

Minutes

September 30, 2019

4:00 PM

University Faculty Senate
Shawnee State University

1. Call to Order

UFS Vice President Kyle Vick 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, Dan Johnson, Eugene Burns, Linda Hunt, Barbara Warnock, Cynthia Hermanson, Mikel Stone, Tom Piontek, Georgeann Kamer, Thomas Bunting, Sarah Clausing, Sheena Shifko, and all officers (Tony Ward, Kyle Vick, Jim Reneau, and Jennifer Napper).

Absent: Mich Nyawalo, Isabel Graziani, Keijing Liu, Ruby Gray, and Adam Miller.

3. Minutes: Motion to approve April minutes was seconded by Tom Piontek. Approved by acclamation.

4. Agenda: Motion to approve agenda was seconded by Phil Blau. Approved by acclamation.

5. Remarks from Vice President Kyle Vick:

- Thanks to Marc Scott for his service as UFS president. He led us through some difficult times, and he represented faculty interests very effectively.
- Congratulations (and offer condolences) to Tony Ward as new UFS president.
- Enrollment at SSU is up but we still have work to do to continue this trend to become a financially solvent institution.
- Both vice presidential search committees are now active. The Provost search committee has met already, and the Vice President of Finance and Administration is going to meet this week.
- Campus is likely to become smoke free in the near future. Our current students and prospective students would like us to be a smoke free institution. Now is the time to voice your concerns.

6. Treasurer's Report: Treasurer Jim Reneau was unable to access the Senate's account in Bear Trax to create a report for the last fiscal year or a preliminary report for this fiscal year. A report will be provided at next month's meeting.

7. Administrative Reports:

President Jeff Bauer's report:

- Shawnee State has been nationally ranked by US News as one of the “Top Performers in Social Mobility”. That means that we are providing access to a high percentage of economically disadvantaged students who are completing their degree and using it to move up on the socioeconomic ladder. We are one of only two public universities in Ohio that made this list. The other is Youngstown State.
- We know that success in higher education requires agility — a willingness to go beyond traditions. It sometimes requires sacrifices as we compete in the new higher education landscape. We understand better than most of that growth doesn't just happen. We have to have a plan for growth — a Strategic Enrollment Plan — in order to achieve our goals, address community and regional education needs, and advance our mission.
- This year's enrollment for fall semester is up nearly 12% which is the highest among Ohio public universities and might be the highest of any institution in the mid-west and northeast regions of the US. Our new student enrollment is up nearly 30%. With more and more prospective students learning about what we have to offer, I am confident that this will be the beginning of an extended period of growth.
- International student enrollment is up 16%, with nearly 60 international students on campus. That's a number that I hope we can improve on because it provides the campus with so much more than just enrollment growth.
- We have over 330 student-athletes competing in over 20 sports. That's 10% of our student body. Our reputation in sports like cross country, women's basketball, and e-sports is reflected in national rankings. Shawnee will continue to grow in athletics next fall as we begin an intercollegiate program in swimming.
- Retention is just below 70% which is phenomenal for an open access institution. Our retention improvements are directly related to work of our

professional advisors and faculty, as well as other student services we provide to our students.

- And most importantly, we granted 733 degrees in AY 18-19. This is the seventh straight year over 700. The number of degrees has held steady with record graduation numbers even though our student enrollments have dropped significantly in the recent past. A higher and higher percentage of our students are successfully completing their college education and they are doing it in a shorter period of time.
- And SSU is having a greater and greater impact on the social and economic health of southern Ohio and neighboring Kentucky. We now have over 18,000 alumni! Most of those alumni are living, working, and contributing to southern Ohio and northern Kentucky.
- We are creating a stronger partnership with the city of Portsmouth. This began with the opening of the Kricker Innovation Hub last fall. It will continue as both the city and university conduct their master planning together, not in isolation. And we will develop a plan that provides seamless flow between the campus, downtown, and the Boneyfiddle area.
- Our academic offerings are attracting, retaining, and graduating larger numbers of students. Our faculty are delivering and they are doing it with passion and dedication that is unique in higher education.
- We are diversifying our academic programming – adding online, satellite, graduate programs – in order to increase enrollment and address changing student demographics. We are diversifying our programming so that we can diversify our student body – when I say diversification I mean – through increased numbers of minority students, increased numbers of international students, increased numbers of post-trationals, and increased numbers of online students.
- We are aggressively recruiting traditional college students, especially in region. Our enrollments are moving upward, especially in PALS, JR counties.

Budget Issues

- We are awaiting the final audit on FY 19 but it appears that we will finish with a deficit of a little over \$3 M, slightly above the threshold set by our Board of Trustees.

- Our SB 6 Ratio will remain at 2.1, above the 1.75 threshold for institutions in fiscal watch.
- We presented a balanced budget to BOT but we will be hard pressed to achieve balance this year. We've addressed the structural deficit by asking for and receiving an additional \$1.5 M in supplement from the state. In addition, the higher fall enrollments and tuition revenue will help to close the gap; however, as we add students, we also add some expenses.
- SSI might be flat (was anticipating down) given that we have more AY 18-19 degrees than we anticipated.
- As we get deeper into the current recruitment season, we'll have a better sense of where our enrollment and tuition revenue will look for FY 21. Given the enrollment rebound of this year, we will move forward and advertise some faculty positions this fall and will review other positions in the spring. If we have another fall cohort as large or larger than this year, we will be able to hire strategically.
- Regardless of our enrollment and revenue increases, we will continue to be under the specter of a structural deficit until we can generate enough revenue or reduce expenses so that the institution's supplement (now a little over \$4M) becomes a supplement and not part of the operating budget.

News Items

- Third phase of ATC renovation is complete.
- Rhodes Athletic Center is under renovation and is on track to be completed in December of this year.
- Founders Day was a success. Last Friday two founders were honored, Dr. George White and Dr. Dave Todt.
- Homecoming is October 11 & 12.
- We have a new Board of Trustees member Jeff Albrecht, owner of the Holiday Inn.
- We have two search committees underway for the Provost and Vice President of Finance and Administration.
- Chancellor Gardner will be visiting sometime in mid-October and Lt. Governor Husted will be visiting at the end of October for the Digital Appalachia Conference.

- We are seriously looking at a smoke free campus. All of the public universities and all of the community colleges are smoke free with three exceptions: Belmont College, Youngstown State, and us. There's also a private institution near Dayton that is also not smoke free. More information will be sent out soon to get feedback on how best to proceed with this policy.
- The Strategic Enrollment Plan was published and is being implemented right now. A series of action projects are being put in place. We will be updating our Strategic Plan this year as well. The Strategic Enrollment Plan will be incorporated into it. We will be turning over a set of goals and strategies to constituent groups and asking for some creative ideas of initiatives and action projects to forward the ideas of the goals and strategies.

Interim Provost Becky Thiel's report:

- Reorganization is in the process for two departments. Due to suggestions from the Chancellor's Council for Graduate Studies and the Higher Learning Commission, we are beginning the process of moving programs from the Department of Rehabilitation and Sports Studies to the Department of Allied Health Sciences (Athletic Training, Physical Therapy Assistant, Sports Management, and Exercise Science). The Department of Rehabilitation and Sports Studies will be renamed the Department of Rehabilitation Therapy and will be home for Occupational Therapy Assistant, Masters of Occupational Therapy, and the new Occupational Therapy Doctorate.
- The Higher Learning Commission is scheduled for a Focus Visit on December 9-10, 2019. They are coming to review the new OTD program. This is the final step before we can officially announce this new program. Hopefully, by early Spring Semester, we can begin recruiting for this, our first doctorate program.
- The Academic Resource Management Committee has revised the form, created a new form, and streamlined the procedure. This was a result of combining the ARMC with the Warehousing Program Committee. It is hoped that these new forms pose the needed questions and proposals can go through the committee easier and swifter. Instead of asking proposal initiators to return the next month with answers to questions, the new forms ask all the needed questions to make the proposals complete.
- The bookstore issues are still being resolved. I think most books on backorder have been received, but just this morning I received information

that two or three students still do not have their books. I am in talks with not only Melissa at the bookstore, but also the regional manager.

- Calendar Committee met last Thursday. Though I was not in attendance, I learned they have a final draft for 2020-2021 and we meet again to finalized draft for 2021-2022. We hope to be able to present a two-year calendar to the BOT in their November meeting. In addition, we would like to present another three years as a draft to keep things moving. Many universities post five-year calendars so faculty, staff, and students can make tentative plans.
- Lastly, I would like to thank everyone that attended Founder's Day, the picnic, and the Faculty Development Day. I know it made for a long day, but your attendance was notable. There were approximately 70 faculty present.

Discussion centered around the problems with the bookstore. The main problem is that the bookstore contract was not signed until July and the book orders were due in April so there was a problem with stocking our books for fall. The early book order deadline of October 1 should prevent this from happening. Problems have also been encountered in FacultyEnlight since the spring schedule has not yet been finalized. Faculty have been working directly with Laura Sines in these instances. It was expressed that the process would be more streamlined if the book order deadline was after the finalization of the schedule, so that section numbers and faculty teaching them aligned properly in the software.

8. Announcements from Senate floor:

None.

9. Committee and Director Reports

a. UFS Executive Committee: Kyle Vick, Vice President

- Marc Scott is interim chair of OFC due to Dan Crane taking a leave of absence to be the interim dean of a branch campus of Wright State.
- OFC passed a white paper on Assessment which is on the OFC website.
- Mike Suver of Inter-University Council reported to OFC that there is progress on a new formula for SSI.
- HB 66 committee report is expected shortly and the preview that they are going to give has been characterized as mostly harmless. The language eliminating tenure has been dropped. The only issue that OFC has with the current report is that it does mention post-tenure review that has the potential to be misunderstood among legislators. There a little bit of a push to have that language changed before it becomes finalized.

10. Unfinished Business

None.

11. New Business

a. Academic Resource Management Committee Procedure and Forms.

These have been available on Curriculog. The Provost previously described these changes above. Dan Johnson seconded the motion to take up this item.

Discussion:

Sarah Minter pointed out that there is no explanation or details of what the review procedure will be for new programs and would like to see some clarification.

The Provost replied that the ARMC is going to come up with a procedure during their next meeting. The program will self-report back to the committee using a form that they will develop.

The review procedure will have to be passed through governance before it is enacted.

There was concern that perhaps we should wait to vote on this item until the review procedure was clarified. Kyle Vick pointed out that it would force us to use the old procedure for any new proposals that come between now and when it can be revised. In addition, that part of the procedure wouldn't be put to use for a year.

There was further discussion about voting on the entire procedure but make the particulars of the review process to be determined later. This will have to go through governance.

Gene Burns moved to omit the line about the review procedure until we have a procedure. It was discussed that this would require us to put the procedure through again once the details would be finalized. Jim Reneau seconded the motion. Discussion involved the consequences of removing this line. Some senate members felt that we shouldn't vote on a procedure that we haven't seen yet. Others felt that this would imply that new programs passed in the meantime would not be required to undergo review.

After further discussion it was decided that a line should be added stating that a procedure for the review process would have to be passed through governance before any review can take place to clarify.

Kyle Vick called for a vote on the motion put forth by Gene Burns. The motion did not pass.

Dan Johnson made a motion to amend the procedure by adding a line, where it says there will be a review process, stating there will be no monitoring of programs until an approved procedure for monitoring has passed faculty governance. Seconded by Phil Blau. No discussion. Motion passed unanimously.

No further discussion of the overall procedure. Motion to accept the procedure as amended was passed unanimously.

b. Curriculog Program Form.

Available on Curriculog. The rationale to change these was to make them clearer and reduce the total number of forms we have to move them through governance. Linda Hunt seconded the motion to take up this agenda item. No discussion. Motion passed unanimously.

c. Curricular Items.

Tom Piontek seconded the motion to take up this agenda item.

Motion to bundle items 11ci – 11cvii was made by Linda Hunt. Seconded by Thomas Bunting. Motion passed unanimously.

The bundle passed unanimously.

12. Adjournment: Motion to adjourn the meeting was seconded by Mikel Stone at 4:58 p.m.

Academic Resource Management Committee (ARMC) Procedures

The ARMC has a threefold responsibility related to the fiscal assessment of programs at the university:

- 1) It reviews proposals for new academic programs or changes to existing programs that require the investment of additional resources. Types of curriculum changes that require the ARMC's approval include new majors; new concentrations within existing programs; curricular customization of existing programs for off-campus cohort groups; new minors that require 3 or more new classes and/or new resources; new certificates that require 3 or more new classes and/or new resources; and the reconstitution of warehoused programs. The Academic Resource Management Form A (ARMF A) is used for these kinds of changes. All new or revised programs are then monitored by the ARMC for three years. No program will be subject to this review until a review process has been approved by faculty governance.
- 2) It reviews proposals for the warehousing or discontinuation of programs that will result in cost savings. Types of curriculum changes that require the ARMC's approval include the warehousing or discontinuation of majors, concentrations, certificates, and minors. The Academic Resource Management Form B (ARMF B) is used for these kinds of changes.
- 3) It reviews the annual data supplied to academic departments by the Provost's office, discusses enrollment trends, and monitors programs on Cost Containment Plans, Enrollment Improvements Plans, and all program proposals approved by the ARMC in the last three years. The ARMC can also recommend that programs develop Cost Containment Plans or Enrollment Improvement Plans accordingly.

The ARMC does not replace the Educational Policies and Curriculum Committee (EPCC), Graduate Council (GC) or the University Faculty Senate (UFS), but rather provides critical fiscal assessment prior to a proposal being presented to the EPCC. Because proposals will still need to pass through these other important university committees, the minimum target date for implementing any new curricular proposal is one year from when it is submitted to the ARMC.

The ARMC meets on the third Tuesday of the month during the academic year and once in the summer. The members of the committee include the Provost, President of the UFS, Academic Deans, the Vice President of Finance and Administration, Vice President of the UFS, and one at large faculty member.

The ARMC adheres to the following procedures in its consideration of curriculum changes:

- 1) Initiator of proposal for curriculum change completes the appropriate Academic Resource Management Form (ARMF A or ARMF B) and submits it electronically to the

appropriate chair or supervisor a minimum of 4 weeks prior to an ARMC meeting. If the proposal involves more than one department or program, the proposal should be submitted to the chairs or directors of each department/program involved.

- 2) Chairperson/Director reviews the ARMF, consults with people affected by it, provides comments, and then, forwards the proposal to the appropriate dean within 2 weeks.
- 3) Dean reviews the ARMF, consults with relevant people, provides comments, and forwards to the Office of the Provost within 2 weeks.
- 4) The Office of the Provost sends electronic copies of the ARMF to the ARMC in the week before its scheduled meeting.
- 5) The initiator attends the ARMC and gives a short presentation about his/her proposal to the committee. The initiator may invite others involved with the proposal to attend and participate in the presentation.
- 6) Following the presentation, the Provost, in consultation with the ARMC, will determine if the committee will vote on the proposal or if the vote will be postponed to another meeting. The vote will determine whether the committee
 - a) recommends support of the proposal, or
 - b) recommends that the proposal be held in abeyance for a specified time, or
 - c) does not recommend support of the proposal.
- 7) Once the vote has been taken, the Provost will forward the ARMC's recommendation to the initiator.