

**BOARD OF TRUSTEES  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**August 11, 2017  
10:15 a.m., Morris University Center, Room 215**

**Agenda**

**1.0 Action Items**

**1.1 Resolution ASA10-17**

**Approval of Policy 2.10Rev, Copyright, Patents and Research for University Personnel**

Dr. Jeffrey Bauer, Provost and Vice President for Academic Affairs, will present Resolution ASA10-17, Approval of Policy 2.10Rev, Copyright, Patents and Research for University Personnel.

**2.0 Information Items**

**2.1 New Faculty Hires**

Dr. Bauer will report on new faculty hires to date:

Dr. Timothy Angel, Department of Rehab & Sport Professions/MOT  
Dr. Thomas Bunting, Department of Social Sciences  
Dr. Kimberly Cassidy, School of Education  
Dr. Barun Dhar, Department of Natural Sciences  
Ms. Karen Koehler, School of Education  
Dr. Erik Larson, Department of Natural Sciences  
Ms. Sally Lyle, University College  
Ms. Brittany Mention, University College  
Dr. Logan Minter, Department of Natural Sciences  
Dr. Michele Moohr, School of Education

**2.2 Academic Affairs Executive Report**

Dr. Bauer will report on recent activities in Academic Affairs.

**2.3 Fall Enrollment Report**

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, will report the Fall point-in-time enrollment numbers.

## **2.4 Housing and Residence Life Report**

Ms. Monique Harmon, Director of Housing & Residence Life, will report the Fall point-in-time housing occupancy numbers.

## **2.5 Orientation**

Ms. Amanda Means, Director of Admissions, will report on the 2017 orientation numbers.

## **2.6 Financial Aid Scholarship Awards**

Ms. Nicole Neal, Director of Student Business Operations, will report on scholarships offered and accepted.

## **2.7 Enrollment Management and Student Affairs Executive Report**

Dr. Anne Marie Gillespie, Vice President for Enrollment Management & Student Affairs, will report on upcoming activities in Enrollment Management & Student Affairs.

## **3.0 Education**

Dr. Chris Kacir, Acting Dean of University College, will provide a summary of the Summer Bridge Program.

**RESOLUTION ASA10-17**

**APPROVAL OF POLICY 2.10REV, COPYRIGHT, PATENTS AND RESEARCH FOR  
UNIVERSITY PERSONNEL**

WHEREAS, Policy 2.10Rev, Administration of Inventions, Discoveries, and Patents for Faculty and Staff, was last reviewed and approved by the Board of Trustees on May 5, 2016; and

WHEREAS, a modification of this policy (including title change) is recommended in order to provide clarification of intellectual property rights for University personnel; and

WHEREAS, a joint committee of the Shawnee Education Association and University Faculty Senate has reviewed and revised this policy; and

WHEREAS, the University Faculty Senate has approved the recommendation of this policy; and

WHEREAS, Revised Policy 2.10Rev, Copyright, Patents and Research for University Personnel, has been recommended by the Provost and President for Board of Trustees approval; and

WHEREAS, revised procedures are provided for information;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 2.10Rev, Copyright, Patents and Research for University Personnel.

(August 11, 2017)

# Shawnee State University

POLICY TITLE:	COPYRIGHT, PATENTS AND RESEARCH FOR UNIVERSITY PERSONNEL
POLICY NO. :	2.10 REV
ADMIN CODE:	3362-2-11
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	08/11/17
NEXT REVIEW DATE:	08/2020
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE AND SCOPE

- 1.1 Shawnee State University is committed to facilitating the dissemination and utilization of the knowledge acquired by research for the public good. The University is also committed to developing existing technologies for licensing and commercialization, and it particularly encourages projects that will contribute to the economic development of the region. In furtherance of such development, the University recognizes the need to protect intellectual property rights of authors and inventors and to include University authors and inventors in the distribution of income derived from its intellectual property.
- 1.2 This Policy is applicable to all departments and units of the University and to all University Personnel.

## 2.0 DEFINITIONS

These definitions apply to all sections of the policy and its procedures.

- 2.1 “University Personnel” is defined as University faculty, administration and staff members.
- 2.2 A “Copyright Work” describes original works of authorship that have been fixed in a tangible medium of expression, including, but not limited to, written materials, dissertations, papers, articles, books, poems, audiovisual materials, videos, audio recordings, architectural drawings, on-line instructional materials, musical compositions, dramatic creations, software, databases, photographs, or sculptures that are likely to be subject to protection under United States copyright law.
- 2.3 “Patentable Inventions” describes inventions, discoveries, and manufacturing designs that have been reduced to practice, and are considered novel and likely to be subject to protection under United States patent law.

- 2.4 “Academic Works” are works created by faculty members within the scope of their regular faculty appointment, including work created while on paid professional or sabbatical leave. Academic works include, but are not limited to, those works created within the scope of their faculty appointment for research, for teaching, whether for a traditional course, a distance learning course, an online course offering, or some other non-traditional setting, unless such work was specifically created as a work for hire.
- 2.5 “Work for Hire” or “Work Made for Hire” is:
- 2.5.1 A work prepared by University Personnel within the scope of his or her employment that does not meet the definition of an Academic Work as defined by this policy and as further described in the SEA Collective Bargaining Agreement, which shall be.
- 2.5.2 A work directed by or specially ordered or commissioned by the University via a supplemental employment contract or similar agreement. If support for the work is from an outside contractor or sponsor, the intellectual property ownership may be governed by the contractor or sponsorship agreement.
- 2.6 “Significant Allocation” is:  
The use of University resources (including, but not limited to, facilities, equipment, staff time, supplies, funds, financial support, or release time from assigned duties) over and above the usual salary or resource assignment where the value of the resources comprises more than half of the cost incurred in creating a work.

### 3.0 COPYRIGHT WORK

- 3.1 All rights granted under copyright law for a particular work remain with the authors (creators) of the work.
- 3.2 The University will not have an interest in copyright ownership of University Personnel works, including academic work products except in the following instances:
- 3.2.1 When the work is a Work for Hire.
- 3.2.2 When the work is created through a Significant Allocation of University resources for the express purpose of the creation of that work.

In these instances, copyright ownership of the works in question belongs to the University, unless it expressly waives its rights thereto.

#### 4.0 PATENTS

- 4.1 The University shall have ownership of patent rights to Patentable Inventions created by University Personnel in direct connection with activities involving a Significant Allocation of University resources.
- 4.2 The University shall convey patent rights to the inventors in accordance with an underlying procedure to this policy. Such conveyance shall be given in writing upon approval by the Provost.

#### 5.0 LICENSING, ROYALTIES AND DISTRIBUTION OF INCOME

- 5.1 University Personnel may be eligible for participation in the distribution of income, as established by an underlying procedure. This eligibility does not apply to Works for Hire.
- 5.2 If the University grants a copyright or patent license to a commercial entity, the University may seek a reasonable royalty from the licensee. Royalties earned on any intellectual property owned by or assigned to the University will be distributed to University Personnel in accordance with a distribution schedule established by an underlying procedure that will include a percentage to the inventor.

#### 6.0 CONFLICTS OF INTEREST AND RESEARCHER RESPONSIBILITIES

- 6.1 University faculty and staff may not participate in or be directly involved in negotiating external agreements for intellectual property that is owned, assigned to or otherwise controlled by the University.
- 6.2 University Personnel who hold positions as operating officers or act in key decision-making capacities in businesses that have or intend to establish commercial or business relationships with the University must disclose such positions to the University.

#### 7.0 PROCEDURES

The University will establish procedures in collaboration with appropriate university constituencies, including the Shawnee Education Association, to effectively implement this policy.

#### History

Effective: 06/18/93

Revised: 08/11/17; 05/06/16

## INFORMATION ONLY

PROCEDURE TITLE:	ADMINISTRATION OF INVENTIONS, DISCOVERIES, AND PATENTS FOR UNIVERSITY PERSONNEL
PROCEDURE NO.:	2.10:1
RELATED POLICY:	2.10
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	08/11/2017
NEXT REVIEW DATE:	08/2020
APPROVED BY:	PRESIDENT

### 1.0 PURPOSE AND SCOPE

- 1.1 The procedure serves to implement Policy 2.10, Copyright, Patents, and Research for University Personnel, and includes the establishment of the Intellectual Property Committee and schedule for distribution of royalty income.
- 1.2 This procedure is applicable to all departments and units of the University and to all University faculty, administration, and staff.

### 2.0 INTELLECTUAL PROPERTY COMMITTEE

- 2.1 The University's Intellectual Property Committee (IPC) advises and makes recommendations to the Provost on the following:
  - 2.1.1 Ownership of intellectual property and the distribution of income derived from the intellectual property;
  - 2.1.2 Whether the discovery or invention, which is the property of the University, has sufficient value or is of a sufficient interest to the University to warrant its retention;
  - 2.1.3 Whether to pursue patent protection and development of a discovery or invention, which is the property of the University;
  - 2.1.4 Whether to make changes to the policy and or procedures concerning intellectual property.
- 2.2 The IPC consists of four full-time faculty members in addition to the Director of Institutional Research and sponsored Programs (IRSP). The IRSP Director will serve as co-chair along with one of the faculty members selected by the committee.
- 2.3 IPC faculty members are recommended by the University Faculty Senate in accordance with its procedures and appointed by the Provost.

### 3.0 DISCLOSURE OF PATENTABLE INVENTIONS AND DISCOVERIES

- 3.1 University personnel who create Patentable Intellectual Property must disclose that information to the Provost.
- 3.2 Promptly after the conception and/or making of an invention or discovery, university personnel must complete and submit an invention disclosure and any necessary supplemental information to the Provost and the Director of IRSP. The Director of IRSP will then forward the information to the IPC for its review.
- 3.3 The disclosure will contain sufficient information to allow the IPC to make an informed recommendation regarding the desirability for the University to retain rights in the invention or discovery. All information, which may reasonably be related to an invention or discovery or patentable invention, will be treated as confidential information.
- 3.4 The co-chairs will convene the IPC annually or as needed to provide advice and recommendations regarding the ownership of intellectual property and the distribution of income derived from intellectual property.
- 3.5 Any committee member who may be impacted by a matter before the committee shall recuse himself or herself.
- 3.6 Following consideration of the invention or discovery, the co-chairs will submit a recommendation to the Provost regarding the desirability for the University to retain rights to the intellectual property.
- 3.7 University may, alone or with the assistance of an external organization(s), make application for patents on any such inventions or discoveries selected by the University for patenting.
- 3.8 Net income from any invention or discovery will be shared by the University and the inventor(s). The remaining fifty percent (50%) of the net income will be the property of the University. For intellectual property generated by faculty inventors, the University's share of the net income will be distributed in accordance with the following schedule unless otherwise recommended by the IPC and approved by the Provost:
  - 50% Inventor's Department
  - 25% Inventor's College
  - 25% IRSP
- 3.9 The Provost has the authority to approve or reject the IPC's recommendations.

#### History

Effective: 08/11/17



Registration Comparison Report  
Board of Trustees Meeting  
August 11, 2017

	Fall 2015 15th Day	Fall 2016 15th Day	Fall 2017 8/2/2017
<b>New Undergraduate Enrollment</b>			
First-time Freshmen	869	864	722
Transfer	218	175	162
<b>Total New</b>	<b>1087</b>	<b>1039</b>	<b>884</b>
<b>Difference from prior year</b>		<b>-48</b>	<b>-155</b>
<b>Continuing Undergraduate Enrollment</b>			
Freshmen	373	380	299
Sophomore	620	577	612
Junior	583	600	539
Senior	783	769	736
<b>Total Continuing</b>	<b>2359</b>	<b>2326</b>	<b>2186</b>
<b>Difference from prior year</b>		<b>-33</b>	<b>-140</b>
<b>Total Degree Seeking Undergraduate</b>	<b>3446</b>	<b>3365</b>	<b>3070</b>
<b>Difference from prior year</b>		<b>-81</b>	<b>-295</b>
<b>New Graduate Enrollment</b>			
Graduate - New	42	41	39
<b>Total New</b>	<b>42</b>	<b>41</b>	<b>39</b>
<b>Difference from prior year</b>		<b>-1</b>	<b>-2</b>
<b>Continuing Graduate Enrollment</b>			
Graduate - 1	52	61	20
Graduate - 2	37	40	64
Graduate - 3	21	27	0
<b>Total Continuing</b>	<b>110</b>	<b>128</b>	<b>84</b>
<b>Difference from prior year</b>		<b>18</b>	<b>-44</b>
<b>Total Graduate</b>	<b>152</b>	<b>169</b>	<b>123</b>
<b>Difference from prior year</b>		<b>17</b>	<b>-46</b>
<b>Non-Degree Enrollment</b>			
NT - Visiting	4	1	1
NR - Non-degree	3	3	4
NH - Highschool not CCP	4	5	9
NP - College Credit Plus	149	129	84
ND - Returner CCP and non-CCP	81	100	81
NS - Senior Citizen	2	0	1
<b>Total Non-Degree</b>	<b>243</b>	<b>238</b>	<b>180</b>
<b>Difference from prior year</b>		<b>-5</b>	<b>-58</b>
<b>Grand Total</b>	<b>3841</b>	<b>3772</b>	<b>3373</b>
<b>Difference from prior year</b>		<b>-69</b>	<b>-399</b>

Summer Enrollment Comparison Report  
Board of Trustees Meeting  
August 11, 2017

	Summer 2016	Summer 2017
<b>New Undergraduate Enrollment</b>		
First-time Freshmen	21	14
Transfer	22	17
<b>Total New</b>	<b>43</b>	<b>31</b>
<b>Difference from prior year</b>		<b>-12</b>
<b>Continuing Undergraduate Enrollment</b>		
Freshmen	44	24
Sophomore	159	144
Junior	200	180
Senior	349	340
<b>Total Continuing</b>	<b>752</b>	<b>688</b>
<b>Difference from prior year</b>		<b>-64</b>
<b>Total Degree Seeking Undergraduate</b>	<b>795</b>	<b>719</b>
<b>Difference from prior year</b>		<b>-76</b>
<b>New Graduate Enrollment</b>		
Graduate - New	91	61
<b>Total New</b>	<b>91</b>	<b>61</b>
<b>Difference from prior year</b>		<b>-30</b>
<b>Continuing Graduate Enrollment</b>		
Graduate - 1	79	77
Graduate - 2	43	45
Graduate - 3	0	0
<b>Total Continuing</b>	<b>122</b>	<b>122</b>
<b>Difference from prior year</b>		<b>0</b>
<b>Total Graduate</b>	<b>213</b>	<b>183</b>
<b>Difference from prior year</b>		<b>-30</b>
<b>Non-Degree Enrollment</b>		
NT - Visiting	27	16
NR - Non-degree	20	7
NH - Highschool not CCP	1	1
NP - College Credit Plus	9	20
ND - Returner CCP and non-CCP	18	36
NS - Senior Citizen	0	1
Bridge	0	109
<b>Total Non-Degree</b>	<b>75</b>	<b>190</b>
<b>Difference from prior year</b>		<b>115</b>
<b>Grand Total</b>	<b>1083</b>	<b>1092</b>
<b>Difference from prior year</b>		<b>9</b>

<i>Headcount</i>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	795	719	-76	-9.56
Graduate	213	183	-30	-14.08
<b>Total</b>	<b>1008</b>	<b>902</b>	<b>-106</b>	<b>-10.52</b>
Non-degree	75	190	+115	+153.33
<b>University Total</b>	<b>1083</b>	<b>1092</b>	<b>+9</b>	<b>+0.83</b>

<i>FTE (total credit hours/15)</i>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	401	470	+69	+17.21
Graduate	76	57	-19	-25.0
<b>Total</b>	<b>477</b>	<b>527</b>	<b>+50</b>	<b>+10.48</b>

<i>SCH</i>	<b>SM16</b>	<b>SM17</b>	<b>Change #</b>	<b>Change %</b>
Undergraduate	5718	6711*	+993	+17.37
Graduate	1138	865	-273	-23.99
Non-degree	298	350	+52	+17.45
<b>Total</b>	<b>7154</b>	<b>7926</b>	<b>+772</b>	<b>+10.79</b>

\*1066 of 6711 are non-degree bridge student credit hours

Housing Occupancy Report  
Board of Trustees Meeting  
August 11, 2017

**Projected Occupancy-(Registered Students)**

Fall Current #’s	SSU Owned Assigned/Capacity	Hatcher Assigned/Capacity	Residents On Campus	Total on Campus Occupancy %	Men	Women
2017	126/163	679/779	805	85%	456	349

**Housing Occupancy**  
**Fall Semesters 15-day report**

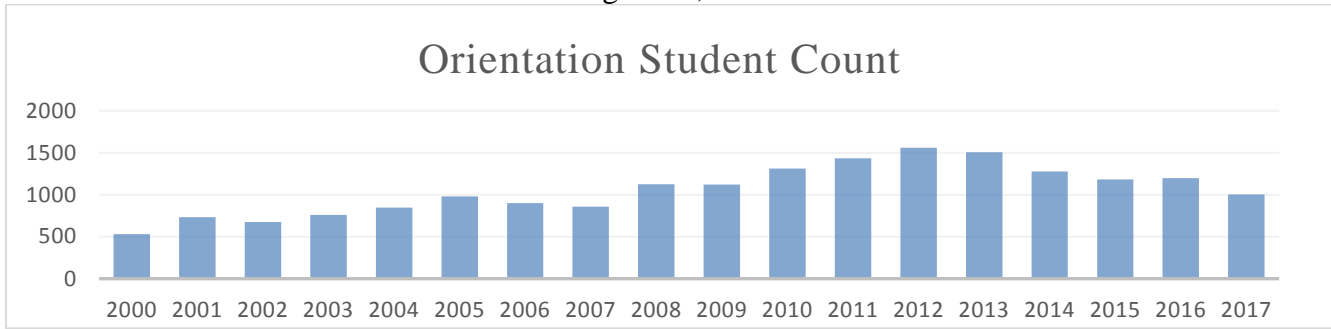
Fall 15 Day #’s	SSU Owned	Hatcher	Residents On Campus	Total on Campus Occupancy %	Men	Women
2016	174	760	890	95%	495	395
2015	170	777	853	90%	465	388

NOTE: Charts reflect a decrease in capacity due to pulling rooms offline for Live-In Resident Coordinators and rentals. 2017 SSU capacity is decreased due to Carriage being offline to students.

**Occupancy by Classification**

Fall	FF 1st time freshman	FR freshman	SO sophomore	JR junior	SR senior	TR transfer	GR 1 <sup>st</sup> yr. grad student	G2 2 <sup>nd</sup> yr. grad student	G3 3 <sup>rd</sup> yr. grad student	Non Degree
2017	324	88	157	109	90	31	4	2	0	0
2016	424	85	137	98	84	52	5	4	1	0
2015	373	90	145	104	56	74	8	2	0	1

Orientation Results  
Board of Trustees Meeting  
August 11, 2017



\*Current 2017 numbers include students that have attended a face to face, online, or Bridge to Success Orientation

2017 Fall Orientations Attendance  
**Fall Total** **894**

Summary: We conducted 9 face to face orientations in June and July (including Bridge to Success Orientation)  
Average show rate: 95%

2016 Fall Orientations totals Attendance  
**Fall Total** **1021**

Summary: We conducted 7 face to face orientations.  
Average show rate: 76%  
Note: Did not enforce orientation requirement

	2016	2017
Total # of Orientations	7	9
Total OR attendees	1021	894
<b>Average Show rate</b>	<b>74%</b>	<b>95%</b>

**Survey Result Summary**

- Overall rating: Excellent (48%), Very Good (38%), Good (14%)
- 64% of surveys said the event went “A lot better than expected” or “Better than expected”
- Academic Sessions were ranked 4.15 out of 5 Stars
- Favorite part of the day: registering for classes

**What’s new about 2017 Orientation:**

- Prior to attendance students were required to pay a \$50.00 Orientation Fee
- We offered an online orientation for students that qualified
- Priority Registration for CCP students, Transfer Students, and Veteran and Military Students
- Student Information Browse expectations were changed and the Browse is more interactive, engaging, and fun
- Greater focus on student guest satisfaction and participation
- More Orientation Leaders and Orientation Assistants to assist with registration and advising
- Bridge Orientation for students with two or more developmental areas held separately
- Anticipating a smaller melt with more engaged orientation events
- New meet and greet event during check in to help connect students and their families with other offices on campus

**New Scholarship Program  
Accepted Scholarships/Offered Scholarships  
Board of Trustees Meeting  
August 11, 2017**

<b>2017-2018</b>	ACT 27+ SAT 1210+	ACT 25-26 SAT 1130-1200	ACT 23-24 SAT 1060-1120	ACT 21-22 SAT 980-1050
GPA 3.8 – 4.0	\$6000 (Ach) 62/143 43%	\$5000 (Excel) 43/90 48%	\$4000 (Succ) 57/112 51%	\$3000 (B & G) 38/88 43%
GPA 3.6 – 3.79	\$5000 (Excel) 13/26 50%	\$5000 (Excel) 17/29 59%	\$4000 (Succ) 25/54 46%	\$3000 (B & G) 31/51 61%
GPA 3.4 – 3.59	\$4000 (Succ) 7/12 58%	\$4000 (Succ) 7/14 50%	\$4000 (Succ) 15/26 58%	\$3000 (B & G) 16/41 39%
GPA 3.2 – 3.39	\$3000 (B & G) 6/11 55%	\$3000 (B & G) 5/8 63%	\$3000 (B & G) 24/39 62%	\$3000 (B & G) 22/42 52%

Shawnee Scholars – Full in-state tuition 7/8=88%

Shawnee Achievement (Ach)- \$6,000 per year/\$24,000 for four years 62/143=43%

Shawnee Excellence (Excel)- \$5,000 per year/\$20,000 for four years 73/145=50%

Shawnee Success (Succ)- \$4,000 per year/\$16,000 for four years 111/218=51%

Blue & Gray (B&G)- \$3,000 per year/\$12,000 for four years 142/280=51%

Total Scholarship Offers 395/794 = 50%

**Previous Scholarship Program  
Enrolled Scholarships/Offered Scholarships  
Board of Trustees Meeting  
August 11, 2017**

<b>2016-2017</b>	ACT 26+ SAT 1170+	ACT 25 SAT 1130- 1160	ACT 23-24 SAT 1060- 1120	ACT 21-22 SAT 980- 1050	ACT 20 SAT 940- 970
GPA 3.8 – 4.0	Full Tuition 78/193 40%	½ Tuition 18/39 46%	\$2000 32/69 46%	\$1500 19/61 31%	\$1000 5/23 22%
GPA 3.6 – 3.79	½ Tuition 27/49 55%	½ Tuition 10/19 53%	\$1500 10/32 31%	\$1000 12/56 21%	\$750 8/21 38%
GPA 3.3 – 3.59	\$2000 9/27 33%	\$2000 3/12 25%	\$1500 18/43 42%	\$1000 22/70 31%	\$500 12/32 38%
GPA 3.0 – 3.29	\$1500 3/17 18%	\$1500 7/13 54%	\$1000 6/21 29%	\$750 19/51 37%	\$500 11/35 31%

President’s Scholarship – Full in-state tuition

78/193=40%

University Professor’s Scholarship – Amounts vary

\$500- ½ in-state tuition

251/690=36%

Total Scholarship Offers

329/883=37%