

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

**December 14, 2018
10:15 a.m., University Center, Room 215**

Agenda

1.0 Action Items

**1.1 Resolution ASA09-18
Approval of 2019-2020 Academic Calendar**

Dr. Becky Thiel, Interim Provost and Vice President for Academic & Student Affairs, will present Resolution ASA09-18, Approval of the 2019-2020 Academic Calendar.

**1.2 Resolution ASA10-18
Approval of Policy 3.20Rev, University Housing**

Mr. Eric Braun, Vice President for Advancement & Institutional Relations, will present Resolution ASA10-18 which approves revisions to Policy 3.20Rev for clarity of housing requirements.

2.0 Information Items

2.1 Academic & Student Affairs Executive Report

Dr. Thiel will report on recent activities in Academic & Student Affairs.

2.2 Spring Enrollment Report

Ms. Jennifer Hammonds, Registrar, will report spring enrollment numbers.

2.3 Fall Commencement Statistics

Ms. Hammonds will report Fall 2018 graduation statistics.

2.4 Housing Report

Mr. Bill Rockwell, Director of University Business Operations, will present a report on Housing and Residence Life.

2.5 Admissions Report

Ms. Amanda Means, Assistant Director, Recruitment and Transfer, will report on admissions activities.

2.6 Advancement & Institutional Relations Executive Report

Mr. Braun will report on recent activities in Advancement & Institutional Relations.

RESOLUTION ASA09-18

APPROVAL OF 2019-2020 ACADEMIC CALENDAR

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2019-2020 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2019-2020 Academic Calendar;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Shawnee State University 2019-2020 Academic Calendar, attached hereto.

(December 14, 2018)

2019-2020 ACADEMIC CALENDAR

Summer Semester 2019-2020**

| | |
|-----------|---|
| May 6 | Summer classes begin (full 10-week and first seven-week sessions) |
| May 27 | Memorial Day (<i>University Closed</i>) |
| June 21 | Last day of first seven-week session (final exams during last scheduled class period) |
| June 24 | Second seven-week session – classes begin |
| June 25 | Grades due in Office of the Registrar by noon (first seven-week session) |
| July 4 | Independence Day (<i>University Closed</i>) |
| August 9 | Last day of full and second seven-week session (final exams during last scheduled class period) Summer semester ends |
| August 13 | Grades due in Office of the Registrar by noon (full session and second seven-week session) |

Fall Semester 2019-2020

| | |
|-------------|---|
| August 26 | Fall semester classes begin (full and first seven-week sessions) |
| August 20 | Grades due in Office of the Registrar by noon (Fall intersession) |
| September 2 | Labor Day (<i>University Closed</i>) |
| October 11 | Last day of first seven-week session (final exams during last scheduled class period) |
| October 14 | First day of second seven-week session |
| October 15 | Grades due in Office of the Registrar by noon (first seven-week session) |
| November 11 | Veterans Day (<i>University Closed</i>) |
| November 27 | No Classes (<i>University Offices Open</i>) |
| November 28 | Thanksgiving Day (<i>University Closed</i>) |
| November 29 | Thanksgiving Holiday (<i>University Closed</i>) |
| November 30 | Classes resume |
| December 6 | Last day of classes (full session and second 7-week session) |
| Dec 7-13 | Final Exams (full and second eight-week sessions) |
| December 13 | Fall Commencement – semester ends |
| December 17 | Grades due in Office of the Registrar by noon (full and second seven-week session) |
| December 24 | Christmas Holiday (<i>University Closed</i>) |
| December 25 | Christmas Holiday (<i>University Closed</i>) |
| January 1 | New Year's Holiday (<i>University Closed</i>) |

Spring Semester 2019-2020

| | |
|-------------|---|
| January 6 | Spring semester classes begin (full and first seven-week session) |
| January 20 | Martin Luther King, Jr. Day (<i>University Closed</i>) |
| February 21 | Last day of first seven-week session (final exams during last scheduled class period) |
| February 24 | First day of second seven-week session |
| March 2-8 | Spring Break |
| March 3 | Grades due in Office of the Registrar by noon (first seven-week session) |
| March 9 | Spring full session classes resume |
| April 17 | Last day of classes (full session and second 7-week session) |
| April 18-24 | Final Exams (full and second eight-week sessions) |
| April 25 | Commencement |
| April 28 | Grades due in Office of the Registrar by noon (full and second seven-week session) |

****** All half-session summer courses not included within The Learning House programs may continue to be delivered within a 5-week schedule, provided they follow the Ohio Department of Higher Education's requirements: "One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes)."

RESOLUTION ASA10-18
REVISION OF POLICY 3.20 UNIVERSITY HOUSING

WHEREAS, Policy 3.20Rev, University Housing, addresses the requirements, restrictions & prohibitions pertaining to the university's residence halls; and

WHEREAS, Policy 3.20Rev, University Housing, was last reviewed and approved by the Board of Trustees on September 11, 2015 and requires technical revisions and updates to reflect current operations;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.20 University Housing.

(December 14, 2018)

Shawnee State University

| | |
|-------------------------|------------------------------|
| POLICY TITLE: | UNIVERSITY HOUSING |
| POLICY NO.: | 3.20 REV |
| ADMIN CODE: | 3362-3-12 |
| PAGE NO.: | 1 OF 3 |
| EFFECTIVE DATE: | 09/11/15 12/14/18 |
| NEXT REVIEW DATE: | 09/2018 09/2021 |
| RESPONSIBLE OFFICER(S): | VPSA VPAIR |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 PURPOSE

Shawnee State University (SSU) has an obligation to ensure that housing policies and programs exist that will maximize the educational potential of the residential life of the University.

2.0 RESIDENCE LIFE AS AN EDUCATIONAL EXPERIENCE

2.1 In addition to the other forms of education it practices, Shawnee State University endorses and supports the particular value of higher education as provided by a residential campus community. Residential settings offer students unparalleled opportunities to gain from social interactions and other life experiences that characterize on-campus housing and dining.

2.2 When residential living is part of an organized program, the educational and personal gains from simple access and participation can be substantial. For these reasons, SSU develops and maintains programs that ensure the residential experience contributes in significant ways to the total education of students.

3.0 UNIVERSITY HOUSING REQUIREMENTS, RESTRICTIONS AND PROHIBITIONS

3.1 As a condition of admission and continued enrollment, all freshman students in their first year of attendance who live more than twenty-five (25) miles from campus are required to live in University housing, to the extent that space is available, and to take their meals in dining facilities as provided in meal plans approved by the University. Under this policy a freshman is defined as a student who has not earned college credit beyond high school graduation. For the purposes of the preceding sentence only, credit earned through Ohio College Credit or a similar program, or credits earned through high school Advanced Placement or International Baccalaureate courses shall not fall within the definition of “college credit”.

3.2 Exceptions to the on-campus housing requirement for freshman include the following: married students, single parents, veterans, and students over the age of 23, transfer students, students living with one or both of their parents, and other extraordinary circumstances as determined by the Vice President for Student Affairs-Advancement and Institutional Relations or designee.

3.3 Individuals Prohibited from Student Housing

~~3.3.1 Felons and convicted sex offenders are prohibited from living in and/or visiting University-owned or managed residential facilities.~~

3.3.1 Individuals are prohibited from living in and/or visiting University-owned or managed residential facilities if they: a) have been convicted of any felony of violence, and/or b) are a convicted sex offender, and/or c) have been convicted of a felony or were found responsible for an offense as a juvenile which would be a felony if committed by an adult, and have not completed their associated sentence, probation, and/or parole, whichever applicable.

3.3.2 The University may exclude other individuals from University housing based upon health, safety and/or conduct reasons in accordance with procedures and/or guidelines approved by the President.

4.0 TERMS AND CONDITIONS FOR STUDENT RESIDENTS

As a condition to living in student housing, students will be required to agree to requirements established by the University, which may be in the form of a housing contract. Failure to fully and accurately complete the contract may be a reason to exclude a student from University housing. The housing contract form shall be approved by the Vice President for Finance and Administration.

5.0 The board of trustees will retain authority for establishing rates for residential housing and meal plans.

6.0 GUIDELINES

The University will have a guideline for student housing and residence life that may be produced in electronic form. Such guideline will be approved by the President.

[Ref: Guide to University Housing & Residence Life](#)

History

Effective: 05/09/94

Revised: 12/14/18; 09/11/15; 05/02/14; 2/9/07

DRAFT

Spring Weekly Registration Comparison Report

| Week 4 of Registration | Spring 2017 11/28/2016 | Spring 2018 11/27/2017 | Spring 2019 11/26/2018 | Spring 2018 15th day |
|--|---------------------------|---------------------------|---------------------------|-------------------------|
| New Undergraduate Enrollment | | | | |
| First-time in Any College | 8 | 18 | 8 | 44 |
| Transfer | 29 | 28 | 16 | 77 |
| Total New | 37 | 46 | 24 | 121 |
| Difference from prior year | | 9 | -22 | |
| Continuing Undergraduate Enrollment | | | | |
| Freshmen | 918 | 750 | 629 | 558 |
| Sophomore | 583 | 610 | 594 | 627 |
| Junior | 554 | 532 | 535 | 580 |
| Senior | 611 | 632 | 611 | 868 |
| Total Continuing | 2666 | 2524 | 2369 | 2633 |
| Difference from prior year | | -142 | -155 | |
| Total Undergraduate | 2703 | 2570 | 2393 | 2754 |
| Difference from prior year | | -133 | -177 | |
| New Graduate Enrollment | | | | |
| Graduate - New | 32 | 25 | 30 | 8 |
| Total New | 32 | 25 | 30 | 8 |
| Difference from prior year | | -7 | 5 | |
| Continuing Graduate Enrollment | | | | |
| Graduate - 1 | 28 | 13 | 40 | 67 |
| Graduate - 2 | 30 | 27 | 32 | 44 |
| Graduate - 3 | 0 | 0 | 0 | 0 |
| Total Continuing | 58 | 40 | 72 | 111 |
| Difference from prior year | | -18 | 32 | |
| Total Graduate | 90 | 65 | 102 | 119 |
| Difference from prior year | | -25 | 37 | |
| Non-Degree Enrollment | | | | |
| NT - Visiting | 0 | 3 | 0 | 9 |
| NR - Regular | 3 | 3 | 3 | 4 |
| NH - Highschool | 1 | 0 | 0 | 0 |
| NP - College Credit Plus | 119 | 146 | 179 | 182 |
| NS - Senior Citizen | 0 | 1 | 3 | 1 |
| ND - Returner | 227 | 287 | 323 | 297 |
| Total Non-Degree | 350 | 440 | 508 | 493 |
| Difference from prior year | | 90 | 68 | |
| Grand Total | 3143 | 3075 | 3003 | 3366 |
| Difference from prior year | | -68 | -72 | |

Board of Trustees Meeting

December 14, 2018

Prepared by the Office of the Registrar

| Fall 2018 Preliminary Commencement Report | | | | | | | |
|---|--------------|------------|------------|--|------------------------|--|-----------|
| | Fall 2016 | Fall 2017 | Fall 2018 | | | | |
| Total # of Degrees: | 279 | 195 | 180 | MASTERS: | | | |
| Total Masters Degrees: | 42 | 39 | 39 | Education | | | 13 |
| Total Bachelor Degrees: | 180 | 101 | 119 | Occupational Therapy | | | 25 |
| Total Associate Degrees: | 57 | 55 | 22 | Mathematics | | | 1 |
| | | | | Total Masters Degrees: | | | 39 |
| BACHELORS: | | | | ASSOCIATES: | | | |
| College of Professional Studies | | | | College of Professional Studies | | | |
| | TOTAL | | | | TOTAL | | |
| Sports Studies | | 6 | | Dental Hygiene | | | 0 |
| Business Administration | | 27 | | Emergency Medical Tech | | | 1 |
| Nursing | | 4 | | Medical Laboratory Tech | | | 0 |
| Occupational Therapy | | 8 | | Nursing | | | 0 |
| Health Sciences | | 9 | | Occupational Therapy Asst. | | | 0 |
| Plastics Engin.Tech. | | 3 | | Physical Therapy Asst. | | | 0 |
| Computer Engin. Tech. | | 0 | | Radiologic Technology | | | 0 |
| Environmental Engin. Tech. | | 1 | | Respiratory Therapy | | | 0 |
| Digital & Sim.Gaming Engineering | | 1 | | Technical Studies | | | 0 |
| Athletic Training | | 3 | | Computer Aided Drafting/Des | | | 0 |
| Educational Studies | | 0 | | Electromechanical Engin.Tech | | | 1 |
| Early Childhood Educ PreK-3 | | 0 | | Plastics Engineering Tech | | | 1 |
| Early Childhood Intervention Spec | | 0 | | Accounting | | | 1 |
| Intervention Specialist K-12 | | 0 | | Business Management Tech | | | 2 |
| Middle Childhood Education | | 1 | | Legal Assisting | | | 3 |
| TOTAL | | | 63 | Information Tech. Management | | | 2 |
| College of Arts & Sciences | | | | TOTAL | | | |
| | | | | | | | 11 |
| Social Sciences | | 5 | | | | | |
| Sociology | | 9 | | | | | |
| International Relations | | 2 | | | | | |
| Psychology | | 7 | | College of Arts & Sciences | | | |
| History | | 2 | | Arts & Humanities | | | 0 |
| English Humanities | | 5 | | Social Science | | | 1 |
| Mathematical Sciences | | 0 | | Mathematics | | | 0 |
| Fine Arts | | 7 | | Natural Science | | | 4 |
| Natural Science | | 6 | | TOTAL | | | 5 |
| Biology | | 3 | | | | | |
| Chemistry | | 1 | | | | | |
| Political Science | | 2 | | | | | |
| Philosophy and Religion | | 0 | | | | | |
| TOTAL | | | 49 | University College | | | |
| University College | | | | | Individualized Studies | | 0 |
| | | | | | General Studies | | 6 |
| | | | | | TOTAL | | 6 |
| TOTAL | | 7 | 7 | TOTAL ASSOCIATE DEGREES | | | |
| TOTAL BACHELOR DEGREES | | | 119 | | | | 22 |

***FA18 petitioners and SM Grads who did not walk in Spring Commencement are included in this report. Fall Petitions are continuing to be submitted as of 12/1/18.

Fall 2019 Admissions Weekly Report

| 11/19/2018 | Fall 2019 | | | Fall 2018 | | | Fall 2017 | | |
|---|---------------|-----------------------|----------------|---------------|-----------------------|----------------|---------------|-----------------------|----------------|
| Inquiries | 4237 | | | 4625 | | | 6195 | | |
| Apps Received | 1502 | | | 1536 | | | 1770 | | |
| Complete Applications (decision ready files) | 1145 | | | 1007 | | | 985 | | |
| % apps complete | 76% | | | 67% | | | 57% | | |
| Pathways | College Ready | University College | Bridge Program | College Ready | University College | Bridge Program | College Ready | University College | Bridge Program |
| Admits (% of all admits) | 623 (54%) | 270 (24%) | 252 (22%) | 563 (56%) | 173 (17%) | 271 (26%) | 645 (65%) | 145 (14%) | 195 (20%) |

| Census | Fall 2018 | | | Fall 2017 | | |
|---|---------------|-----------------------|----------------|---------------|-----------------------|----------------|
| Apps Received | 3019 | | | 3021 | | |
| Complete Applications (decision ready files) | 2233 | | | 2179 | | |
| % apps completed | 74% | | | 72% | | |
| Enrolled | 617 | | | 700 | | |
| Overall yield | 28% | | | 32% | | |
| Pathways | College Ready | University College | Bridge Program | College Ready | University College | Bridge Program |
| Admits (% of total admits) | 1018 (46%) | 474 (21%) | 741 (33%) | 1119 (51%) | 470 (22%) | 590 (27%) |
| Enrolled (% of total enrolled) | 462 (75%) | 88 (14%) | 67 (11%) | 492 (70%) | 126 (18%) | 82 (12%) |
| Yield | 45% | 19% | 9% | 44% | 27% | 14% |