BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE

December 18, 2015
10:15 a.m., University Center, Room 215

Agenda

1.0   Action Items

1.1   Resolution ASA04-15
Approval of 2016-2017 Academic Calendar

Mr. Mark Moore, Registrar, will present Resolution ASA04-15, the 2016-2017 Academic Calendar, which has been developed and reviewed by the Calendar Advisory Committee, and has been approved by the Provost and President.

1.2   Resolution ASA05-15
Approval of Policy 2.08Rev, Academic Program Review

Dr. Jeffrey Bauer, Acting Provost and Vice President for Academic Affairs, will present Resolution ASA05-15, Approval of Policy 2.08Rev, Academic Program Review.

1.3   Resolution ASA06-15
Approval of Policy 5.37, Suicide Prevention Program

Mrs. Joanne Charles, Acting Vice President for Enrollment Management and Student Affairs, will present Resolution ASA06-15, Approval of Policy 5.37, Suicide Prevention Program.

2.0   Information Items

2.1   Academic Affairs Executive Report

2.2   Fall Commencement Statistics

2.3   Student Government Association

3.0   Education

Dr. Brenda Haas, Dean of University College, will discuss Ensuring College and Career Access in Appalachia (RUS-DLT grant).

RESOLUTION ASA04-15

APPROVAL OF 2016-2017 ACADEMIC CALENDAR

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2016-2017 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2016-2017 Academic Calendar;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University approves the Shawnee State University 2016-2017 Academic Calendar, attached hereto.

(December 18, 2015)

Shawnee State UNIVERSITY

2016-2017 ACADEMIC CALENDAR

Summer Semester 2016-2017

May 9	Summer intersession – classes begin
May 20	Final exams and last day (Summer intersession)
May 23	Summer classes begin (full and first five week sessions)
May 24	Grades due in Office of the Registrar by noon (Summer intersession)
May 30	Memorial Day (*University Closed*)
June 24	Last day of first five-week session (final exams during last scheduled class period)
June 27	Second five-week session – classes begin
June 28	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day (*University Closed*)
July 29	Last day of full and second five-week session (final exams during last scheduled class period)
	Summer semester ends
August 2	Grades due in Office of the Registrar by noon (full and second five week session)

Fall Semester 2016-2017

August 1	Fall intersession – classes begin
August 19	Final exams and last day (Fall intersession)
August 22	Fall semester classes begin (full and first eight-week sessions)
August 23	Grades due in Office of the Registrar by noon (Fall intersession)
September 5	Labor Day (*University Closed*)
October 6-7	Fall Break *(No Classes, University Open)*
October 14	Last day of first eight-week session (final exams during last scheduled class period)
October 17	First day of second eight- week session
October 18	Grades due in Office of the Registrar by noon (first eight-week session)
November 11	Veterans Day *(University Closed)*
November 23	Thanksgiving Break *(No Classes, University Open)*
November 24	Thanksgiving Day *(University Closed)*
November 25	Thanksgiving Holiday *(University Closed)*
November 28	Classes resume
December 9	Last day of classes (full session and second 8 week session)
Dec 10-16	Final Exams (full and second eight-week sessions)
December 16	Fall Commencement – semester ends
December 20	Grades due in Office of the Registrar by noon (full and second eight week session)
December 26	Christmas Holiday observed *(University Closed)*
December 27	Christmas Holiday *(University Closed)*
January 2	New Year's Holiday observed *(University Closed)*

Spring Semester 2016-2017

December 19	Spring intersession – classes begin
January 6	Final exams and last day (Spring intersession)
January 9	Spring semester classes begin (full and first eight week session)
January 10	Grades due in Office of the Registrar by noon (Spring intersession)
January 16	Martin Luther King, Jr. Day *(University Closed)*
March 4	Last day of first eight-week session (final exams during last scheduled class period)
March 6-12	Spring Break *(No Classes, University Open)*
March 7	Grades due in Office of the Registrar by noon (first eight-week session)
March 13	Spring full session classes resume
	First day of second eight- week session
April 28	Last day of classes (full session and second 8 week session)
April 29-May 5	Final Exams (full and second eight-week sessions)
May 6	Commencement – semester ends
May 9	Grades due in Office of the Registrar by noon (full and second eight week session)

RESOLUTION ASA05-15

APPROVAL OF POLICY 2.08REV, ACADEMIC PROGRAM REVIEW

WHEREAS, Policy 2.08Rev, Academic Program Review, was last reviewed and approved by the Board of Trustees on March 13, 1995 and requires updating; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, a modification of the policy is recommended in order to provide a more comprehensive evaluation of academic programs; and

WHEREAS, Revised Policy 2.08Rev, Academic Program Review, has been recommended by the 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 2.08Rev, Academic Program Review.

(December 18, 2015)

Shawnee State University

1.0   INTRODUCTION

   1.1   An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.

   1.2   Program review is a best practice in American higher education that involves stakeholders in the continuous improvement process. Such a review includes an assessment of past and current performance that is used to inform future directions and decision-making. Those charged with overseeing and coordinating program review activities should be engaged in some aspect of assessment and program review year-round.

   1.3   The academic program review process provides an opportunity for program faculty and administration to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2.0   PURPOSE

   2.1   Assist programs in the identification, evaluation and assessment of their mission and goals and the development of short and long-term strategic plans.

   2.2   Assist programs in the determination of their relationship to the Mission of the University, College, and department

   2.3   Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths and challenges in their curriculum.

2.4   Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.

2.5   Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.

2.6   Assist the University in the evaluation of the value, quality, effectiveness and efficient use of resources for the academic programs at Shawnee State University.

2.7   Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.

2.8   Provide structure, a plan of action, and information for continuous program improvement.

3.0   DEFINITIONS

3.1   Academic Program – refers to any and all coherent instructional activities of Shawnee State University and includes degree and certificate programs, concentrations, and other non-degree curricular entities, such as the Honors and General Education programs.

3.2   Degree Program – refers to any prescribed course of study which constitutes an area of specialization leading to a recognized degree. This is the same as the term "discipline specialty" used in reporting to the U.S. Department of Education's Higher Education General Information Survey (HEGIS). In baccalaureate degrees or higher, the term "degree program" is the same as "major."

3.2.1   Degree Programs must be significantly distinct from one another. Where two proposed degree programs have sixty percent or more of their program course requirements in common, they may be classified as concentrations within a single degree program, rather than as separate degree programs. When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

3.3   Preliminary Self-Study– refers to a structured reflection of a program's faculty, staff, students, and alumni concerning the educational effectiveness of its academic program. It is not a description of the unit, but a data- and constituent-informed analysis that leads to the identification of key issues and recommendations of potential steps to address them.

3.4   On-Site Visits & External Reviewer Reports – On-site visits by external reviewers are not mandatory, but generally recommended, and ought to be considered a justifiable expense in conducting a proper program review.

3.5 <u>Final Program Review Report</u> – The end product of a program review shall take the form of a final report, which includes recommendations and a timeline for their implementation.

3.6 <u>Interim Progress Report</u> – The Provost, upon consideration of the final Program Review Report, can mandate a special review and Interim Progress Report. Such Interim Progress Report shall be conducted under the procedures approved for a regular program review.

4.0 ACADEMIC PROGRAM REVIEW

4.1 Organization

4.1.1 The cornerstone of a program review is the development of the academic program's Preliminary Self-Study. Following its submission, a review to clarify, verify, and amplify the Self-Study will be conducted by external reviewer(s) appointed by the respective Dean or the appropriate administrator within the Office of the Provost in consultation with the unit under review.

4.1.2 The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the case of non-degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

4.2 Timeline

4.2.1 Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.

4.2.2 Whenever possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the university's program review cycle.

4.2.3 Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard

review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

4.3   Annual Data

In addition to a periodic program review, this policy also stipulates each academic program submit quantitative data on degree programs to the Office of the Provost on an annual basis. These annual data will serve to track the development of academic programs over time and provide quantitative data for the program's next five-year review or interim progress report. The Office of the Provost shall issue guidelines that specify any supplemental data required in the annual report from each academic program.

5.0   PROCEDURES

The President or his/her designee will ensure the establishment of procedures necessary to effectively implement this policy. These procedures will be revised and developed based upon the recommendations of the University Faculty Senate.

History
Effective: 07/30/90
Revised: 12/18/15, 03/13/95

Applicable Procedures: 2.08:1 Academic Program Review

INFORMATION ONLY

PROCEDURE TITLE:	ACADEMIC PROGRAM REVIEW
PROCEDURE NO.:	2.08:1
RELATED POLICY:	2.08REV
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2018
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION

1.1 An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.

1.2 Regular academic program review fulfills one of the criteria that the University must meet for regional accreditation by the High Learning Commission (HLC). Core Component 4a.1 of Criterion Four (Teaching and Learning: Evaluation and Improvement) in the Handbook of Accreditation states: "The institution demonstrates responsibility for the quality of its educational programs. (And) maintains a practice of regular program reviews."

1.3 The academic program review process provides an opportunity for program faculty and administrators to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2.0 GOALS OF ACADEMIC PROGRAM REVIEW

2.1 Assist programs in the identification, evaluation, and assessment of their mission and goals and the development of short and long-term strategic plans.

2.2 Assist programs in the determination of their relationship to the mission of the University, College, and Department.

2.3 Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths, and challenges in their curriculum.

2.4   Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.

2.5   Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.

2.6   Assist the University in the evaluation of the value, quality, effectiveness, and efficient use of resources for the academic programs at Shawnee State University.

2.7   Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.

2.8   Provide structure, a plan of action, and information for continuous program improvement.

3.0   OVERVIEW OF PROGRAM REVIEW PROCESS

3.1   The program review process requires seven steps:

3.1.1   Appointment of a Program Review Committee (PRC) and Chair

3.1.2   Creation of a Program Review Plan and Budget

3.1.3   Completion of a Preliminary Self-Study

3.1.4   Completion of a Preliminary Administrative Review

3.1.5   Completion of External Reviewer Reports

3.1.6   Completion of a final Program Review Report (PRP), including a response to the administrative and external reviews, and a list of recommendations for program improvements

3.1.7   Planning for implementation of recommendations

3.2   Overseeing the review is the Program Review Committee, which is charged with aggregating and analyzing data concerning the program, evaluation of that data, and making recommendations with regard to future direction of the program based on its findings. Once the Program Review Committee and Chair have been chosen and a Program Review Plan and Budget have been approved by the respective College Dean or associated administrator in the Office of the Provost, the Program Review Committee begins work on the Preliminary Self-Study.

3.3   The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the

case of non- degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic-programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

3.4   Final Program Review Reports shall consist of:

3.4.1   Preliminary Self-Study

3.4.2   Preliminary Administrative Review

3.4.3   External Reviewer Reports

3.4.4   Program Review Committee's Response to the Preliminary

3.4.5   Program Review Committee's Response to External Reviewer Reports

3.4.6   Program Review Committee's Recommendations for Continuous Improvement

3.5   The Deans and the Office of the Provost will then complete the review process by making their own final recommendations for program improvements, based upon the Final Program Review Report. The administration's final recommendations will be discussed with the Program Review Committee. Progress towards meeting the recommendations will then be subject to evaluation during the program's next review.

3.6   During the process of preparing the Preliminary Self-Study, the Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Data on the program, its faculty, and students shall be aggregated and evaluated in consultation with the Office of Decision Support.

4.0   REQUIREMENTS AND REVIEW SCHEDULE

4.1   Identified degree programs and other non-degree curricular entities (hereafter referred to as "programs") must submit a Program Review Report on a regularly scheduled basis.

4.2   When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

4.3   Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.

4.4   When possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the University's program review cycle.

4.5   Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

5.0   ACADEMIC PROGRAM REVIEW GUIDE

5.1   To assist departments in organizing and preparing the Academic Program Review, a guide to Academic Program Review has been prepared. The Academic Program Review Guide outlines specific information and timelines for:

5.1.1   Creating the Program Review Committee

5.1.2   Establishing a Program Review Plan & Budget

5.1.3   Selecting External Reviewers

5.1.4   Preparing the Preliminary Self-Study

5.1.4.1   Program Profile: Five Year Statistical Analysis of Program

5.1.4.2   Contents of the Preliminary Self-Study

5.1.5   Preparing the Final Program Review Report

5.1.5.1   Preliminary Administrative Review

5.1.5.2   On-Site Visits & External Reviewer Reports

5.1.5.3   Committee Response to the Preliminary Administrative Review

Ref: Academic Program Review Guide

Academic Program Review Guide

Shawnee State University
Portsmouth, Ohio

Fall Semester 2015

1. Introduction

An effective academic program review process is essential for the health of Shawnee State University's academic programs. The academic program review process strives to ensure the quality and academic integrity of all programs through continuous program improvement. At its most basic, the program review process is simply a review of the good works, processes, procedures, and measured learning outcome results that programs develop as they strive for continuous improvement.

Regular academic program review fulfills one of the criteria that the University must meet for regional accreditation by the Higher Learning Commission (HLC). Core Component 4a.1 of Criterion Four (Teaching and Learning: Evaluation and Improvement) in the Handbook of Accreditation states: "The institution demonstrates responsibility for the quality of its educational programs. (And) maintains a practice of regular program reviews."

As part of a larger institutional system that collects, disseminates, and evaluates institutional information, an effective academic program review process thus provides evidence that the University meets the criterion. Academic program review processes across the United States are administered by both administration and faculty. At Shawnee State University program review is a faculty-led process conducted with administrative input and support.

Any complex organization such as a university is composed of a number of constituencies with different responsibilities and perspectives. Three major constituencies in any university are the students, the faculty, and the administration. The primary responsibility of students is to obtain an education. The faculty facilitates instruction and guides the learning of those students. The administration is responsible for the management of the university and for providing an environment and the resources necessary for the faculty to carry out their responsibilities to students. Clear and continuing communication among these constituencies is essential for optimal function of the university and for an effective academic program review process.

The academic program review process provides an opportunity for program faculty and administration to evaluate the goals and effectiveness of a program and make appropriate changes that will lead to improvement in the quality of instruction and curricular requirements, improved career and life preparation for students, and effective and efficient use of University resources.

2. Goals of Academic Program Review

The goals of academic program review include:

1. Assist programs in the identification, evaluation and assessment of their mission and goals and the development of short and long-term strategic plans.

2. Assist programs in the determination of their relationship to the Mission of the University, College, and department.

3. Assist programs in assessing the quality of instruction, instructional methodology, student learning, and the strengths and challenges in their curriculum.

4. Provide programs the opportunity to compare their curriculum, resources, and facilities with those at peer institutions.

5. Assist programs in the identification of existing resources and determination of the resources needed to carry out identified mission and goals.

6. Assist the University in the evaluation of the value, quality, effectiveness and efficient use of resources for the academic programs at Shawnee State University.

7. Provide direction and priorities for the University that can be used for needs assessment, resource allocation, and planning.

8. Provide structure, a plan of action, and information for continuous program improvement.

3. Overview of the Program Review Process

The program review process described in this document requires seven steps — 1) Appointment of a Program Review Committee (PRC) and Chair; 2) Creation of a Program Review Plan and Budget; 3) Completion of a Preliminary Self-Study; 4) Completion of a Preliminary Administrative Review; 5) Completion of External Reviewer Reports; 6) Completion of a final Program Review Report (PRP), including a response to the administrative and external reviews, and a list of recommendations for program improvements; and 7) Planning for implementation of recommendations.

Overseeing the review is the Program Review Committee, which is charged with aggregating and analyzing data concerning the program, evaluation of that data, and making recommendations with regard to future direction of the program based on its findings. Once the Program Review Committee and Chair has been chosen and a Program Review Plan and Budget has been approved by the respective College Dean or associated administrator in the Office of the Provost, the Program Review Committee begins work on the Preliminary Self-Study.

The Preliminary Self-Study becomes the core component of the final Program Review Report, which will be submitted to the respective College Dean. In the case of non-degree curricular entities, such as the Honors or General Education programs and similar non-departmental academic programs, final reports will be submitted to the appropriate administrator within the Office of the Provost.

Final Program Review Reports shall consist of:

1. Preliminary Self-Study
2. Preliminary Administrative Review

3. External Reviewer Reports
4. Program Review Committee's Response to the Preliminary Administrative Review
5. Program Review Committee's Response to External Reviewer Reports
6. Program Review Committee's Recommendations for Continuous Improvement

The Deans and the Office of the Provost will then complete the review process by making their own final recommendations for program improvements, based upon the Final Program Review Report. The administration's final recommendations will be discussed with the Program Review Committee. Progress towards meeting the recommendations will then be subject to evaluation during the program's next review.

During the process of preparing the Preliminary Self-Study, the Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Data on the program, its faculty, and students shall be aggregated and evaluated in consultation with the Office of Institutional Effectiveness.

4. Program Definitions, Requirements & Review Schedule

Identified degree programs and other non-degree curricular entities (hereafter referred to as 'programs') must submit a Program Review Report on a regularly scheduled basis.

When deemed appropriate by their College Dean, programs with curricular links (for example, associate and baccalaureate programs in the same area or programs with concentrations, minors, or associated certificates) will be combined into a single review.

Programs will be scheduled to undergo review on a recurring five-year cycle. Program Reviews shall be scheduled so that no department shall have to conduct more than one program review per academic year, except in cases when departments are home to more than five programs or when a previous review requires a more frequent program review. Reviews, when possible, should be spread out along the five-year cycle to evenly distribute a department's program review efforts.

Whenever possible, programs with outside accreditation will be put on a program review schedule that will allow those programs to complete review and analysis for the accreditation self-study with a timeline for submission that corresponds with the university's program review cycle.

Programs that are accredited by an outside body may submit their most recent self-study produced to satisfy accreditation in place of the Final Program Review Report. The Dean of the program's college may require a supplemental report, providing data or material required in the standard review (as outlined in this guide) if such information is not sufficiently up-to-date or not found in their accreditation study.

5. Creating the Program Review Committee

Each program that is scheduled for review must form a Program Review Committee (PRC). For programs housed in academic departments, membership of PRCs shall be selected according to Departmental Bylaws.

In the case of non-degree curricular entities, such as the Honors or General Education programs, the associated administrator from the Office of the Provost shall select the Program Director as the Chair of the PRC, who shall then meet with the program's advisory committee or board to determine the membership for the PRC.

The Program Review Committee shall consist of the following:

1. A program faculty member Chair. The PRC Chair shall be chosen according to Departmental Bylaws and shall be a tenured faculty member, except in situations when there are no tenured program faculty members. The Chair of the PRC has principal responsibility for writing the Preliminary Self-Study and final report.

2. The Department Chair in which the program is located.

3. Two additional departmental faculty (with preference given to program faculty). The Department Chair can be counted as one of these two additional faculty members.

4. An individual with special interest in the program. This person could be an alumnus/na, a program advisory committee member, an adjunct faculty member, or an interested Shawnee State University faculty member from outside the program.

6. Program Review Plan & Budget

The Provost's office will annually set aside a designated amount of funds for each Program Review Committee for successful completion of the final report. The PRC Chair will submit to the Provost's Office a Program Review Plan and Budget containing all anticipated expenses the committee may incur in the process of preparing the preliminary and final report. The plan shall also include the assignment of tasks and timeline for task completion.

7. Selection of External Reviewers

To ensure the maintenance of high quality programs and to secure objective perspectives from experts in a program's field or discipline each program review shall include reports by two external reviewers. External reviewers shall not be associated with Shawnee State University and must have faculty experience and expertise in the discipline and area of the program under review. Preference shall be given to external reviewers from what are considered to be peer institutions of Shawnee State University.

The PRC shall propose and forward three names, with contact information and short

biographies, to the respective College Dean or associated administrator in the Office of the Provost, who shall then select the two external reviewers. The administration shall then contact the external reviewers and secure a letter of agreement for their services. Once agreements are secured, the PRC Chair shall be notified as to who will be serving as the external reviewers.

8. Preparing the Preliminary Self-Study

Programs should prepare a Preliminary Self-Study using aggregated data they have determined important in the monitoring of program progress and for use in identifying program strengths and challenges that aid faculty and administration in continuous program improvement. Data shall be aggregated from departmental and programmatic annual reports, and supplemented as needed from data collected by the Office of Institutional Effectiveness.

8.1 Program Profile: Five Year Statistical Analysis of Program

A critical component of the Preliminary Self-Study is a program profile based upon the compilation and statistical analysis of institutional data associated with the program. The Chair of the PRC shall work with the Office of Institutional Effectiveness and his/her Department Chair to obtain the needed data. If five years of data are unavailable, as in the case of a newly created, never reviewed program, the analysis can be based upon the available data.

When conducting the analysis and program profile the following topics should be examined for each of the previous five years:

1. Enrollment in program courses, according to level (if applicable)
2. Number of declared majors
3. Number of majors graduated
4. Mean number of student credit hours achieved for a graduate
5. Assessment of Program's Student Learning Outcomes
6. Number & type of faculty teaching courses in the program
7. Mean number of course credits taught per academic year by course level
8. Mean number of students per class per academic year by course level

8.2 Contents of the Preliminary Self-Study

The following recommendations for a **minimum level** of information and rigor are made to aid programs in the development of a thorough, well-rounded review. It is up to individual programs to focus on those areas they deem most valuable to continued program improvement.

The Preliminary Self-Study should address the following:

1. Program Name and History
2. Program Mission
3. Role of Program in the Larger College & University Missions
4. Progress on Past Recommendations
5. Program Profile: Five Year Statistical Analysis of Program
6. Assessment of Student Learning Outcomes
7. Program Visibility and Distinctiveness
8. Faculty Accomplishments
9. Faculty Professional Development Activities
10. Program Faculty CVs
11. Current Program Curriculum & Changes Since Last Review
12. On-Line, Dual-Credit, and College Credit Plus Course Offerings
13. Program Administration, Staff, and Support
14. Facilities, Equipment, and Resources
15. Program Outreach and Engagement
16. Non-Quantitative Analysis of Overall Quality
17. Peer Program Comparisons
18. Strengths of Program
19. Weaknesses of Program
20. Future Program Plans

9. Preparing the Final Program Review Report

The final Program Review Report shall include: the Preliminary Self-Study, the Preliminary Administrative Review, the reports of the External Reviewers, the PRC's Response to the Preliminary Administrative Review, the PRC's Response to External Reviewer Reports, and the PRC's Recommendations for Continuous Improvement.

9.1 Preliminary Administrative Review

The respective College Dean or associated administrator from the Office of the Provost shall review the Preliminary Self-Study and complete a Preliminary Administrative Review. The Preliminary Administrative Review shall make recommendations based upon the data and narrative provided. Additional data may be included in this Preliminary Administrative Review.

9.2 On-Site Visits & External Reviewer Reports

On-site visits by the external reviewers are not mandatory, but generally recommended, and ought to be considered a justifiable expense in conducting a proper program review. The decision as to whether on-site visits are needed will be made by the PRC, in consultation with the respective College Dean or associated administrator in the Office of the Provost. This decision must be made during the preparation of the Program Review Plan and Budget to ensure proper budgeting and planning.

At least two weeks prior to an on-site visit, the External Reviewers shall receive a copy

of the Preliminary Self-Study and the Preliminary Administrative Review.   On-site visits allow the Reviewer to place the content of the self-study and review in context and meet with faculty and students to discuss and clarify the strengths and weaknesses of the program. The PRC Chair shall be the primary contact and host of the Reviewers while they are on campus. The External Reviewers are to provide the discipline-related expertise and the PRC Chair is expected to provide the needed information about Shawnee State University.

The PRC Chair and External Reviewers must build an on-site visit schedule that includes the following:

1. Opportunities for all faculty members to meet with the Reviewers. This can take the form of one-on-one meetings, meetings with small groups, or a general faculty meeting.

2. An opportunity for students to meet with the reviewers without faculty present.

3. An opportunity for all probationary faculty members to meet with the reviewers without tenured faculty present. This can take the form of one-on-one meetings, meetings with small groups, or a general meeting of the probationary faculty.

4. Meetings with the Chair, Graduate Chair/Coordinator, and Undergraduate Chair/Coordinator.

5. An opportunity, when appropriate, to meet with program stakeholders.

6. An opportunity to meet with the College Dean, or his/her designee.

7. A tour of the facilities.

8. An opportunity to meet separately, individually or in small groups, with faculty having different levels of participation in interdisciplinary programs.

9. Sufficient time for the review. Programs typically require one to two days for a complete site visit with larger programs requiring longer visits.

External Review Reports are due in electronic form no later than two weeks from the date of a site visit. In such instances when no site visit is required, External Review Reports shall be due no later than three weeks following the Reviewers' reception of program review materials.

The External Reviewer Report shall address the following:

1. Overall Program Quality
2. Strengths of Program
3. Weaknesses of Program
4. Appraisal of Faculty and Curriculum
5. Appraisal of Facilities and Equipment (if applicable)
6. Adequacy of Administrative Support and Resource Allocation

7. Evaluation of Preliminary Self-Study and Preliminary Administrative Review
8. Recommendations for Continuous Improvement

9.3 Committee Response to the Preliminary Administrative Review

The PRC shall include a response addressing any concerns or disagreements they have with the contents of the Preliminary Administrative Review. If applicable, substantiating data should be included to support the response.

9.4 Committee Response to External Reviewer Reports

The PRC shall include a response addressing any concerns or disagreements they have with the contents of the External Reviewer Reports. If applicable, substantiating data should be included to support the response.

9.5 Committee Recommendations for Continuous Improvement

Upon review of the Preliminary Administrative Review and External Reviewer Reports, the PRC shall develop and adopt its own Recommendations for Continuous Improvement, including a proposed timeline for implementation of recommendations. Any recommendations that impact allocation of university resources should include projected costs or savings.

10. Writing the Reports

It is recommended that Program Review Committees adhere to the following in the development and writing of their Preliminary Self-Study and the final Program Review Report:

1. PRC Chair will coordinate the development of a schedule that delineates responsibility and deadlines for completion of the report.

2. After data are aggregated for analysis, the PRC Chair will provide the information to the members of the committee.

3. The PRC chair will invite the Dean to attend a meeting with the PRC in which the results of data collection and analyses are discussed and input is solicited from all individuals in attendance regarding the general health of the program, future goals, and processes and procedures recommended to reach the identified goals. The data analysis should identify variables impacting data trends and include explanations for fluctuations.

4. The PRC Chair will call meetings, as needed, during the report writing phase to provide members of the PRC an opportunity to critically discuss and edit the draft. The Chair of the Program Review Committee and its members will solicit input from interested parties, such as current students, alumni, employers of

graduates, applicable advisory committee members, full and part-time faculty who teach in the program, the Department Chair, the Program Leader/Coordinator, and the respective College Dean. Documentation of these data should be retained by the Chair of the PRC.

5. Once the Preliminary Self-Study and the Preliminary Administrative Review have been completed, the Chair of the PRC will forward these materials to the External Reviewers.

6. Once the External Reviewers have submitted their specific analysis of the program and made their recommendations for improvements, the Chair of the PRC will share the External Reviewer Reports and the Preliminary Administrative Review with the members of the PRC and solicit input on the final report's Recommendations for Continuous Improvement.

7. The PRC chair will present a draft of the final report, including the Committee's Responses to the Preliminary Administrative Review and the External Reviewer Reports, and Recommendations for Continuous Improvement, to all faculty members of the program and solicit suggestions for revisions.

8. The PRC Chair will submit a final draft of the report to the full PRC for their consideration and approval.

11. Submitting the Final Program Review Report

All final reports are to be submitted electronically in PDF format to the appropriate College Dean and the Office of the Provost. Reports should be numbered consecutively. The first page of the report (whether a cover page or not) should be labeled page number one. It is acceptable to break the report into section headings (with hyperlinks from a table of contents) but the pages must begin with page one and continue straight through to the last page.

12. Implementation of Recommendations

The academic program review process should be seen as one action in a program's drive for continuous improvement. The final Program Review Report shall include a list of Recommendations for Continuous Improvement, which have the endorsement of the PRC. The final recommendations of the PRC, the College Dean, or associated administrator in the Office of Provost should be addressed in a timely manner. How the program, department, and college addresses the recommendations will be taken into consideration when the program submits its annual reports and undergoes its next program review. Recommendations not addressed will have to be explained by faculty and administration responsible for program oversight.

12.1. Special Review & Interim Progress Report

In certain rare and unusual instances (i.e. dramatic declines in program enrollment, course completion, or graduation rates, or as the result of mandated changes by the state government, professional organizations, accrediting bodies, or licensing agencies), the Provost can require a special review and Interim Progress Report. Unless mandated by state law, regulation, or an accreditor, such a report would be due two years from the date of the Provost's notification and shall be conducted according to the regular guidelines, as outlined herein.

13. Program Review Timeline

Each academic year, the University's program review process will follow the general schedule and procedures outlined below:

1. No later than the last day of classes Fall semester, the Department Chairs and Program Coordinators/Directors for programs under review will be asked to meet with their respective College Dean or appropriate administrator in the Office of the Provost to discuss the procedures of their programmatic reviews, as outlined in this guide.

2. Following the requirements outlined in this guide, Program Review Committee and Chairs are appointed. See "Creating the Program Review Committee."

3. No later than the 31st of January, the PRC Chair submits their Program Review Plan and Budget to the Provost's Office for approval.

4. No later than the 15th of February, the Provost approves the Program Review Plan and Budget

5. Once approval to proceed has been communicated from the Provost to the PRC Chair, the PRC aggregates and analyzes the information necessary to complete the Preliminary Self-Study, as outlined in this guide.

6. No later than the last day of classes of Spring semester, the PRC submits the Preliminary Self-Study to their respective College Dean or administrator in the Office of the Provost.

7. No later than the first day of classes of Fall Semester, the Dean or associated administrator will review the Preliminary Self-Study and complete the Preliminary Administrative Review. The Dean and the Chair of the Program Review Committee will work out any deficiencies in the Self-Study. Any revisions to the Preliminary Self-Study will then be completed prior to its submission to the External Reviewers.

8. No later than November 15th, the Program Review Committee shall finalize their Program Review Report. The PRC Chair shall electronically submit the final report (as one document in a PDF format) to the respective College Dean or program supervisor in the Office of the Provost.

9. Following the submission of the final Program Review Report, the Program Review Committee will meet with their respective College Dean or associated administrator from the Office of the Provost to discuss the report's findings and the implementation of recommended improvements.

RESOLUTION ASA06-15

APPROVAL OF POLICY 5.37, SUICIDE PREVENTION PROGRAM

WHEREAS, Shawnee State University has a long and firmly established commitment to the wellbeing of its students, faculty and staff; and

WHEREAS, Ohio Revised Code Section 3345.37, recently enacted, requires the board of trustees of each state institution of higher education to adopt a policy to implement programs for advising and providing information to students, faculty and staff of resources available on and off campus related to mental health topics, including depression and suicide; and

WHEREAS, Policy 5.37, Suicide Prevention Program, has been recommended by the President for Board of Trustees approval;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves adoption of Policy 5.37, Suicide Prevention Program, effective December 18, 2015.

(December 18, 2015)

Shawnee State University

POLICY TITLE:	SUICIDE PREVENTION PROGRAM
POLICY NO. :	5.37
ADMIN CODE:	3362-5-37
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/18/15
NEXT REVIEW DATE:	12/2018
RESPONSIBLE OFFICER(S):	VPEMSA/ VPFA
APPROVED BY:	BOARD OF TRUSTEES

1.0   PURPOSE

Shawnee State University is committed to the health and wellbeing of its students, faculty and staff. The purpose of this policy is to provide programs for advising and for providing information to students, faculty and staff of the resources available on and off the campus of Shawnee State University for the prevention of suicide. This policy serves to further the University's commitment in accordance with Ohio Revised Code Section 3345.37.

2.0   SUICIDE PREVENTION PROGRAMMING

2.1   The Vice President for Enrollment Management and Student Affairs, whose division includes Counseling Services, and the Vice President for Finance and Administration, whose division includes Human Resources, shall be responsible for establishing and identifying avenues for students, faculty, and staff of available on-campus and off-campus programming and other resources for suicide prevention. Such programming and other resources shall include, but not be limited to:

2.1.1   Crisis intervention access that includes information for national, state and local suicide prevention hotlines;

2.1.2   Mental health program access that includes information on the availability of local mental health clinics, and student health and counseling services;

2.1.3   Multimedia application access that includes crisis hotline contact information, suicide warning signs, resources offered, and free-of-cost applications;

2.1.4   Student communication plans that include educational and outreach activities on suicide prevention;

        2.1.5   Postvention plans that include a strategic plan to effectively communicate with students, staff, and parents following the loss of a person to suicide.

3.0   MENTAL HEALTH INFORMATION

The Vice President for Enrollment Management and Student Affairs shall ensure that all incoming students are provided with information about mental health topics, including depression and suicide prevention resources available to students. The information provided to students shall include available mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide.

4.0   UNIVERSITY WEB PAGE

University web pages shall be established for students, faculty and staff that provide information on suicide prevention as described in this policy.

Related Links:
Counseling & Psychological Services
When to Refer a Student
Traumatic Event Information
Student Resources
Employee Assistance Program

History
Effective: 12/18/15

Fall 2015 Preliminary Commencement Report

Total # of Degrees:		211			MASTERS:			
Total Masters Degrees:		34			Education		12	
Total Bachelor Degrees:		114			Occupational Therapy		22	
Total Associate Degrees:		63			Mathematics		0	
					Total Masters Degrees:		34	34

BACHELORS:					ASSOCIATES:			
College of Professional Studies	TOTAL				College of Professional Studies	TOTAL		
	Sports Studies	12				Dental Hygiene	0	
	Business Administration	24				Emergency Medical Tech	5	
	Nursing	0				Medical Laboratory Tech	0	
	Plastics Engin.Tech.	0				Nursing	40	
	Computer Engin. Tech.	0				Occupational Therapy Asst.	0	
	Environmental Engin. Tech.	0				Physical Therapy Asst.	0	
	Digital & Sim.Gaming Engin.	0				Radiologic Technology	0	
	Athletic Training	4				Respiratory Therapy	0	
	Educational Studies	0				Computer Aided Drafting/Des	0	
	Early Childhood Educ PreK-3	3				Electromechanical Engin.Tech	1	
	Early Childhood Intervention Spec	0				Plastics Engineering Tech	0	
	Intervention Specialist K-12	0				Accounting	5	
	Middle Childhood Education	1				Business Management Tech	0	
	TOTAL	44	44			Legal Assisting	0	
						Office Administration Tech	0	
						Information Tech. Management	1	
						Technical Studies	0	
						Early Childhood Development	0	
College of Arts & Sciences						TOTAL	52	52
	Social Sciences	16						
	Sociology	10						
	International Relations	1						
	Psychology	13						
	History	2			College of Arts & Sciences			
	English Humanities	5				Arts & Humanities	2	
	Mathematical Sciences	2				Social Science	0	
	Fine Arts	7				Mathematics	0	
	Natural Science	14				Natural Science	0	
	Biology	0				TOTAL	2	2
	Chemistry	0						
	Philosophy and Religion	0						
	TOTAL	70	70					
University College					University College			
	Individualized Studies	0				Individualized Studies	7	
						General Studies	2	
	TOTAL	0	0			TOTAL	9	9
	TOTAL BACHELOR DEGREES		114			TOTAL ASSOCIATE DEGREES		63

Student Government Association Report
Board of Trustees Meeting
December 18, 2015

Current Projects

o Collaborating with the General Education Advisory Council to implement revisions to the GEP.

o Addressing specific student concerns such as internet issues, graduation fees, cafeteria food quality, smoking on campus, housing guest policies, student business center/financial aid office concerns.

o Further simplifying the process for organizations to receive and spend funding. Moving towards an online application process.

Student Organizations

o Fifty-two (52) organizations/clubs approved for status.
o Each funded $150 (Fall 2015)

Committee Projects

o **Student Life**
- Working with Jeff Hamilton and Athletics to improve gym equipment.
- Working with facilities to begin a Shawnee State University beautification project, and create a sand volleyball court.

o **Academic Affairs**
- Working with Provost Jeff Bauer to implement a traditional grading scale for midterm reports.
- Evening of Honors
- Active shooter policy

o **Budget and Financing**
- Snap Chat filter representing Shawnee State University

o **Inter-Club Council**
- Re-Implementing Blue Week
- Parade of clubs

Student Government Association Report
Board of Trustees Meeting
December 18, 2015

Approved Student Organizations

Admission Impossible
Delta Phi Epsilon
Intervention Specialist Club
Sociology Club
Hip Hop Dance Club
Catholic Association
Chem Club
College Republicans
Theta Phi Alpha
SSU Dance
Pre-med Club
Hurricane Free running Parkour Club
Art Club
Psychology Club
AHANA
Revive
Revolution On Campus
WISE
League of Legends
Society of Plastics Engineers
Phi Mu Delta
SSU Jedi Order
Athletic Training Club
Alpha Psi Omega
Physical Therapy Assistants Club
Tri-Beta
SOTA
Operation Christmas Child
Dungeon Crawlers
Floppy Discs
Shawnee Environmental Action
Rotaract Club
SSU Student Nurses Association
Geology Club
Student Peer Club
Intermission
SSU Students for Christ
National Society of Leadership and Success
International Forum

History Club
SSU Table Tennis Club
Fantanime
HEALS
Tau Kappa Epsilon
GSSA
Blue Crew
Alpha Phi Omega
Association Greek Life
SSU Cheer
Student Veterans of America
SSU Outdoor Pursuits
Political Science Club