To: Members of University Council

From: Lisa Robeson, Chair

Re: Agenda for Meeting of November 2, 2010

The regular meeting of University Council will be held on Tuesday, November 2, 2010 at 5:30 p.m. in Dicke Hall Forum.

**AGENDA**

I. Minutes of October 19, 2010 meeting.

II. Reports from Constitutional Committees

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<th>Liaison</th>
<th>Chair</th>
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<td>a. Budget &amp; Appropriations</td>
<td>Ruble</td>
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<td>b. Academic Affairs</td>
<td>Lomax</td>
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<td>c. Student Activities</td>
<td>Roecker</td>
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<td>d. Personnel</td>
<td>Zekany</td>
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III. Reports from Operational Committees

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<td>a. Athletics</td>
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<td>b. Information Technology</td>
<td>Hurtig</td>
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<td>c. Cultural &amp; Special Events</td>
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<td>d. International Affairs</td>
<td>Pickett</td>
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<td>e. Religious Affairs</td>
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<td>f. General Education</td>
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IV. Report from Planning Council – Dr. Baker

V. Other Reports

   |                          |         |         |
   | a. Vice-Presidents; Deans |         |         |
   | b. Student Senate         | Hamper  | Hamper  |
   | c. Health Services Advisory Committee | Ruble | Ruble |

VI. Announcements

VII. Questions for the President

   a. Comments about the proposed new student center

VIII. Unfinished Business

   a. Academic Affairs Committee (see Attachment A)
   b. Budget & Appropriations Committee (see Attachment B)

IX. New Business – none.

X. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Prof. Ron Beaschler
Budget and Appropriations is meeting weekly. They are looking at income and expenditures within the University Budget and beginning to examine the retention rate and policies of the University/Colleges.

Academic Affairs – Dr. John Lomax
Academic Affairs is discussing a number of issues:

- Changing the 2012-13 academic calendar to move the start of classes forward by one week to August 20, 2012. These deliberations arise from a concern that the currently scheduled date for the last day of finals in Fall 2012 - December 21 - provides insufficient time for the submission of grades and completion of academic actions before Christmas.
- Raising the standards for degrees with Distinction and High Distinction. Current policy is in the Faculty Handbook, Section 3.27: “With Distinction awarded to students with an accumulative grade point average of at least 3.3; and With High Distinction awarded to students with an accumulative grade point average of at least 3.6. A student must complete at least 45 hours of graded courses at Ohio Northern to qualify for graduation with honors.” These deliberations reflect a concern that the standards are too low for degrees with distinction and out of alignment with the standards at other institutions.
- Listing certifications on student transcripts, such as American Chemical Society certification. The Department of Chemistry brought this concern to the committee.

Student Activities – Dr. Andrew Roecker
The Student Activities Committee will meet prior to the end of the quarter, but no report as of yet.

Personnel – Dr. Kay Zekany
The Personnel Committee is working on 3 issues: (1) edits to the Faculty Handbook for semester transition, (2) phased retirement, and (3) whether edits to the Faculty Handbook are needed for online instruction which is beginning in the College of Business. They will be considering sabbatical requests in December.

Committee on Athletics – Prof. Thomas Simmons
No report submitted.

Information Technology – Mr. George Gulbis
No report.

Cultural and Special Events – Dr. Laurie Bell
The Committee on Cultural and Special Events met on Wednesday, October 13th and Friday, October 29th. Budgets were discussed and subcommittees assigned.

International Affairs – Dr. Juliet Hurtig
International Affairs Committee will meet on Nov. 4 to review the student programs offered thus far, especially orientation, and to plan for winter and spring quarters.

Religious Affairs – Rev. Vern LaSala
Religious Affairs met Friday, October 29 at 3:00 p.m.

General Education – Dr. Juliet Hurtig
The committee is meeting weekly. They are slowly catching up with the submissions thus far. Thank you for your patience as we review each course request for tags. The committee has received some questions about the different types of courses, all of which must have a tag request form submitted for approval. Here is a quick review:

- Freshman transition courses are coordinated by each college. There is no university theme for these courses.
- Extradisciplinary courses (sophomore and junior year) will all have a common theme for the entire university. The committee will seek approval of a theme in winter quarter.
- Senior capstone courses are required for all programs. The majority of majors should have two semesters of capstone work. Exceptions can be made upon approval by the committee. Please send a memo explaining why the exception should be made with the major’s capstone course tag request form.
TO: Dr. Lisa Robeson, Chair – University Council  
FROM: Dr. John Lomax, Chair – Academic Affairs Committee  
SUBJECT: Fall Semester Break in 2011 and Zero-Billing Hour Policy  
DATE: October 27, 2010

1. To adjust the semester calendar for Fall 2011 by moving Fall Break from Week 7 to Week 8 to accommodate Homecoming 2011, with the understanding that Fall Break will remain in Week 7 in subsequent years.

2. To adopt the following principles regarding zero-billing hour courses:
   - A zero-billing hour course is a course for which Ohio Northern University does not charge tuition.
   - Proposals for zero-billing hour courses shall be submitted to the Academic Affairs Committee through the deans of the various colleges.
   - The Academic Affairs Committee shall designate which courses are zero-billing hour courses.
   - The Committee shall not designate as a zero-billing hour course any specific course required to complete an academic program at the University.
   - The Committee shall not designate as a zero-billing hour course any course that may carry more than 3 hours of academic credit per semester.
   - A student who enrolls in more than 3 zero-billing credit hours in a semester in excess of 19 academic credits must pay the standard credit hour fee for the college in which the student is enrolled.

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Rationale:

1. Alumni Affairs and Academic Affairs have recognized a conflict in the schedule for 2011 Homecoming. Currently, homecoming is scheduled for the weekend of Sept. 30 – Oct. 2, 2011. There is a fall break in the academic fall semester calendar scheduled for Oct. 3 and 4, the Monday and Tuesday in seventh week of the semester. In order to have as many current students involved in homecoming, Academic Affairs proposes that on this one occasion only, the fall semester break will be moved back one week to Oct. 10 and 11 (8th week of the semester).

2. Currently, the 2009-11 Catalog course offerings include several courses that do not contribute to the overload fees assigned to a student who goes above 19 credit hours. These courses are referred to as “zero-billing”. These courses include items such as the varsity sports, most music performance ensembles, and several research/practicum courses. The proposed guidelines will be used by the Academic Affairs committee to approve courses as zero-billing in the new 2011-12 Catalog. These guidelines were modified after the Oct. 19, 2010 University Council meeting based on feedback from University Council members.
TO: Dr. Lisa Robeson, Chair – University Council  
FROM: Prof. Ron Beaschler, Chair – Budget & Appropriations Committee  
SUBJECT: Change of wording in faculty handbook to accommodate semester change  
DATE: October 29, 2010

Due to the change in calendar system for the 2011-12 academic year, the Budget & Appropriations committee recommends that the faculty handbook (page 119, Item 5.5.2 – Budget Procedure (9/1/84), points B, D and E) be modified as shown below:

The annual operating budget of the University for the following fiscal year is adopted and approved by the Board of Trustees of the University. The following procedure may be used by the Budget and Appropriations Committee in developing its annual budget recommendation:

A. Preparation and publication of a Budget Planning Timetable.
B. During fall quarter semester, estimates are made of anticipated income from all sources which can be used to support the budget. This necessarily involves the adoption of enrollment estimates for all colleges.
C. As soon as possible after the beginning of the academic year, the financial aid program and needs are reviewed and maximum funding levels are established for budget planning purposes.
D. During the fall quarter semester, overall budget parameters are developed which include:
   1) Maximum increases in student charges to be recommended;
   2) Maximum increases in recommended budget expenditures;
   3) Maximum staffing levels for all personal classifications for budget planning purposes; and
   4) Recommended overall increase in compensation for all University personnel.
E. Prior to the mid-winter fall meeting of the Board of Trustees, fixed or semi-fixed costs are estimated and overall budget estimates are developed.