SHAWNEE STATE UNIVERSITY
BOARD OF TRUSTEES

Meeting Minutes
November 18, 2011

Swearing-in of New Trustees

Chairperson Dan Mooney administered the oath of office to new trustee, Mr. Gary Paine, and new student trustee, Mr. Christopher Aaron Shaw. Mr. Mooney then presented each of them with a lapel pin and welcomed them to the Board. A round of applause followed.

Call to Order

Chairperson Mooney called the meeting to order at 1:15 p.m. noting the meeting was in compliance with RC § 121.22(F).

Roll Call

Members Present: Dr. Gail Ball, Ms. Melissa Higgs-Horwell, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Mr. Matthew Allard, and Mr. Christopher Aaron Shaw

Members Absent: Mr. David Lodwick, Ms. Elizabeth Seif

Approval of the November 18, 2011 Agenda

Dr. Ball moved and Dr. Roberts seconded a motion to approve the November 18, 2011 agenda. Without discussion, the Board unanimously approved said agenda.

Approval of the September 9, 2011 Board Meeting Minutes

Ms. Reynolds moved and Ms. Higgs-Horwell seconded a motion to approve the September 9, 2011 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

Appointment of Chair of Investment Committee

Chair Mooney reported his appointment of Ms. Kay Reynolds to serve as Chair of the Investment Committee. Chair Mooney said that it had been his pleasure to serve as a member of the Investment Committee and said that given his duties as Board Chair, another Board member should serve on the Committee. Chair Mooney reported his nomination of Mr. Will Burke to

serve as a member of the Investment Committee, beginning December 1, 2011 through June 30, 2014.

Committee Reports

Academic Affairs Committee – Dr. Roberts

Dr. Roberts reported on behalf of the Academic and Student Affairs Committee that included one action item and several information items.

Action Items

Resolution ASA07-11, Approval of 2012-2013 Academic Calendar

Ms. Higgs-Horwell moved approval of Resolution ASA07-11, the 2012-2013 Academic Calendar, which had been developed and reviewed by the Calendar Advisory Committee, and had been approved by the Provost and President. Mr. Paine seconded the motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts

Nays: None

Information Items

Dr. Jim Kadel, Dean of the College of Professional Studies, and Dr. Timothy Scheurer, Dean of the College of Arts and Sciences, presented program review updates.

Dr. Todt presented information on the College Net Price Calculator that is required by the Federal Government.

Dr. Todt also reported on the Appalachian Regional Commission Faculty Fellow Status granted to Dr. Brenda Haas, Dean of the University College and Mr. Chris Shaffer, Director of Institutional Effectiveness.

Dr. Todt reported on the federal requirement of reporting on employability of graduates of certificate programs. He informed the Committee that three certificate programs were not being utilized and have been eliminated.

Dr. Scheurer reported on the annual Shawnee 9.0 Game, Simulation, and Immersive Technologies Conference that was held on November 4, 2011. Dr. Scheurer reported that one of the goals of this conference was to tie gaming into business.

Mr. Aaron Shaw was welcomed as a new member of the Academic and Student Affairs Committee. In his capacity as President of the Student Government Association, he reported on the activities of the SGA. Mr. Shaw informed the Committee that the SGA had 37 voting

members and that some members attended two conferences this year. The SGA also helped with voter registration.

Education Session

Dr. Mary Oling-Sisay, Vice President for Student Affairs, and Dr. Brenda Haas reported on changes in new student orientation as part of our student retention efforts.

Finance and Facilities Committee – Dr. Gail Ball

Dr. Ball reported on behalf of the Finance and Facilities Committee and presented one action item and several information items.

Action Items

Resolution F23-11, Approval of New Member of Investment Committee

Dr. Ball moved approval of Resolution F23-11, Approval of New Member of Investment Committee, appointing Mr. Will Burke to the Investment Committee. Ms. Reynolds seconded a motion.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts

Nays: None

Information Items

The fiscal year 2011 audit has been completed and submitted to the State of Ohio Auditor for approval. An overview of the submitted audit results was provided by representatives from the firm of Crowe Horwath LLP who reported that Shawnee State received the best possible opinion and that some small matters identified in the audit process have been addressed by the University. Dr. Ball noted that this speaks very highly of our staff.

Mr. Eric Braun, Director, Shawnee State University Development Foundation, described the process followed in the filing of the SSU Development Foundation's annual form 990 with the Internal Revenue Service.

In accordance with Policy 5.16Rev., the personnel appointments for the period August 25 to October 28, 2011 were reported in the attached consolidated report

The University's investment activity performance report reflected current activity and said that as of November 4, funds were up $40,000.

The capital status report reflected current information on major capital projects.

Education Session

Associate Vice President Joanne Charles presented an overview of the Senate Bill 6 formula and history of SSU's ratio since 2002.

External Relations Committee – Mr. Mooney

Mr. Mooney reported on behalf of the External Relations Committee. Dr. Morris presented the Committee with information concerning the Chancellor's pending retention plan for SSU. She said the University had had the opportunity to provide input into the Chancellor's process.

Mr. Braun made a presentation on alumni activities and said he and President Morris had been working with as many of the 13,000 alumni as possible in trying to build a bigger and more involved alumni association. A large number of alumni are still located in the State of Ohio but many had migrated to the West Coast, the East Coast and many other states.

Dr. Morris informed the Committee that legislation is pending in the General Assembly that will extend voting privileges of the Student Trustees as well as include them in executive sessions.

President's Report

Dr. Morris summarized the written report that she submitted to the Board and is to be made a part of these minutes.

Reports, if any, from Board Liaisons with other Organizations

None.

New Business

Mr. Mooney said there were three Executive Resolutions for the Board's consideration.

Resolution E07-11, President's Authority University Personnel Actions, Policy 5.16Rev.

President Morris said this resolution was presented as part of continuing efforts to update policies. Dr. Roberts moved and Ms. Higgs-Horwell seconded a motion to approve Resolution E07-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts

Nays: None

Resolution E08-11, Rename Finance and Facilities Committee to Finance and Administration Committee

President Morris said this resolution was presented to have the name of the Committee reflect the name of the Division of Finance and Administration which was changed several years ago. Dr. Ball moved and Ms. Reynolds seconded a motion to approve Resolution E08-11.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts

Nays: None

Resolution E09-11, Emeritus Administrator Policy

President Morris said approval of this resolution would allow the University to recognize retired administrators. She noted that the Board had previously approved emeritus policies for faculty.

Ayes: Dr. Ball, Ms. Higgs-Horwell, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts

Nays: None

Comments from Constituent Groups (if any) and the Public

None.

Other Business

None.

Executive Session, if necessary

None.

Adjournment

The Board was adjourned by acclamation at 1:55 p.m.

_____
Chairperson, Board of Trustees

_____
Secretary, Board of Trustees

RESOLUTION ASA07-11

2012-2013 ACADEMIC CALENDAR

WHEREAS, members of the Calendar Advisory Committee have developed and reviewed the proposed 2012-2013 Academic Calendar; and

WHEREAS, the Provost and the President have approved the proposed 2012-2013 Academic Calendar; and

WHEREAS, the Academic and Student Affairs Committee recommends approval of the proposed 2012-2013 Academic Calendar;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the Shawnee State University 2012-2013 Academic Calendar, attached hereto.

(November 18, 2011)

Shawnee State
UNIVERSITY

2012-2013 ACADEMIC CALENDAR

Summer Semester 2012-2013

May 7	Summer intersession – classes begin
May 18	Final exams and last day (Summer intersession)
May 21	Summer classes begin (full and first five week sessions)
May 22	Grades due in Office of the Registrar by noon (Summer intersession)
May 28	Memorial Day (*University Closed*)
June 22	Last day of first five-week session (final exams during last scheduled class period)
June 25	Second five-week session – classes begin
June 26	Grades due in Office of the Registrar by noon (first five-week session)
July 4	Independence Day observed (*University Closed*)
July 27	Last day of full and second five-week session (final exams during last scheduled class period)
July 27	Summer semester ends
July 31	Grades due in Office of the Registrar by noon (full session and second five week session)

Fall Semester 2012-2013

July 30	Fall intersession – classes begin
August 10	Final exams and last day (Fall intersession)
August 14	Grades due in Office of the Registrar by noon (Fall intersession)
August 20	Fall semester classes begin (full and first eight-week sessions)
September 3	Labor Day (*University Closed*)
October 12	Last day of first eight-week session (final exams during last scheduled class period)
October 15	First day of second eight- week session
October 16	Grades due in Office of the Registrar by noon (first eight-week session)
November 12	Veterans Day observed (*University Closed*)
November 21	No Classes (*University Offices Open*)
November 22	Thanksgiving Day (*University Closed*)
November 23	Thanksgiving Holiday (*University Closed*)
November 24	Classes resume
December 7	Last day of classes (full session and second 8 week session)
Dec 8-14	Final Exams (full and second eight-week sessions)
December 14	Fall Commencement – semester ends
December 18	Grades due in Office of the Registrar by noon (full and second eight week session)
December 24	Christmas Holiday (*University Closed*)
December 25	Christmas Holiday (*University Closed*)
January 1	New Year's Holiday (*University Closed*)

Spring Semester 2012-2013

December 17	Spring intersession – classes begin
January 4	Final exams and last day (Spring intersession)
January 7	Spring semester classes begin (full and first eight week session)
January 8	Grades due in Office of the Registrar by noon (Spring intersession)
January 21	Martin Luther King, Jr. Day (*University Closed*)
March 3	Last day of first eight-week session (final exams during last scheduled class period)
March 4-10	Spring Break
March 5	Grades due in Office of the Registrar by noon (first eight-week session)
March 11	Spring full session classes resume First day of second eight- week session
April 26	Last day of classes (full session and second 8 week session)
Apr 27-May 3	Final Exams (full and second eight-week sessions)
May 4	Commencement
May 7	Grades due in Office of the Registrar by noon (full and second eight week session)

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Summary of Accreditation and Program Review Activities:

SSU Policies and Procedures Manual: Policy 2.08 Academic Program Review:

Section 3.4.1: Academic programs will be reviewed on a five-to-ten year cycle established by the President.

Section 3.4.3: The accreditation review of an academic unit by an external accrediting agency will take the place of this program review provided that the accreditation standards meet or exceed these guidelines.

<u>**Health Sciences:**</u>

- 10 of the 12 Health Sciences programs are fully accredited by their respective agencies.

- All of the fully accredited Health Sciences programs were awarded the maximum years of accreditation before their next self-study and site visit.

- The SSU Sports Studies Program completed a Program Review during the summer of 2011. The self-study document is available on the SSU website: Shawnee.edu/acad/sstu/index.html. This self-study is currently being reviewed by the Sports Studies Advisory Committee and employers of our Sports Studies graduates.

- Accreditation of Sports Studies/Sports Management/Sports Information programs is not required for licensure or certification of graduates. There are twelve Ohio Universities/Colleges offering baccalaureate degree programs in Sports Studies. None of the twelve have the optional, specialized accreditation from the Commission on Sports Management Association.

- The SSU Athletic Training Program is currently on a one-year probationary status pending submission of documents and contents not included in their self-study for continued accreditation status. The documents and contents include:

  o A summary of Program Effectiveness.
  o Evidence of Achievement of Educational Goals
  o Annual Inspection reports of Electrical Modality Equipment at some of the clinical sites.
  o Current Credentialing Cards for some of the clinical instructors.

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Health Sciences Programs with current full accreditation:

- Associate Degree Nursing Program
- Baccalaureate Degree in Nursing completion program for Registered Nurses
- Dental Hygiene Associate Degree Program
- Emergency Medical Technician & Paramedic Associate Degree Program
- Medical Laboratory Technology Associate Degree Program
- Occupational Therapy Associate Degree Program
- Occupational Therapy Master's Degree Program
- Physical Therapist Assistant Associate Degree Program
- Radiologic Technology Associate Degree Program
- Respiratory Therapy Associate Degree Program

Business Administration Programs:

Health Management Baccalaureate Degree Program

- The Self-study for initial accreditation will be submitted to the National Association of Board of Examiners of Health Care Administrators (NAB) in November 2011.

- Accreditation site visit will be conducted in spring semester 2011.

Business Management, Accounting, Legal Assisting (2+2), and Management information Systems programs

- Either the International Assembly for Collegiate Business Education (IACBE) or the Association of Business Schools and Programs (ACBSP) will be selected for initial accreditation application of the baccalaureate degree business programs.

Engineering Technology Programs:

- Engineering Technology faculty are collecting data and program outcome results in preparation for initial accreditation application to the Accreditation Board of Engineering and Technology (ABET).

- The Engineering Technology baccalaureate degrees in Computer Engineering Technology, Digital Simulation and Gaming, Environmental Engineering Technology, and Plastics Engineering Technology will be proposed for ABET accreditation.

- Application for initial accreditation will be submitted by the January 2013 deadline; the self-studies will be submitted by the June 30, 2013 deadline; and, the site visit is expected to occur in fall semester 2013.

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College of Arts and Sciences

Format for the Self Study Program Review Report

There will be two parts to the Self Study Report: a section that addresses specific Board of Trustees guidelines and a section that addresses specific departmentally generated issues for review and recommendation.

As a preface to the Self Study, each department's report should address the following topics from the Board of Trustee guidelines:

1. Mission and Objectives - Is the degree program clearly related to the University's mission? Have appropriate goals and objectives been established for the program? What evidence exists to document the need for the program, including employment demand and educational need? Is there an adequate pool of students to justify the program now and in the future

2. Two further dimensions of need:
    - student demand for the program and its courses,
    - the public policy need for the program in Ohio and the SSU region.

3. Four primary dimensions of program quality, in summary, are:
    - the adequacy and appropriateness of program requirements, Demonstrate that the degree requirements of the program are, at minimum, as comprehensive and complete in terms of content and specialty as degree program requirements in at least two comparable institutions, and that the degree requirements are appropriate to the character and size of the University.

    - the adequacy of faculty qualifications, How many FTE faculty are assigned to the program? Is the number of faculty sufficient to effectively cover the range of specialties and points of view within the discipline? Do the individual faculty members included in the FTE count have appropriate qualifications for this particular program?

    - the adequacy of resources dedicated to the program, and

    - student outcomes; departments may include information and data from assessment, placement (job placement, graduate school placement), **???**

4. Quantitative Information - The following is required:
    - The number of sections offered (excluding individualized courses) and average enrollment per section for the summer and fall quarters for: (1) lower division undergraduate courses; (2) upper division undergraduate courses

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- The number of students, full time and part time, in the degree program for the fall quarter
- The number of graduates of the degree program in the previous year.

5. **Focused Program Review**: once the faculty has determined the areas they wish to review, the chair in consultation with the Dean and a small committee of program faculty will begin to work on a plan. The plan will consist of the following parts:

   a. Statement of the problem or objective of the review.

   b. Describe your plan for gathering data. Examples might be surveys, data gathered with the cooperation of IR, focus groups, comparative studies of other institutions, national trends (important for things like declining enrollments in programs—sometimes this is national and not just local), and so forth.

   c. Recommendations for outside evaluators/consultants. Programs should plan on using 2-3 evaluators. (Procedure for selection will have to be worked out between programs and administration).

   d. A report based on the research and investigation.
      - What are the primary causes for the problem or reason for undertaking the initiative?

   e. Recommendations and a plan for implementation.
      - What do you recommend as a solution to the problem(s) or plan of action for the issue(s).
      - How will you implement the solution/plan of action.
      - Timeline.

College of Arts and Sciences Program Review Flow Chart

Department	Date	Recommendations	Outcomes
English and Humanities	Spring 08	1) After the completion of the Fall 2008 term, the following data will be collected on the 400 students: • ACT English subscore • Writing sample placement • Directed self-placement • Course in which student was placed or which student chose • Whether the student completed the course • Student's grade for the course The data will then be analyzed to determine which of the four placement methods led to a successful placement. If a different method is shown to be superior to the use of the current method, the department will urge the General Education Advisory Council to make a case for adopting this method. 2) By the end of May 2008, the chair will complete his report on the 2007 assessment mini-grant. In Fall 2008 these results will be shared with the department for an initial discussion about what they say about the quality of our program and what areas may need improvement. Also in Fall 2008, the Assessment Committee will meet to discuss possible revisions to the assessment program in response to perceived needs both within the department and for NCATE reviews submitted by the Department of Teacher Education.	1) Although we wish there was a significantly higher success rate in these first-semester composition classes, this study does not indicate that returning to a writing sample, or switching to DSP, or even using multiple measures would guarantee a higher success rate in these classes. At this time, then, the Department does not plan to further contest the administratively mandated system of placing students into first-semester writing courses. However, because DSP *in combination with other placement methods* does seem to have the potential to help make placement more accurate, we do plan to refine the DSP questionnaire that we distributed last summer and make it readily available to all entering students. We hope to work with the Student Success Center to make sure that incoming students are aware that if they believe they have been misplaced, and if they are motivated to go through the process, they may be able to take a higher-level class than the one in

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	which they were placed.
Course of Action Following the report from the outside consultant, the Fall 2008 meeting of the Assessment Committee, and a discussion about assessment among the department faculty, agreed-upon revisions to the assessment program will be undertaken starting Spring 2009, to be enacted with the 2009–2010 academic year.	2) In 2010-11 a committee undertook a study of how well the department met goal 2 of the assessment plan: **Goal 2: Mastery of research techniques and library skills.** "Students conduct research on issues and interests by generating ideas and questions, and by posing problems. They gather, evaluate, and synthesize data from a variety of sources (e.g., print and non-print texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience" (NCTE). Data was collected and analyzed. Three years of grades from English majors in these courses sufficiently tell us whether or not our students have mastery of research techniques and library skills; therefore, allowing the committee to make a determination as to how well the English and Humanities Department is fulfilling Goal 2. Conclusions: 1) Committee members suggest the department discuss possibly moving 1105 to a sophomore year, so more mature students are engaging in learning to conduct and document research. 2) The students majoring in English education appear to be successful regarding Goal 2. 3) Statistically,

		Communications concentration students were not determined to be successful when it came to Goal 2. 4) English Generalists were determined to have successfully met Goal 2. 5) Also, the committee is pleased that by senior year, English majors performed very well in senior seminar, a course that emphasizes Goal 2 Skills. 6) Overall, the assessment committee's conclusion is that, yes, Shawnee State's English and Humanities Department is satisfactorily meeting Goal 2 for the English and Humanities Department at SSU, according to this limited data.
Fine, Digital and Performing Arts	Summer 2011	• **Recommendation:** To develop schedules for each respective academic program in FDPA. The information will be used by faculty and disseminated to students to provide awareness of expectations for the students' schedules. Along with the schedule a cycle for courses will be determined and used as a template for offering classes across multiple semesters. • **Implementation** will come at the time for course scheduling. Documentation will be issued to faculty as well as to students. It will be stressed that this documentation are not a replacement for faculty advisement but is more informational and to give students insight into the overall program structure. This information will also be made available to other

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departments, particularly those who have programs that utilize courses within the department of Fine, Digital & Performing Arts.

- **Timeline.** The course cycles are to be used in the scheduling of the Spring 2011 semester.

Outside Evaluator Recommendation summary:

2.1 Too many prerequisites
Detail was given in addendum clarifying number of prerequisites for courses.

2.2 Track student completion times
Informational available through Institutional Research

2.3 Summer offerings
Not feasible due to financial aid of students

2.4 Student/faculty work on website
Make better use of web
This is a Matt Issue and essentially requires finances.

2.5 Adjunct number seems high
Solution Hire more qualified full time faculty

| Mathematical Sciences | Spring 08 | *Recommendation #1:* Change MATH1010 from 5-credit hours to 4-credit hours. As a result of communication with faculty who regularly teach this class, it appears that the same amount of material can be covered in significantly less time. Moreover, considering the difference in success rates when this class is taught 5 days per week, a 4- |

credit hour class could be taught as a 2-, 3-, or 4-day per week meeting.

Recommendation #2: Establish a common philosophy regarding the use of technology in the Developmental Math classes. Presently, about half of the instructors permit the use of calculators, while half do not. AMATYC and MAA recommend the use of technology in Developmental Math classes.

Recommendation #3: Although much attention and focus is placed on having full-time faculty teach developmental courses, the results from the data that was collected for this study do not indicate a difference in success rates for adjunct and full-time faculty.

Recommendation #4: Establish a committee to investigate the use of learning communities. Learning communities have been shown to be effective at commuter colleges that have a strong focus on developmental education. Many instructors/professors report that attendance is the primary reason that students withdraw or fail their course. Learning communities address these issues.

Recommendation #5: Although many changes have been made to the placement process, a student centered approach should be more thoroughly implemented. Results from a single test score have been shown to be poor predictors of success in a student's entering class; therefore, involving the student in the placement decision adds beneficial information.

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Natural Sciences			
Social Sciences	Spring 08	1) This proposal does recognize that the position of the Coordinator is not a contractual one and that there is no financial compensation or class reduction. Faculty can include their work as coordinators or members of the committees as part of their University service for promotion purposes. The proposal also recognizes that the Chair is a contractually governed position with specific duties and obligations. This is why the Chair has the right to appoint the Coordinators and members of the standing committees that volunteer and can dismiss faculty from these positions as stated in the proposal. 2) Ultimately the Chair signs off (for recommendation purpose) on all academic changes that must go to the EPCC. We propose that the department reorganize academic proposal voting procedures so that the entire department does not have to vote on all proposals. 3) Creation of three committees: Library Committee, Laboratory Committee, Assessment Committee	1) The program has since formalized the positions and the compensation for the positions in accordance with the contract.

College Orientation Program: designed to provide sufficient information and support so each student can make appropriate choices for his or her needs and goals. Participation in orientation helps ease the anxiety of entering a new learning environment. The central goal of orientation is to *help the transition* from being a high school student, a community college student (transfer), a person involved in the world of work, or a person with a specific educational need to a student at a higher education institution.

Orientation Program Components:
Mullendore and Banahan (2005) propose four important components of orientation:
1. Helping students succeed academically;
2. Assisting students in their adjustment to and involvement with the university;
3. Helping families understand the complexity, demands, and services of the collegiate environment; and
4. Providing the institution an opportunity to learn more about incoming students through formal and informal means

Purposes of Orientation:
1. **Disseminating information** "leads students to establish personal contacts with the individuals and offices which are responsible for providing advising and counseling services and/or which can provide the types of information new students require" (Tinto, 1994)
2. **Reducing costly errors** can help students avoid missing deadlines, registering for unnecessary classes, and demonstrating poor academic performance, thus promoting student retention and the enrollment of the campus (Ward-Roof, 2010)
3. **Building a framework for academic success** "Students who attend orientation and make connections, both academic and social, persist at a higher rate than those who do not" (Busby, Gammel, & Jeffcott, 2002)
4. **Building community** "Building community has a strong positive impact on student persistence" (Forrest, 1985; Pascarella, Terenzini, & Wolfe, 1986)
5. **Defining campus culture** The orientation programs defines the institutional expectations for students and identifies the campus culture.

Primary descriptors of effective institutional retention programs:
1. ...committed to the students they serve
2. ...first and foremost committed to the education of all, not just some, of their students.
3. ...committed to the development of supportive social and educational communities in which all students are integrated as competent members (Braxton & Mundy, 2001, p. 94).

Tinto (1993) proposed that "... the stronger the individual's level of social and academic integration, the greater his or her subsequent commitment to the institution and to the goal of college graduation" (Pascarella, Terenzini, & Wolfe, pp. 155-156). Tinto (1993) recognized that different groups of students (i.e. at-risk, adult, honors, and transfer) had distinctly different circumstances requiring group-specific retention policies and programs. Different types of institutions require different types of retention policies and orientation programming.

"Orientation programs seek a clear and cogent introduction to an institution's academic program. Orientation is viewed by most as an important tool for continued student recruitment and retention."
(CAS Professional Standards for Higher Education)

Dear Student,

Preparing for college is a crucial step in your journey to success. Attending an Orientation, Advising and Registration
    ·sion is a smart way to kick off your transition to Shawnee State University. You have received an invitation to attend
ᴀn Orientation, Advising and Registration session. **Please review and complete the following steps** BEFORE you attend.

- RSVP to the Orientation invitation If you questions, please contact Kim Weddington (*740) 351-3392* or email
  kweddington@shawnee.edu Spring semester has two dates (Dec 15 and Jan 5)
- For financial aid, complete your FAFSA- http://www.fafsa.ed.gov/
- Apply for Housing - For those students who will not be living with their parents.
  http://www.shawnee.edu/off/hsng/general_information.html
- Submit ACT/SAT scores to SSU. Information: http://www.shawnee.edu/off/adms/hsrequire.html
- If you have not taken the ACT or SAT, you must schedule the SSU Placement Test.
  http://www.shawnee.edu/off/ssc/sscPlacement.html *or call Dale Taylor (740)-351-3758*
- If you have taken college courses elsewhere, send official transcripts to SSU. Official transcripts listing any
  coursework in progress must be on file at SSU **prior to registration to help select your classes.** Send transcripts to:

> Shawnee State University
> Office of Admission
> 940 Second Street
> Portsmouth, Ohio 45662

- Familiarize yourself with the MYSSU site https://myssu.shawnee.edu/ics/ MYSSU is the official SSU email
- Student parking - Please complete the vehicle registration form and bring it with you to obtain a SSU student
  parking pass. An application for a vehicle parking permit can be accessed at
  http://www.shawnee.edu/off/sec/Vehicle20Registration20Card.pdf
- Students with disabilities who require accommodations should contact the Office of Disability Services
  Coordinator, *Jim Weaver at (740)351-3276.*

What to bring to Orientation

Driver's License or other photo ID
> You will need to present a valid Driver's License with photo, valid State ID with photo, Passport, or Military ID to
> complete your SSU ID and parking permit (also bring your vehicle registration).

U.S. Selective Service
> Ohio law requires male students between the ages of 18 and 26 to be registered with the U.S. Selective Service
> System, unless they are on active duty with the armed forces of the United States (other than the National
> Guard or reserves) or legally excluded, to be eligible for state educational assistance programs. Residents who
> are not registered or have not indicated they do not need to register by the first day of the semester are
> required by Ohio law to pay the out-of-state tuition. You can register with Selective Service in the year you
> become 18, and you must complete registration by 30 days after your 18th birthday. Selective Service
> registration can be accomplished in a few minutes at any U. S. Post Office, or interactively via the
> internet. Access http://www.sss.gov/ to register. If you wish to indicate exempt status, you can request
> materials to do so by contacting the Student Business Center (University Center 2nd Floor) call (740) 351-3471.

Comfortable Walking Shoes, Jackets and Umbrella
> While most programs and events are conveniently located in campus buildings within walking distance, please
> be prepared to do some walking. Temperatures and climates in some buildings may vary slightly.

ᴘᴏsitive Attitude!
> This is an exciting time, and everyone at Shawnee State University is looking forward to your visit!

AБ+H   12-29-11   Second Orientation Student Communication, Nov. 2011

RESOLUTION F23-11

APPROVAL OF NEW MEMBER OF INVESTMENT COMMITTEE

WHEREAS, Policy 1.05Rev, Investment Policy, establishes Shawnee State University's Investment Committee composed of the Chair, who is a member of the Shawnee State University Board of Trustees' Finance and Facilities Committee and appointed by the Chair of the Board of Trustees; three members nominated by the Shawnee State University Board of Trustees' Chair and approved by the Shawnee State University Board of Trustees; and the University Vice President of Finance and Administration or delegate; and

WHEREAS, Jerry Ruby, whose term expired on June 30, 2011, served in a board approved position, and a replacement member is needed; and

WHEREAS, Mr. Dan Mooney, Chairperson of the SSU Board of Trustees, nominates Mr. Will Burke to serve as a member of the University's Investment Committee beginning December 1, 2011 through June 30, 2014;

THEREFORE BE IT RESOLVED that the Shawnee State University Board of Trustees approves the membership of Mr. Will Burke on the Shawnee State University Board of Trustees' Investment Committee for the term set forth herein.

(November 18, 2011)

PERSONNEL INFORMATION ITEMS
NOVEMBER 2011 BOT MEETING
Changes processed August 25 to October 28, 2011
(Developed from information received in the HR Department through October 28, 2011)

DIVISION OF ACADEMIC AFFAIRS

Appointment – Administrative

Coleen M. Kosan, Academic Advisor in the University College/Student Success Center, effective October 10, 2011, at a fiscal year salary of $41,231. Ms. Kosan possesses a Master of Education in Curriculum and Instruction from Shawnee State University and a Bachelor of Science in Education from Bowling Green State University.

Michael W. Johnson, Circulation Librarian, effective October 10, 2011, at a fiscal year salary of $38,210. Mr. Johnson possesses a Master of Library and Information Science from Indiana University and Bachelor of Arts in History and Political Science from Colorado College.

Internal Appointment/Promotion – Administrative

Dr. Brenda S. Haas, Dean of University College, effective August 22, 2011, at a fiscal year salary of $100,283. Dr. Haas possesses a Doctor of Education, Master of Education, and Bachelor of Science in Education from Ohio University. Prior to this internal appointment, Dr. Haas served as Interim Dean of University College (beginning September 1, 2010) and Executive Director of Ohio Appalachian Center for Higher Education (OACHE) since August 2005.

Resignation – Faculty

Dr. Neil Evans, Associate Professor and Program Leader for the Physical Therapist Assistant Program, resignation effective May 14, 2012.

Retirement – Administrative

Virginia "Ginnie" Moore, Director of University Outreach Services, retirement effective January 1, 2012.

Retirement – Faculty

Dr. Scott Oliver, Professor of Biology in the Department of Natural Sciences, retirement effective July 1, 2012.

DIVISION OF FINANCE & ADMINISTRATION

Nothing to report

PRESIDENT'S OFFICE / CENTRAL ADMINISTRATION

Nothing to report

DIVISION OF STUDENT AFFAIRS

Internal Appointment/Promotion – Administrative

Stephen A. Cunningham, Jr., Program Director of the Upward Bound Math Science, effective September 15, 2011, at a fiscal year salary of $43,500. Mr. Cunningham possesses a Master of Arts in School Counseling from Morehead State University and a Bachelor of Science in Education from Shawnee State University. Prior to this internal appointment, Mr. Cunningham served as Program Coordinator of Upward Bound Math Science since May 2008.

Resignation – Administrative

Aaron Stewart, Program Director of the Upward Bound Math Science, resignation effective September 27, 2011.

Per Policy 5.16   All appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board of Trustees.

Prepared: 10/28/11

ʃ Shawnee State
U N I V E R S I T Y

COLEEN M. KOSAN

684 RARDEN-HAZELBAKER RD., OTWAY, OH 45657

POSITION OFFERED

Academic Advisor, University College/Student Success Center

Effective Date: October 10, 2011

EDUCATION

Master of Education, Curriculum & Instruction   2011
Shawnee State University

Bachelor of Science, Education   1990
Bowling Green State University

PROFESSIONAL WORK EXPERIENCE

Program Manager, Gaming & Simulation Immersive Technology   2011 - Present
Conference
Shawnee State University

Distance Learning Coordinator, Dept. of Engineering Technologies   2007 - Present
Shawnee State University

Academic Advisor (Limited Term Contract)   2010 - Present
Shawnee State University

Adjunct Professor, Dept. of Engineering Technologies   2010
Shawnee State University

Curriculum Specialist, University Outreach Services   2009 - 2011
Shawnee State University

CAMPUS INVOLVEMENT

Organizer, SSU Plastics Day   2010
Shawnee State University

Coordinator & Presenter, We are "IT" Conference   2009 - 2010
Shawnee State University

Developer for Tech Prep Orientation & Online Curriculum Committees   2009
Ohio South Consortium Tech Prep

S Shawnee State
U N I V E R S I T Y

MICHAEL W. JOHNSON

5525 S. HARPER AVE, CHICAGO, IL 60637

POSITION OFFERED

Circulation Librarian, Clark Memorial Library

Effective Date: October 10, 2011

EDUCATION

Master of Library and Information Science *Indiana University - Bloomington*	2011
Bachelor of Arts, History and Political Science *Colorado College*	2005

RELATED WORK EXPERIENCE

Interlibrary Loan Assistant *Indiana University Maurer School of Law Library*	2010 - Present
Periodicals Processer, Looseleaf Filer, and Digitalization Technician *Indiana University Maurer School of Law Library*	2009 - 2010
Teaching Assistant, Computer-Based Information Tools *Indiana University School of Library and Information Science*	2010
Substitute English Teacher *Kaplan Test Prep and Language School – Chicago, IL*	2008 - 2009
Lecturer, Conversational and Business English *Sydney Institute of Language & Commerce – Shanghai University*	2006 - 2007

STUDENT LEADERSHIP/CAMPUS INVOLVEMENT

Progressive Librarians Guild *Indiana University*	2010 - 2011
Political Science Department Advisory Board *Colorado College*	2004 - 2005
Library Technology Board *Colorado College*	2004 - 2005

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

CBH   12-27-11

S Shawnee State
U N I V E R S I T Y

DR. BRENDA S. HAAS

64 TOWNSHIP ROAD 1330, IRONTON, OH 45638

POSITION OFFERED

Dean of University College

    Effective Date: August 22, 2011

EDUCATION

Doctor of Education, Education Administration *Ohio University*	2003
Master of Education, Elementary Education *University of Dayton*	1978
Bachelor of Science in Education, Elementary Education *Ohio University*	1973

PROFESSIONAL WORK EXPERIENCE

Interim Dean of University College *Shawnee State University*	2010 - Present
Executive Director *Ohio Appalachian Center for Higher Education (OACHE)*	2005 - 2010
Principal *Dawson-Bryant High School*	1999 - 2005
Principal *Dawson-Bryant Elementary School*	1986 - 1999

PROFESSIONAL LICENSURE & MEMBERSHIPS

Ohio Superintendent License *Ohio Department of Education*	2000 - Present
Teaching Certificate *Ohio Department of Education*	1972 - Present

DISSERTATION

"Comparative Case Study of Two Southeastern Ohio School Districts. Study focus on the stability of school leaders" (2003). *Awarded the American Education Research Association 's Rural Dissertation of the Year in 2003.*

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

12-21-11

S Shawnee State
U N I V E R S I T Y

STEPHEN A. CUNNINGHAM, JR.

1245 COLES BLVD, APT. 19, PORTSMOUTH, OH 45662

POSITION OFFERED

Project Director, Upward Bound Math Science

Effective Date: September 15, 2011

EDUCATION

Master of Arts, School Counseling *Morehead State University*	2010
Bachelor of Science, Middle Childhood Education *Shawnee State University*	2005

RELATED WORK EXPERIENCE

Program Coordinator, Upward Bound Math Science *Shawnee State University*	2010 - Present
Program Assistant, Upward Bound Math Science *Shawnee State University*	2006 - 2010
Substitute Teacher *Ross County Education Center*	2005 - 2007
Head Resident Advisor, Upward Bound Math Science (summer) *Shawnee State University*	2005 - 2006
Resident Advisor, Upward Bound Math Science (summer) *Shawnee State University*	2003 - 2004

CAMPUS INVOLVEMENT

University-Wide Personnel Development Committee *Shawnee State University*	2010 - 2011
Resident Advisors Group Selection Committee *Shawnee State University*	2010

Note: This summary contains a partial record of the candidate's full qualifications. A complete resume/vita can be obtained in the Human Resources Office located in Administration Building, Room 016.

White House Business Roundtable

On November 15, 2011, we were pleased to host a White House Business Roundtable led by Earl Gohl, Federal Co-Chair of the Appalachian Regional Commission. The Roundtable involved White House invitees who spoke with Mr. Gohl about the economic challenges and opportunities of the region.

Naming of Buildings

I have directed the Vice President for Finance and Administration and the Director of Facilities to (1) develop a new process for requesting space within the university and (2) develop proposals for naming of university buildings not named as the result of a gift from a donor. The latter request reflects the changing nature of how we do, and will, utilize our facilities and our need to address continuing and emerging space needs with a limited array of facility options. We have agreed that in the future, it should be our general practice to not name buildings based upon the function within the building, e.g. the building where the department of education is currently housed is called Education; however, courses from other disciplines meet in that building and education could be moved to another building sometime in the future. Additionally, we have several buildings that will need new names within the next year. Consequently, we are discussing naming "genres" that might best serve us. This is a new activity within the university with long-term implications and I invite Board members to provide their thoughts as to how and what buildings should be named.

Collaboration with Southern Ohio Medical Center

In our continuing efforts to provide the best possible support services for our students, we have begun to work with SOMC to provide appropriate follow-up for students who have experienced health emergencies. When appropriate, the staff will contact Student Affairs to make recommendations about the follow-up environment. This relationship allows us to provide support for the students and their families in a much more timely manner and is a wonderful example of a partnership with our community members.

Cross Country Team

Tomorrow our Men's and Women's Cross Country Teams will run in the NAIA National Championships in Vancouver, WA. After a very successful season, the teams won the Mid-South Conference championships for the second year in a row. Congratulations and good luck to Coach Eric Putnam and his teams.

25th Anniversary Celebration

On October 4, we were pleased to host a reception for legislators and key political leadership in Columbus marking the creation of Shawnee State University in 1986. Several of you were able to attend and interact with individuals who were instrumental in our growth and success. It was good to have them as part of the celebration and share their memories and pride. The event was especially successful because of the efforts of Elizabeth Blevins and her staff in Communications who did an exception job of showcasing SSU.

RESOLUTION E07-11

PRESIDENT'S AUTHORITY
UNIVERSITY PERSONNEL ACTIONS
POLICY 5.16REV

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to update policies to reflect current law and current operational needs; and

WHEREAS, the Board of Trustees last reviewed and approved Policy 5.16Rev, Personnel Actions, on October 13, 2006; and

WHEREAS, the proposed Policy 5.16 clarifies the authority delegated by the Board of Trustees to the President regarding the creation of positions and appointment and removal of personnel, while retaining its authority to approve appointments for positions of Vice President;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves Policy 5.16REV, President's Authority, University Personnel Actions, effective November 18, 2011.

(November 18, 2011)

Shawnee State University

SUBJECT:	POLICY NO. : 5.16 REV
	ADMIN CODE: 3362-5-17
PRESIDENT'S AUTHORITY	PAGE NO.: 1 of 2
UNIVERSITY PERSONNEL ACTIONS	EFFECTIVE DATE: 11-18-11
	NEXT REVIEW DATE: 11-18-13
	RESPONSIBLE OFFICER(S): PRESIDENT
	APPROVED BY: BOARD OF TRUSTEES

1.0   Purpose

The Board of Trustees delegates to the President of the University authority to appoint and remove University personnel and establish compensation for same within the guidelines set forth by the Board of Trustees and in conformance with the laws of the State of Ohio. This authority shall include but not be limited to awarding or denying continuing contracts for faculty and deciding upon promotions of faculty.

2.0   General Policy

2.1   The Board of Trustees shall approve an appointment to the position of vice president. Otherwise, the President has the authority to employ/appoint, effect status changes, and terminate all other categories of employees, including the removal of vice presidents and appoint interim vice presidents pending a search for a successor to the position.

2.2   The President or his/her designee is the appointing authority for classified employees.

2.3   The President may delegate the authority to extend offers of employment for approved positions and to terminate employment in conformance with Board of Trustee policies.

3.0   Position Authorization

3.1   Board of Trustees' approval is required for the creation of all new full-time administrative and faculty positions.

3.2   The President is authorized to create all other categories of positions in accordance with established procedures.

4.0   Reporting Personnel Appointments, Removals and Status Changes

    4.1   The Board of Trustees will be informed of all appointments, separations, removals and changes in status for full-time employees, including faculty.

History: Replaces 5.16REV, 10-13-06

RESOLUTION E08-11

RENAME FINANCE AND FACILITIES COMMITTEE TO FINANCE AND ADMINISTRATION COMMITTEE

WHEREAS, Policy 1.01, Bylaws of the Board of Trustees Section 5.0 identifies standing committees of the Board of Trustees, along with a summary of the matters that are addressed by each committee; and

WHEREAS, the Board of Trustees has assigned the Finance and Facilities Committee oversight of matters that pertain to finance, business, facilities, and the administration of the University; and

WHEREAS, the President and Vice President for Finance and Administration recommend renaming the Finance and Facilities Committee to more accurately represent the broad variety of matters that the Committee considers;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves renaming the Finance and Facilities Committee to the Finance and Administration Committee and directs the President to ensure this name change is reflected in all applicable Board of Trustees policies.

(November 18, 2011)

CRH 12-27-11

RESOLUTION E09-11

Policy 5.33 Emeritus Administrator

WHEREAS, recognition of Emeritus status by the University honors the contributions of outstanding administrative retirees; and

WHEREAS, Emeritus Administrator designation provides a vehicle for involving outstanding retirees in the life of the University following their retirement; and

WHEREAS, Shawnee State University desires to be in a position to appropriately honor outstanding retired administrators; and

WHEREAS, this policy is supported by the University Administrative Assembly and approved by the President.

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Resolution E09-11Policy 5.33 Emeritus Administrator.

(November 18, 2011)

Shawnee State University

SUBJECT: EMERITUS ADMINISTRATOR	POLICY NO:	5.33
	ADMIN. CODE:	3362-5-33
	PAGE NO.:	1 0F 3
	EFFECTIVE DATE:	11/18/11
	NEXT REVIEW DATE:	11/18/14
	RESPONSIBLE OFFICER:	President
	APPROVED BY:	BOT

1.0   Purpose:

To recognize selected retiring Shawnee State University administrators for outstanding contributions to the University.

2.0   Policy

2.01   The designation of emeritus administrator status shall be conferred by the President and reported to the Board of Trustees.

2.02   Retired university administrators who receive an emeritus administrator status will be given the title "Emeritus" with the most recent title held by the administrator.

2.1   Criteria for Emeritus Administrator Status

Retired individuals meeting the following criteria may be recommended and considered for emeritus status.

2.1.1   At least ten years of full-time employment as an administrator with Shawnee State University.

2.1.2   Evidence of outstanding contributions to the University beyond normal performance expectations.

2.2   Privileges and Responsibilities of Emeritus Administrator Status

2.2.1   Individuals with emeritus status will not receive compensation but may be eligible for special assignments by the University for appropriate compensation and/or reimbursement for expenses at the discretion of the President. Any compensation or reimbursement will be in accordance with university policies.

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Specifically, the President may grant individuals with emeritus status the following privileges:

2.2.1.1 Use of University facilities, equipment, and services on an "as available" basis;

2.2.1.2 Access to University activities on a basis comparable to faculty and administrators;

2.2.1.3 Recognition of emeritus status in appropriate University publications;

2.2.1.4 Use of University identification with emeritus status in communications with official groups/organizations; and

2.2.1.5 Opportunities to be designated as a University representative to specified functions and/or groups/organizations.

2.2.2   Individuals with emeritus administrator status will be responsible to Shawnee State University to:

2.2.2.1 Support the mission and purposes of Shawnee State University;

2.2.2.2 Maintain professional standards that reflect credit on Shawnee State University; and

2.2.2.3 Assist in the development of Shawnee State University within the scope of individual capabilities.

3.0   Nomination and Selection Process

Retired administrators shall be considered for emeritus status utilizing the following process.

3.01   At any time an administrator has officially retired from the University, any member of the retiree's department at the time of retirement may submit a written recommendation for designation of the retiree as emeritus to the department's supervisor. The request should clearly describe the outstanding contributions of the retiree to the University beyond normal performance expectations.

3.02   If the retiree's immediate supervisor supports the recommendation, he/she will forward it to his/her supervisor, who will then, after individual

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review, forward the recommendation up through the administrative path to the appropriate Vice President. At each stage of the review, additional information may be sought to clarify the recommendation and each reviewer may add comment. Any reviewer, who does not support the recommendation, shall return the recommendation to the originating recommender with reasons for non-support and the review process will end. If the Vice President supports the recommendation, he/she shall forward it to the President. New recommendations may be submitted on behalf of retirees whose recommendations have been previously rejected.

3.03   The President may seek additional information in the process of determining whether to award emeritus administrator status. If the President does not award emeritus status, he/she shall return the recommendation to the originating recommender with reasons for non-support. The President shall report the designation of emeritus status to the Board of Trustees.