

Minutes

October 28, 2019

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS President Tony Ward called the meeting to order at 4:00 p.m.

2. Roll Call:

Secretary Jennifer Napper recorded the attendance (as follows):

Sarah Minter, Phil Blau, Eugene Burns, Linda Hunt, Barbara Warnock, Mikel Stone, Tom Piontek, Georgeann Kamer, Thomas Bunting, Sheena Shifko, Isabel Graziani, Keijing Liu, Ruby Gray, and Adam Miller and all officers (Tony Ward, Kyle Vick, Jim Reneau, and Jennifer Napper).

Absent: Dan Johnson, Mich Nyawalo, Cynthia Hermanson, and Sarah Clausing.

3. Minutes: Motion to approve September minutes was seconded by Georgeann Kamer. Approved unanimously.

4. Agenda: Motion to approve agenda was seconded by Georgeann Kamer. Approved unanimously.

5. Remarks from President Tony Ward:

- Thank you to the faculty for allowing me the opportunity to lead the UFS.
- Thank you to the Executive Committee and everyone for their encouragement and support.
- While it is good news that recently we learned about the positive enrollment for this academic year, we still have challenges that need to be continually monitored. (Specifically, the changes coming to the SSI (State Share of Instruction) formula. We as an institution need to continually monitor these changes and position ourselves to respond in a positive manner any changes which may impact SSU.
- The University remains a place of continual change. New students, new faculty, new administrators, new programs. This body needs to be vigilant as we continually review and approve changes to our curricula.

- As has been mentioned previously, we are likely to become a tobacco and smoke/vape free campus in the near future. There is a draft of the new revised policy, which I will be distributing to the UFS after this meeting via e-mail. I will send the proposal via e-mail requesting comments to the faculty as a whole tomorrow. I'm uncertain when the final draft of the revised policy will be making its way through the governance process, but I encourage as much communication and comments as possible. The draft policy will be attached to the minutes.
- I'm also certain that everyone has been made aware of 2 other items which have occurred on campus, the new Bear Print program and the new Online Bookstore. Later in the meeting I've invited Janet Stewart, Dean of Library Services and Melissa Rucker from the Bookstore to provide us with details of each and a few additional items.

6. Treasurer's Report: Treasurer Jim Reneau was unable to access the Senate's account; the budgets still have not been loaded into Bear Trax. A report will hopefully be provided at next month's meeting.

7. Administrative Reports:

President Jeff Bauer's report:

- The two vice presidential searches are currently underway. The goal is to have the Vice President of Finance in place by early part of spring semester and the Provost by July 1.
- A draft of the Smoke Free Campus Policy is being circulated around campus to start a conversation about when Shawnee State is ready to join other institutions around the state in having a healthy environment on campus. We are one of only two institutions without a smoke free campus, the other is Youngstown State. This lack of policy has grabbed the attention of the Columbus Dispatch. The Governor has also sent a letter to all of the institutions in the state requesting them to name the vaping companies that will be banned from campus.
- State Share of Instruction (SSI): there is a new state law in place that is intended to incorporate job placement into the calculation for state share of instruction. Dr. Bauer will be one of the university presidents in the state serving on a committee that will develop how this can be incorporated in the SSI formula.

- The Appalachian Studies in a Digital Age Symposium is coming up this week. The Lt. Governor will be here on Thursday to participate in a panel discussion.
- The Strategic Plan is now a little over three years old, it was approved by the Board of Trustees in August 2016. Over the last three years we have implemented parts of the plan and measured some of its success and failures. Unfortunately, many of the initiative in the 2016 plan are not measurable and some have fallen by the wayside. As a result, we're in the process of updating it. We're trying to answer some important questions: Who are we now? What should we look like in 5 years? Or 10 years? How do we measure success and failure?

We still clearly have some challenges that will need to be addressed. We continue to have structural deficit, which requires immediate and ongoing attention by the university. Deficits can be eliminated through increased revenues, decreased expenses, or some combination of the two. We receive revenue primarily from tuition, but we also get a sizeable amount from SSI. SSI tends to be somewhat volatile, however. We also get revenue through the supplement and also through grants. We have reduced our spending through reducing our noncompensation spending, we have also reduced our workforce through unfilled vacancies and other actions. It is the hope that some of these reductions will be temporary, as our institution grows. But even when we go back and fill those vacancies, we really need to be strategic and forward thinking instead of focusing on what we were in the past.

This past year we have made considerable investments in recruitment and admissions. Some of this has increased in dollars to the institution but a lot of it is through restructuring or reorganization of the whole process of recruitment. There have been many positive comments about the billboard and tv commercials, we have a larger presence in the community than we've had in the past. This has led to some positive, measurable changes for the university. We need to continue with these types of investments with our updated strategic plan.

Academic programming and instructional quality represent two of the most important parts of success or failure for an institution of higher education. It's the heart of what we do. Each program costs the university money, some more than others, but we must have the right mix of programs, attractive delivery modes, and great instruction if we hope to be

competitive for students in the future and to fulfill our mission. We cannot add without subtraction. The needs of today's and tomorrow's students are much different than when we were in college. We've recently seen the results of institutions that provide dynamic programming vs. those that do not. Many small colleges are closing, or merging, or changing radically in response to the new normal in higher education.

Diversification is the key and we're pursuing that right now. This year we are adding some new programs in cyber security and the doctoral program in occupational therapy. We're expanding delivery modes. We now have a program that is offered fully on the campus of Southern State Community College. We will also have three new online programs by the end of this academic year. It's important for each of these moves that they be a calculated success – they have solid enrollment, growth, and healthy profits because our margin of error is razor thin.

The new strategic planning process is now underway. We've established a small working group of faculty members and administrators to draft a set of goals and strategies which have been presented to our senior leadership group and we're now prepared to turn them over to the university's constituency groups, like the faculty senate for feedback. Part of the plan was completed last year with the development of the strategic enrollment plan. The remaining part of the plan will be added over the next few months. Most important in the plan is how the institution will develop academically and how each department contributes to that.

The 2016, especially the academic part of the plan, was focused on obtaining resources to make our programs competitive. We've had some degree of success with this, especially with the renovation of some facilities across campus. The plan also meant to implement a standardized process to review and prioritize academic programs and to maximize our competitive advantages. Signature programs came from this.

We need to add programs on the front end, to help people prepare for a job. This would also include certificate programs. We also need to add programs to the back end, we only have a few graduate programs at this point. Part of our future is to develop the front end and back end so that we can better meet the needs of future students. Students that come to Shawnee State now and in the future are probably not coming here to be “one-and-done”, to get that two- or four- year degree and stay in the same job for the rest of their life. More than ever there is a trend for students to get their education, get into the job market, and then return again. Having

a set of tiered educational opportunities available will be important for our success.

We have to continue to identify and provide programming through different delivery modes that are sensitive to the needs of our market. We have to offer cocurricular services and programs that are attractive and help meet student needs. We're going to have to make investments in programs that are new and existing that have guaranteed growth potential. We have done this somewhat effectively in recent years through renovating those facilities and some building on campus. We need to know what that next generation is going to look like that can help this institution grow.

- We're going to need to develop more of a shared responsibility in developing new programs and removing programs from our list. That's a tough thing to do. We grew to almost over 80 programs. There is a limit to our growth. We need to prioritize and develop some sense of how we can eliminate some programs from our list. Dr. Bauer would like to see that become more of a faculty and department issue, more than what it has been in the past. Other institutions are going through the same issues. What is a good process for doing this that meets the needs of an institution to offer dynamic programming and the needs of the departments or faculty to be cautious in eliminating programs that could have future value to the institution?

It will be important for Shawnee State to diversify its portfolio. That doesn't mean to expand it, but it needs to be more sensitive to both current and future students' needs. We need to provide our newly recruited students with every opportunity to graduate. It's much more economical to retain a student than it is to recruit a student. We must also give them every opportunity to return to us later on for additional education. Dr. Bauer hopes that as the goals and strategies from the updated strategic plan are circulated, everyone across the campus will contribute their feedback and ideas of how to advance those goals.

Interim Provost Becky Thiel's report:

- Update on the Academic Resource Management Committee – the Committee met two weeks ago and ironed out the items for the three-year annual monitoring survey. We should have this ready to start through the governance system in November.

- Reminder that HLC will be on campus reviewing the proposed OTD program. This is the last step prior to getting this program approved for offer. While here, they will want to meet briefly with some members of the Faculty Senate. I will notify Tony of the day and time soon so you can make arrangements.
- Scheduling seems to be going smoothly right now. I want to thank all of you for getting your class days and times submitted to your deans in a timely manner and for submitting your book orders by the due date.
- Lastly, the Calendar Committee meets once again on Thursday to finalize the academic year calendar for AY 2020-21 and 2021-22. In addition, we will have a tentative calendar for the following three years up on the website for students, parents, faculty, and staff to refer to when making long-term plans.

a. Bear Print and Faculty Commons: Janet Stewart, Dean of Library Services.

The Bear Print rollout has started in the Library, Student Success Center, and the University Center. This will be followed by the labs across campus and then printing wirelessly from a laptop. There has been a great reduction in waste. There's no paper left behind in the printers. There has also been a reduction in what students are choosing to print.

How it works is that the student prints to a print queue called Bear Print. Then they can go to ANY printer, that is in the project so far, to release the job. The job will stay in the print queue for 24 hours. If they don't release the job, it never prints. They use their card one time, by swiping it and associating it with their network ID and password. After that, all they have to do is swipe, or if they prefer, they can use their network ID and password from then on.

Last week, the library went through 7 reams of paper. Prior to Bear Print, they would have a standing order of 30 reams of paper per week and run out regularly. Toner was also being replaced every week. The Dean is confident that the savings from preventing wasteful printing will more than pay for the Bear Print software. There have been some issues, but the library staff have been helping every user that needs it, one-on-one.

Students are given 300 print outs each semester and it shows up in their account as \$15. This is 300 black and white pages. If they print out in color, it is the equivalent of 100 pages. They can check their account at print.shawnee.edu. They can log on with their network username and password. If they need to add funds, there is a machine in the University Center and one in the hallway of the library.

They need a lab to be a guinea pig to test the software since it's a different environment. Let the Dean know if you are interested.

Discussion: If the print job exceeds the number of copies left on the student account, the software will give them a warning when they try to release the job. They also receive email notices about how many copies they have left. They are given an overdraft of a dollar, which is especially helpful in emergency situations. If the overdraft is used, the value will be subtracted when more funds are applied to the student's account. Unfortunately, the software displays the amount left on the student's account as money instead of pages. The initial loading of \$15 onto their card can only be used for printing. However, if they load money onto their Bear Card, then that money can be used for printing, vending machines, Starbucks, etc...

They would like to test the software in individual labs before launching across campus. They'd like to have it in place in all labs by December. Then laptop printing in the summer.

If there happens to be a printer error, the software, so far, has not charged the student. Refunds can also be applied.

It's hard to say when we will recoup the cost of the software. So far, from October 3 to October 28, the report shows \$238 in savings on printing. But the Dean feels that they have saved that much on toner and paper a week alone. She feels confident that we will see some savings and also intentional printing behavior. They are using Cannon leased printers where they supply the toner and upkeep for the printer and the library pays so much per page. This works out cheaper. She will let us know when they are able to crunch the numbers.

Faculty and staff do not get charged for printing; it is unrestricted.

b. Online Bookstore and Inclusive Access Course Material: Melissa Rucker.

There were a lot of hiccups this fall with implementation of the new virtual bookstore; Melissa appreciates everyone's patience. It will be better for spring. Book orders were due October 1 because a virtual textbook company is going to be sourcing the textbooks for Barnes & Noble. The sooner the company has the orders, the better the chances are that they can get used books if possible. These savings can then be passed onto our students. So far adoptions are about 76%. This also allows Barnes & Noble to oversee the process more. Custom titles and packages will also be able to be monitored more closely. Getting the book orders in as early as possible will allow a smoother process in the spring. They do realize

that there are some situations where instructors can't order book just yet, and it's not a problem. Just let them know what they can do to help.

Melissa also spoke to us about the Inclusive Access Program. Several faculty across campus are participating in this program. Seven courses were added this past fall. It saved students about \$75,000 compared to purchasing a new textbook. There are about 22 now. It basically involves using a course fee to cover cost of ebook, or any type of material that uses an access code. That way the students have the materials they need on the first day of class through Blackboard. The fee is a significant reduction in cost to the students. Students do not seem to be opposed to a digital book. If you have an interest in trying it out, contact Melissa.

Discussion: The issues that were encountered fall semester were mostly communication issues. The method of adoption previously used, did not translate well to the virtual bookstore. With the early adoption they are able to reach out to faculty if they foresee a problem and prevent these issues.

8. Announcements from Senate floor:

Tony Ward: (Re)covering Appalachia Conference is coming up this week. It is all free for faculty. The Shawnee Game Conference is coming November 15 and 16. Dental Hygiene is offering free services SSU veterans for the month of November.

9. Committee and Director Reports

a. UFS Executive Committee: Kyle Vick, Vice President

The Faculty Commercialization Awards were given out. The runner-up developed an injectable gel that can be applied in areas with cartilage damage. It implants stem cells that repair the damage. The winner of the award developed a plant based alternative source of rubber from the traditional rubber plant.

10. Unfinished Business

None.

11. New Business

General Education proposals (11ai-aii), Graduate Council Proposals(11bi), and EPCC Course Proposals (11ci-11cx).

None of these items were pulled out for further discussion. Jim Reneau made a motion to bundle all of the curricular items. This was seconded by Linda Hunt. Passed unanimously.

Mikel Stone motioned to carry the proposal forward, seconded by Linda Hunt. Passed unanimously.

12. Adjournment: Motion to adjourn the meeting was seconded by Phil Blau at 4:59 p.m.

Shawnee State University

POLICY TITLE:	SMOKE AND TOBACCO FREE CAMPUS
POLICY NO. :	5.08 REV
ADMIN CODE:	3362-5-09
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	*****
NEXT REVIEW DATE:	*****
RESPONSIBLE OFFICER(S):	PRESIDENT

1.0 PURPOSE

1.1 Shawnee State University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff, volunteers, contractors, and visitors.

1.2 As such, the University intends to create a one hundred percent tobacco free environment.

2.0 DEFINITIONS

2.1 Smoking: The burning of tobacco or any other material in any type of smoking device, including, but not restricted to, cigarettes, cigars, electronic cigarettes (e-cigarettes and any other devices used for vaping) or pipes.

2.2 Tobacco: All tobacco derived or containing products, including, and not limited to, cigarettes, electronic cigarettes (including but not limited to JUUL, Blu, and VUSE), cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

3.0 PROHIBITION

Smoking of any material and the use of any tobacco-related product are prohibited in all University owned, leased, and managed buildings and on all University owned, leased and managed grounds, and in all vehicles located on University property. This includes all classrooms, offices, restrooms, auditoriums, lounges, dining areas, recreational and athletic facilities, rooftops, walkways, sidewalks, bridges, residence halls, parking lots and street parking owned by the University.

Smoking also is prohibited inside personal vehicles parked on University property and in any vehicles owned, operated, or leased by the University.

4.0 BAN ON ADVERTISING, PROMOTION AND SALES

- 4.1 The University will not advertise tobacco on university owned, operated or leased property or at any university sponsored event or university owned or sponsored media.
- 4.2 Sale of tobacco is prohibited on University owned, operated, and leased property.
- 4.3 Distribution and sampling of tobacco products and tobacco related items is prohibited.

5.0 EXCEPTIONS

- 5.1 FDA-approved nicotine replacement therapy, including patches, gum, inhalers, and lozenges) will be allowed.
- 5.2 Smoking or tobacco use may be permitted for controlled research, educational, clinical, or religious ceremonial purposes with prior approval of the appropriate administrator.
- 5.3 Tobacco use, including the sale, advertising, sampling and distribution of tobacco products or tobacco related items may be permitted at certain University-sponsored events with advance approval of the Provost or a designee.

6.0 SIGNAGE AND ANNOUNCEMENTS

- 6.1 “No Smoking” signs or the international “No Smoking” symbol will be conspicuously posted at all University building entrances and inside all University vehicles. All such signs will include the State of Ohio’s contact information for reporting violations.
- 6.2 University literature and advertising, particularly that which is related to the posting of employment opportunities and campus events shall identify the University as being one hundred percent tobacco free.
- 6.3 Announcements regarding this policy will be made during University-sponsored events at other campus functions when deemed appropriate. Event programs may include a written reminder of the policy.

7.0 COMPLIANCE AND ENFORCEMENT

- 7.1 The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy. Civility and respect is expected at all times in regards to this policy.
- 7.2 The President will designate the University department(s) responsible for ensuring compliance.
- 7.3 The University will provide smoking cessation information for employees and students who wish to quit smoking.
- 7.4 The University will identify contact information to enable employees, students and visitors to report any violation of this policy.
- 7.5 Any student who repeatedly refuses to abide by this rule may be referred to Student Conduct. Repeat violations by any faculty or staff member shall be handled through normal procedures for violations of University rules and procedures. Visitors who violate this policy may be denied future access to the University campus.
- 7.6 No person shall discharge, refuse to hire, or in any manner retaliate against an individual for the report of a violation or otherwise performing any obligation under this policy.

History

Effective: 06/09/06

Revised: *****, 03/13/15; 11/08/13