed to fulfill those requirements, appear to represent idiosyncratic decisions to meet specific short-term needs. It makes sense to review General Education requirements and consider revising them. Since the requirements in many majors are affected by the GEP requirements, it also makes sense to decide upon the semester version of the GEP before work is completed on the major programs.
3. Merely switching all 4-credit quarter courses in a program to 3-credit semester courses will not work, since that would create far too many semester courses and raise program requirements substantially. While most departments will restructure so that many if not all their courses are for three credits, they will also have to eliminate some courses and redesign others. The conversion process should be considered an excellent opportunity for departments to rethink and redesign their courses.
4. It is essential that we commit to the principle that no student will be required to pay more, or to take more credits, because the transition is in process. This means we will need to establish a system for dealing with conversion problems that holds students harmless from problems created by the conversion – that is, all problems involving conflict between the calendars will be resolved in a reasonable way without penalty to the student. The system for resolving these problems will need to be in effect for years after the conversion takes place, to accommodate students who have courses on their record under both calendars.
5. Effective advising will be a key element of a smooth transition to semesters. Given the 3-year timetable for conversion, most of our current students will be completing their programs entirely within the quarter calendar. Advisors should do everything possible to enable enrolled students to complete their programs promptly. It is likely, in fact, that the pending conversion will spur students into completing their programs before it takes place. Others will begin their studies entirely under the new semester calendar. Advisors will need to understand the revised semester curriculum. The students most likely to be confused or troubled by the conversion are those who will be taking courses under both calendars. Effective advising will help those students complete their programs without interruption.

Certified as True and Correct

Secretary, SSU Board of Trustees Date 12/2/04

6. Faculty involvement will be absolutely crucial to maintaining an effective transition process. Faculty, led by department chairs and program leaders, will need to perform a variety of essential tasks:
- Review and revise each individual course in the department to determine appropriate semester credit hours and the combination and/or re-sequencing of courses;
 - Review and revise program requirements for majors and minors offered by the department in order to re-align the credit hours required to be compatible with a semester system;
 - Coordinate with other departments concerning courses owned by those departments that are required elements of major programs in the home department.
 - Communicate with other departments regarding changes being made to the home department's courses and the potential impact of those changes on other departments.

C. Resources Needed


1. Funds for external consultants.
2. Funds as needed throughout the conversion period to provide released time for chairs and/or selected faculty to coordinate the semester transition effort within departments.
3. Funding to staff a temporary Semester Conversion Office, as called for by the BOT resolution, to assist faculty students and staff to make an efficient and orderly transition to semesters.
4. Funding for a temporary position in the Registrar's Office to develop a degree audit semester system and to assist in developing CAS equivalencies for transfer students.

D. Conversion Timeline

2004-05

Summer: Initial planning and informal consultations on campus.

Fall: Semester Conversion Coordinating Council established. Subcommittees established. Work on guidelines and procedures for transition begun. Planning for intensive student advising and needed publications, such as an Advising Guide for the transition process, a special campus newsletter (or the use of existing publications) for regular updates to the campus on semester issues, a web link for semester transition issues developed, etc.

Verified as True and Correct

Secretary, SSU Board of Trustees 12/26/04 Bate

Winter: Guidelines issued to all academic programs for developing semester course and program proposals, with a request for submission to EPCC by November 15, 2005. Discussions and campus symposia coordinated by Director of General Education Program on the best semester design for General Education Program.

Spring: Semester requirements for the GEP approved. EPCC announces streamlined review and approval process for translating academic programs to semesters. University Calendar Committee proposes semester calendars for 2007-08 and 2008-09. Tentative semester calendars presented to Board of Trustees.

Summer: Detailed curricular redesign, led by Department Chairs, continues over summer. Chairs may request compensation for faculty to attend and participate in intensive, all-day summer curriculum design sessions.

2005-06

Fall: EPCC begins review and approval of program proposals. Faculty Senate begins review and approval process of proposals after approval by EPCC.

Winter: New Master's Degree in Occupational Therapy approved to offer program on semester calendar beginning in fall, 2006. EPCC continues program/course reviews.

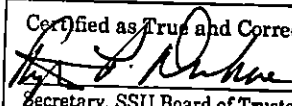
Spring: EPCC and Faculty Senate complete academic program approval process. Complete packet of informational materials on the transition process made available to students in print and on semester web link.

2006-07

Fall: Catalog materials submitted by November 1, 2006. Registrar's Office prepares CAS materials and course equivalencies to be sent to Board of Regents. Intensive advising of students who will be translating their programs so they can complete graduation requirements under semesters without penalty. Detailed procedures for fair treatment of students will be developed, with an appeals mechanism for unresolved problems. Master's Degree in Occupational Therapy begins operating on semester calendar.

2007-08

Summer and Fall: Semester calendar in place and operating. Note that the summer sessions in the summer of 2007 will have to be shortened and redesigned to accommodate a much earlier start of the Fall Semester, probably beginning about August 20-25, 2007.

Certified as True and Correct	
	12/2/07
Secretary, SSU Board of Trustees	Date

E. Flow Chart (See Attached)

The Coordinating Council will meet monthly (more frequently if needed) to assess progress in the subcommittees and to assure that activity in each subcommittee is communicated and coordinated as needed with the other subcommittees.

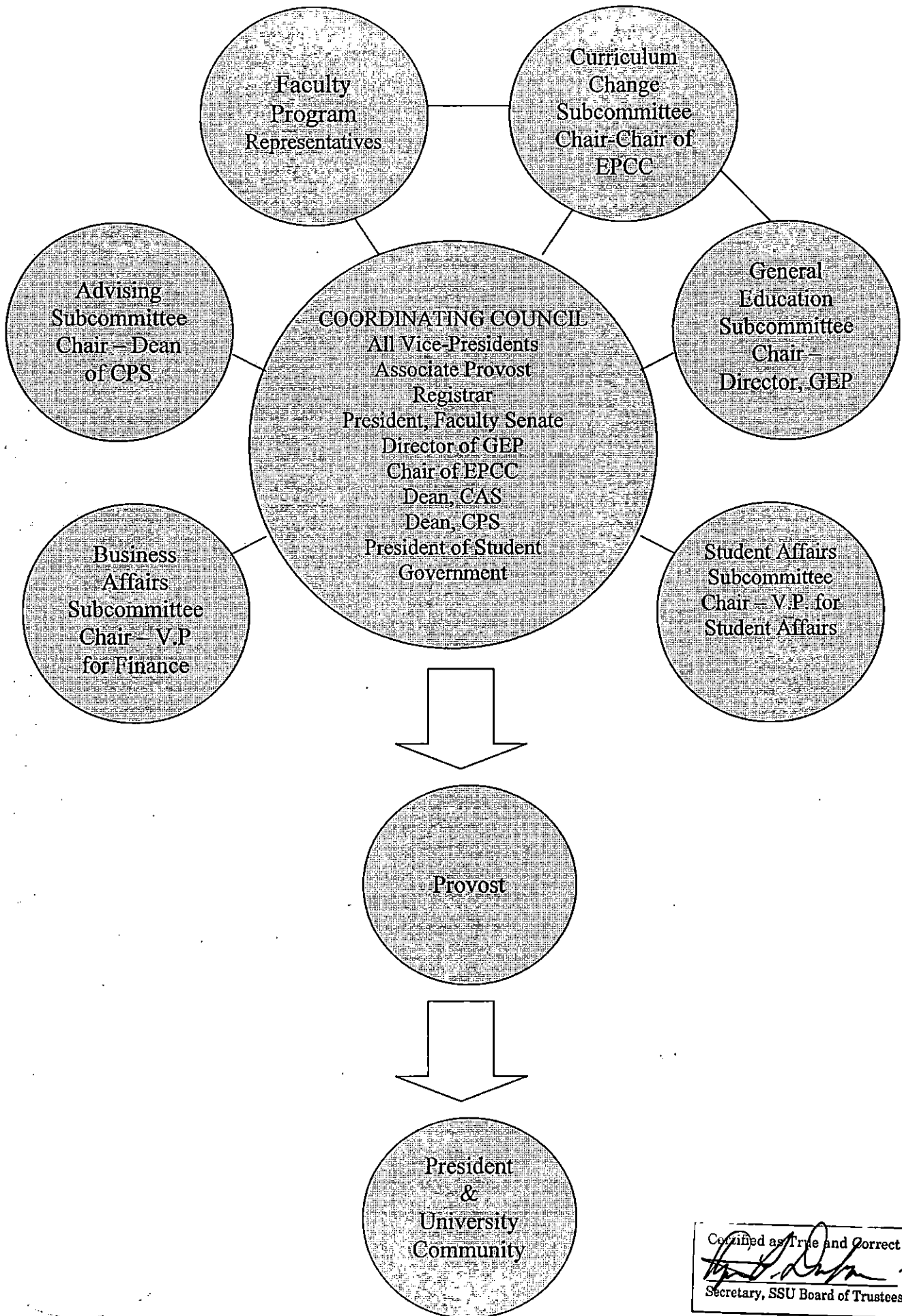
Recommendations from the subcommittees will be reviewed by the Coordinating Council, considered in the context of other subcommittee recommendations, modified or reconsidered if necessary, and sent to the Provost for approval. Given the complexity and interaction of many elements of semester conversion, a prime responsibility of the Coordinating Council will be to identify and remedy any miscommunication or difficulty as the process proceeds. Since communication between academic programs and departments will be required, the flow chart calls for a subcommittee composed of a faculty member from each department who has been identified as being responsible for the department's semester conversion process. In addition, we will develop a website on which departmental representatives could post revisions being made by their respective departments, to assist other departments in their planning.

The subcommittees will be chaired as shown on the attached chart. Members of each subcommittee will be identified later in the process.

Verified as True and Correct

Secretary, SSU Board of Trustees 12/2/04
Date

SEMESTER CONVERSION COUNCIL



Confirmed as True and Correct
[Signature] 12/2/04
Secretary, SSU Board of Trustees Date

SHAWNEE STATE UNIVERSITY
College of Professional Studies
Department of Nursing

Summative Report: Nursing Residency 2004

In collaboration with King's Daughters Medical Center (KDMC), the Department of Nursing has completed summer Residency for 70 recent graduates of nursing programs. These new graduates were hired by KDMC with the expectation of successful completion of the Residency course. The Residency course was a key component of an eight-week program at KDMC consisting of one week of hospital orientation, admission to SSU for the four-week course, and three weeks of unit-specific orientation. Three sections of the SSU course were offered, beginning on May 17, June 14, and July 12. Students completing the four-week course earned four credit hours that can be used toward a Bachelor of Science in Nursing (RN-BSN) at SSU.

The Residency was fortunate to have three seasoned adjunct faculty members who, in addition to many years as educators, have been involved in the Residency program at KDMC for several years. A member of the core faculty in SSU's Department of Nursing also was oriented to the Residency process with the goal of program expansion next summer.

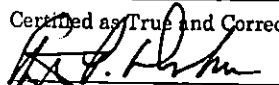
While the overriding goal of the program has been to ease the transition of new graduates into practice, KDMC has reaped the benefit of a significantly improved retention rate among new graduates compared to new nursing hires overall and to national retention rates. Ongoing evaluation throughout the program found that students benefited from interacting with competent, caring professional educators as a "safety net" during negotiation of the first weeks on the job. Research and experience show that this vulnerable transition period traditionally results in high rates of unit and hospital turnover as well as significant numbers of new nurses leaving the profession altogether.

KDMC has financially underwritten all costs of the Residency, with direct benefit to the University as follows:

Tuition for 280 credit hours (70 students x 4 credit hours):	\$44,719
Operating budget, including faculty salaries:	\$86,475
(Unrestricted monies to Department: \$6,200)	

In addition, SSU received an estimated state subsidy of \$127,411 for the credit hours earned.

The Residency program has become a major recruitment effort for KDMC as new graduates appreciate the opportunity to "practice practicing nursing" on diverse nursing units before actually choosing a home unit. Management at KDMC continue to support the mission of the program and are currently hiring new graduates for next summer with the published goal of repeating the Nursing Residency program. While the hospital could use any local nursing education program to support their efforts, SSU's Department of Nursing continues to work with the administration at KDMC and hopes to successfully negotiate next summer's Nursing Residency contract as well.

Certified as True and Correct	
	12/2/04
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS

All appointments are subject to any contingency included in the written offers of employment.

OCTOBER 2004 BOT MEETING

Actions submitted for approval, August 1, 2004 through September 30, 2004

(developed from information received in HR Department through August 24, 2004 only)

ACADEMIC AFFAIRS DIVISION

Appointment – Administration

- * *David Todt*, Associate Provost/Director of Institutional Planning for the President's Office and the Division of Academic Affairs, beginning September 1, 2004, at the fiscal year salary of \$80,000. Dr. Todt possesses a Doctorate in Science Education from The Ohio State University, a Master of Arts in Environmental Science and a Bachelor of Science in Applied Science from Miami University.

Appointment – Faculty

Rhondel Maxwell-Rader, full-service Assistant Professor of Psychology for the Department of Social Sciences, beginning September 8, 2004, at the academic year salary of \$38,380. Dr. Maxwell-Rader possesses a Doctorate in Counselor Education, a Master of Education in Educational Leadership, and a Bachelor of Science in Communication from Ohio University;

Isabel Graziani, one-year full-service temporary Senior Instructor of Art History for the Department of Fine, Digital, and Performing Arts, beginning September 8, 2004, at the academic year salary of \$29,380. Ms. Graziani possesses a Master of Arts in Studio Arts and a Bachelor of Arts in Liberal Arts from West Virginia University;

Elizabeth Jenkins, one-year full-service temporary Senior Instructor in the Department of Teacher Education, beginning September 8, 2004, at the academic year salary of \$44,680. Ms. Jenkins possesses a Master of Arts in Teaching from Mary Grove College and a Bachelor of Science in Elementary Education from The Ohio State University.

BUSINESS AFFAIRS DIVISION

Appointment – Administration

W. Richard Hawk, 12-month full-time Database and Applications Manager for University Information Services, beginning November 1, 2004, at the fiscal year salary of \$60,000. Mr. Hawk possesses a Bachelor of Science in Chemistry from Marietta College.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

- * *David Todt*, dual report, see *Academic Affairs Division*.

STUDENT AFFAIRS DIVISION

Nothing to report.



Per Policy 5.16

Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

Prepared 9/24/04

**PERSONNEL INFORMATION ITEMS
OCTOBER 2004 BOT MEETING**

Changes processed from August 1, 2004 to September 30, 2004

(developed from information received in the HR Department through August 24, 2004 only)

ACADEMIC AFFAIRS DIVISION

Change of Status – Administration

Mary Maroudis, Manager, Business and Industry. Change of report from Registrar to University Outreach Services.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Employment – Administration

Angela Drabik, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Zane State College in Zanesville. Ms. Drabik possesses a Bachelor of Social Science in Specialized Studies from Ohio University-Zanesville.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Employment – Administration

Daniel Dodson, Head Women's Tennis Coach, Department of Athletics. Mr. Dodson possesses a Bachelor of Arts in Political Science from Otterbein College.

Discontinuation of program/position – Administration

Rhonda Yeager, Veteran's Upward Bound Director, discontinuation effective August 31, 2004;

John Hogan, Veteran's Upward Bound Site Coordinator, discontinuation effective August 31, 2004;

Donald Kern, Veteran's Upward Bound Site Coordinator, discontinuation effective August 31, 2004.

Certified as True and Correct	
<i>R. J. D. [Signature]</i>	12/2/04
Secretary, SSU Board of Trustees	Date

RESOLUTION Q6-04

STUDENT CODE OF CONDUCT DISCIPLINARY SANCTIONS

WHEREAS, the Shawnee State University Student Code of Conduct is an effective tool in the disciplinary process which could be enhanced with the ability to impose fines for certain infractions; and

WHEREAS, other universities use fines in their student disciplinary system; and

WHEREAS, the Shawnee State University Student Government Association, the Vice President for Student Affairs, and the President recommend approval of the addition of fines to the sanctions section of the Student Code of Conduct;

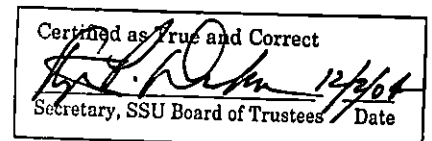
THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University authorizes the administration to adopt a schedule of fines for student disciplinary actions not to exceed \$200 for any one infraction which must be published and distributed to students through the University's electronic information systems at least 14 days prior to the infraction; and

BE IT FURTHER RESOLVED that the Board of Trustees of Shawnee State University approves the revised addition to "Section IV Sanctions", of the Student Code of Conduct as follows:

Section IV Sanctions (changes are in bold)

- A. Dismissal (no changes)
- B. Suspension (no changes)
- C. Disciplinary Probation (no changes)
- D. Conduct Probation – an official censure or admonition**
- E. Fines – as provided for each infraction in a schedule published by the Vice President for Student Affairs at least 14 days prior to the infraction**
- F. Restitution (no changes)
- G. Such other action . . . (no changes)

(October 7, 2004)



DRAFT

DISCIPLINARY FINES
For
Violations of the Student Code of Conduct

Violation of the Student Code of Conduct/University Policies may result in fines being assessed for the below listed behaviors. These fines are in addition to restitution and additional sanctions that may result from disciplinary action. The fines are designed to provide deterrents to prospective violators, and to assign accountability to actual violators. The violations in the following list represent behaviors that contradict the mission of the University and often result in damage to University property or hazards to individual safety. This list is not exhaustive, and may be amended at the discretion of the Vice President of Student Affairs.

- * Moving a fire extinguisher or tampering with any safety related system, i.e. fire suppression system, sprinkler heads, smoke detectors, carbon monoxide detectors, etc. \$100.00
- * Discharging a fire extinguisher. \$150.00
- * Creating a false fire alarm. \$200.00
- * Misuse of University telephone system (e.g. unauthorized use of an access code, telephone harassment, obscene greetings or messages on voice mail, etc.). \$100.00
- * Misuse of University campus computer network (e.g. unauthorized use of passwords, e-mail harassment, unethical conduct, computer lab violations, etc.). \$100.00
- * Violation of cafeteria rules and regulations. \$15.00
- * Defacing University property (e.g. painting on walls, etc.). \$50.00 - \$200.00
- * Failure to follow proper check-in/check-out or room change procedures. \$25.00 - \$50.00
- * Violation of visitation policy. \$25.00
- * Violation of alcohol policy. \$25.00 first violation
(increases by \$25.00 increments
for each additional violation).
- * Violation of noise policy. \$10.00 first violation
(increases by \$10.00 increments for
each additional violation).
- * Pets in campus living units. \$25.00 (per day of
Violation)
- * Failure to properly dispose of trash inside living quarters or in the immediate outside area. \$15.00 - \$40.00

Certified as True and Correct
[Signature] 12/2/04
Secretary, SSU Board of Trustees Date

Housing Occupancy Fall Quarters

	SSU Owned Capacity	Campus View Capacity	Residents On Campus	Percentage Of Occupancy	Men Living On Campus	Women Living On Campus
Fall 2004	168***	288	452	99.12%	200	252
Fall 2003	193**	192	390*	101%	175	215
Fall 2002	200**	96	335*	113%	146	189
Fall 2001	189	94	304*	107%	129	175
Fall 2000	189	94	279*	98.6%	129	150
Fall 1999	190		218*	115%	94	124
Fall 1998	190		185	97.4%	76	109
Fall 1997	190		188	98.9%	77	111
Fall 1996	147		145	98.6%	68	77
Fall 1995	116		120	103%	63	57

*Includes residents housed in the Ramada

**SSU capacity decrease due to the following action:

- Providing the traditional single room to Resident Advisors..

***SSU capacity decrease due to Carriage being closed for renovations.

Number of students in Campus View Apartments	285
Occupancy percentage for Campus View Apartments	98.95%
Number of students in Ramada Inn	0

Prepared by: Office of Student Activities and Auxillaries
October 5, 2004

Certified as True and Correct
<i>[Signature]</i> 12/2/04
Secretary, SSU Board of Trustees Date

RESOLUTION F23-04

PERSONNEL

WHEREAS, the University-wide Board policy 5.16 "Approval of Personnel Appointments" establishes the procedure for the approval of those personnel changes requiring action by the Board of Trustees and for the reporting of other personnel actions to the Board; and

WHEREAS, this policy establishes a procedure for the consolidation of personnel resolutions; and

WHEREAS, all actions in this resolution are in compliance with this policy;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University authorizes the following personnel actions attached to this resolution effective on the dates indicated.

(October 7, 2004)

Certified as True and Correct	
<i>[Signature]</i>	<i>12/2/04</i>
Secretary, SSU Board of Trustees	Date

PERSONNEL ACTION ITEMS - AMENDED

All appointments are subject to any contingency included in the written offers of employment.

OCTOBER 2004 BOT MEETING

Actions submitted for approval, August 1, 2004 through September 30, 2004

(developed from information received in HR Department through September 24, 2004 only)

ACADEMIC AFFAIRS DIVISION

Appointment - Administration

Rhonda Madison, 12-month full-time (1.0 FTE) Early Childhood Literacy Specialist for the Department of Teacher Education, beginning August 18, 2004, at the grant year salary of \$32,000. Ms. Madison possesses a Master in Education from Florida Atlantic University and a Bachelor of Science in Elementary Education from Ohio University.

- * *David Todt*, Associate Provost/Director of Institutional Planning for the President's Office and the Division of Academic Affairs, beginning September 1, 2004, at the fiscal year salary of \$80,000. Dr. Todt possesses a Doctorate in Science Education from The Ohio State University, a Master of Arts in Environmental Science and a Bachelor of Science in Applied Science from Miami University.

Appointment - Faculty

Rhonda Maxwell-Rader, full-service Assistant Professor of Psychology for the Department of Social Sciences, beginning September 8, 2004, at the academic year salary of \$38,380. Dr. Maxwell-Rader possesses a Doctorate in Counselor Education, a Master of Education in Educational Leadership, and a Bachelor of Science in Communication from Ohio University.

Isabel Graziani, one-year full-service temporary Senior Instructor of Art History for the Department of Fine, Digital, and Performing Arts, beginning September 8, 2004, at the academic year salary of \$29,380. Ms. Graziani possesses a Master of Arts in Studio Arts and a Bachelor of Arts in Liberal Arts from West Virginia University.

Elizabeth Jenkins, one-year full-service temporary Senior Instructor in the Department of Teacher Education, beginning September 8, 2004, at the academic year salary of \$44,680. Ms. Jenkins possesses a Master of Arts in Teaching from Mary Grove College and a Bachelor of Science in Elementary Education from The Ohio State University.

BUSINESS AFFAIRS DIVISION

Appointment - Administration

W. Richard Hawk, 12-month full-time Database and Applications Manager for University Information Services, beginning November 1, 2004, at the fiscal year salary of \$60,000. Mr. Hawk possesses a Bachelor of Science in Chemistry from Marietta College.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Nothing to report.

PRESIDENT'S OFFICE

- * *David Todt*, dual report, see *Academic Affairs Division*.

STUDENT AFFAIRS DIVISION

Nothing to report.

Certified as True and Correct	
<i>[Signature]</i>	<i>12/2/04</i>
Secretary, SSU Board of Trustees	Date

Per Policy 3.16 Board of Trustees has prior approval for appointment or removal of the position of vice president and creation of all new faculty and administrative positions.

Board of Trustees has subsequent approval for appointment to and removal of all faculty and administrators, establish the compensation for same, and award or deny continuing contracts and promotions for faculty.

Prepared 9/24/04
Amended 10/6/04

PERSONNEL INFORMATION ITEMS
OCTOBER 2004 BOT MEETING
Changes processed from August 1, 2004 to September 30, 2004
(developed from information received in the HR Department through August 24, 2004 only)

ACADEMIC AFFAIRS DIVISION

Change of Status – Administration

Mary Maroudis, Manager, Business and Industry. Change of report from Registrar to University Outreach Services.

BUSINESS AFFAIRS DIVISION

None.

OHIO APPALACHIAN CENTER FOR HIGHER EDUCATION

Employment – Administration

Angela Drabik, 10-month part-time (.42 FTE) Outreach Coordinator for the Educational Opportunity Center located at Zane State College in Zanesville. Ms. Drabik possesses a Bachelor of Social Science in Specialized Studies from Ohio University-Zanesville.

PRESIDENT'S OFFICE

None.

STUDENT AFFAIRS DIVISION

Employment – Administration

Daniel Dodson, Head Women's Tennis Coach, Department of Athletics. Mr. Dodson possesses a Bachelor of Arts in Political Science from Otterbein College.

Discontinuation of program/position – Administration

Rhonda Yeager, Veteran's Upward Bound Director, discontinuation effective August 31, 2004;

John Hogan, Veteran's Upward Bound Site Coordinator, discontinuation effective August 31, 2004;

Donald Kern, Veteran's Upward Bound Site Coordinator, discontinuation effective August 31, 2004.

Certified as True and Correct	
<i>Theresa A. ...</i>	12/5/04
Secretary, SSU Board of Trustees	Date

Per Policy 5.16 Part-time administrative appointments and changes in status for administrative and faculty positions are reported to the Board of Trustees.

Prepared 9/24/04