To: Members of University Council

From: Lisa Robeson, Chair

Re: Agenda for Meeting of January 18, 2011

The regular meeting of University Council will be held on Tuesday, January 18, 2011 at 5:30 p.m. in Dicke Hall Forum.

AGENDA

I. Minutes of December 7, 2010 meeting.

II. Reports from Constitutional Committees

   a. Budget & Appropriations Liaison Ruble Chair Beaschler
   b. Academic Affairs Liaison Lomax Chair Lomax
   c. Student Activities Liaison Roecker Chair Roecker
   d. Personnel Liaison Zekany Chair Zekany

III. Reports from Operational Committees

   a. Athletics Liaison Crago Chair Simmons
   b. Information Technology Liaison Hurtig Chair Gulbis
   c. Cultural & Special Events Liaison Milks Chair Bell
   d. International Affairs Liaison Pickett Chair Crago
   e. Religious Affairs Liaison LaSala Chair LaSala
   f. General Education Liaison Hurtig Chair Hurtig

IV. Report from Planning Council – Dr. Baker

V. Other Reports

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

VI. Announcements

   a. Revision to Faculty Constitution (see Attachment A).

VII. Questions for the President

VIII. Unfinished Business

   a. Personnel Committee (see Attachment B).
   b. Academic Affairs Committee (see Attachment C).

IX. New Business

   a. Personnel Committee (see Attachment D).

X. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Prof. Ron Beaschler
The Budget and Appropriations Committee is meeting weekly.

Academic Affairs – Dr. John Lomax
The Academic Affairs Committee is meeting weekly. Currently we are discussing the semester calendar as directed by Council. The Committee will also be considering zero-billing hours and the standards for degrees with distinction in upcoming meetings.

Student Activities – Dr. Andrew Roecker
No report.

Personnel – Dr. Kay Zekany
The Personnel Committee reviewed the sabbatical applications. A total of eight faculty members applied for a total of eight semesters of sabbatical. The committee rank ordered the proposals as required by the faculty handbook but would note that we found that each and every proposal offered the opportunity for the faculty to enhance his/her teaching and scholarship. All have the potential to benefit the University. The committee is also still working on our phased retirement proposal and they also have one item of old business and another item of new business before Council. Both items relate to semester transition.

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

Information Technology – Mr. George Gulbis
Faculty, staff and students in the college of engineering have had their e-mail switched from the exchange server to the Google apps server.

Cultural and Special Events – Dr. Laurie Bell
The Cultural and Special Events Committee presented the 2011 Dr. Martin Luther King, Jr. Holiday Celebration honoring the life and legacy of Dr. Martin Luther King, Jr. on Tuesday, January 11. The theme for this year’s celebration was “Equality in Education: Are We There Yet?” and the featured speaker for this year’s presentation was Mr. Tracy Love class of 1957.

International Affairs – Dr. Juliet Hurtig
No report submitted.

Religious Affairs – Rev. Vern LaSala
The committee met on December 10th to consider a proposal for a prayer garden just west of the chapel.

General Education – Dr. Juliet Hurtig
No report submitted.
MEMORANDUM

From: Lisa Robeson  
Chair, University Council

To: Dr. Leslie Riley  
Secretary of the Faculty

Re: Updating the Faculty Constitution

Date: November 29, 2010

It is moved that in order to reflect the change from quarters to semesters, the Ohio Northern University Faculty Constitution Article I, Section 2 be amended to read as follows:

“Members during their first academic term of membership, unless otherwise provided for in this Constitution, shall not be eligible to serve on committees of the Faculty, or on University Council, to hold Faculty office, to vote on acceptance of new members, or to vote on membership of any Faculty committee.”

Voting on this matter is to take place under the direction of the Secretary of the University Faculty via the Ohio Northern University course evaluation system from February 14-18, 2011.

The following faculty members have indicated their support for this amendment:

1. ___________________  2. ___________________
2. ___________________  4. ___________________
3. ___________________  5. ___________________
4. ___________________  6. ___________________
5. ___________________  7. ___________________
6. ___________________  8. ___________________
7. ___________________  9. ___________________
8. ___________________ 10. ________________
9. ___________________ 11. ________________
10. ________________ 12. ________________
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13. ________________ 15. ________________
14. ________________ 16. ________________
15. ________________ 17. ________________
16. ________________ 18. ________________
17. ________________ 19. ________________
18. ________________ 20. ________________
The Personnel Committee was requested to review personnel-related portions of the Faculty Handbook to prepare for our transition to semesters. We propose the following edits. Our rationale is to revise the Handbook for consistency. While we were in the process of addressing this issue, a faculty member expressed concern that a faculty member might be obligated to teach in the summer without giving explicit approval. Hence, we propose changes to the handbook language for clarification. This change in language does not change current policy. There are other minor edits – all highlighted – that are included for clarification.

Edits made since the first reading of this motion, based on University Council suggestions, are as follows:

- Language is added in section 4.1.1, TIAA-CREF Retirement, to clarify that part-time employees who perform more than 1,000 hours of service are eligible for TIAA-CREF benefits. Tonya Paul clarified that our TIAA-CREF summary plan document requires these payments. She told me that under ERISA and the DOL, the plan may be defined in this manner. She believes this should not be removed, even in our current budgetary crisis.

- The maximum number of courses a retiree may teach as an adjunct is increased from 3 (as originally proposed) to 4.

No edits were made to define “past practices followed with respect to duties assigned during” holidays and break times. Personnel Committee is not able to define past practices in a comprehensive manner.

### 2.3 Faculty Expectations

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4. Faculty Opening Activities for New Academic Year

Prior to the beginning of the fall semester, the university faculty is called together for a meeting period before the start of classes for the consideration of professional matters, for the planning for the new academic year, for orientation of new faculty members, and for good fellowship. Attendance at these sessions is required unless faculty members are specifically excused by the dean of their college.

### 2.13 Teaching Loads

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4. Course assignments will be determined by the department chair in consultation with the faculty member with assignments being subject to the approval of the dean and the Vice President for Academic Affairs. The administration in assigning courses, will take into account the faculty workload plan.

A. Changes in teaching assignments may be made by the department chair after the beginning of the term of the assignment provided that the faculty member whose schedule is affected is in agreement with the changed assignment or provided that the administration demonstrates extenuating circumstances which dictate such changes. It is expected that changes in teaching assignment after the beginning of a term or semester would occur only rarely. It is expected that department chairs, or deans where no department chairs exist, consult with faculty members in making initial assignments and changes in assignment and that care is taken to assure that assignments efficiently utilize the professional training of the faculty to meet instructional needs.

B. Circumstances which permit a change in assignment of a faculty member after the beginning of the term or semester, without the concurrence by the faculty member involved, are circumstances beyond the
control of the department chair which prevent the University's meeting a scheduled obligation for instruction when the matter may be resolved by reassignment of faculty members.

5. Unless a faculty member is on ten (10), eleven (11), or twelve (12) month appointments, the normal contract period of faculty members is nine (9) months in duration. For undergraduate faculty members on the quarter system, the normal contract period will begin no earlier than one week preceding the first day of fall semester, the Monday preceding Labor Day; and will end no later than the Wednesday following Graduation. For Law College faculty on the semester system, the normal contract period will begin no earlier than August 15 and end no later than the Wednesday following graduation. The following are holidays during which faculty members are assigned no duties without their consent: New Year’s Day, Martin Luther King, Jr. Day*, Good Friday*, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. Good Friday*, Martin Luther King, Jr. Day*, and Memorial Day. For undergraduate faculty members, Labor Day is another holiday on which faculty members are assigned no duties without their consent. In addition, past practices are followed with respect to duties assigned during the Fall recess, Thanksgiving recess, the Christmas recess, Spring break, and Easter recess. Independence Day shall be a holiday for faculty members working during the summer session. If a holiday falls on a Sunday, it is observed on the following Monday.

2.22 Summer Session - Staff Selection and Notification

...2. Faculty members will be notified in writing by the Administration first day of Spring Quarter of summer teaching assignments, provided that departmental recommendations are received two calendar weeks prior to the first day of Spring Quarter. Faculty members will notify the Administration of their decision to accept or decline acceptance no later than two calendar weeks following receipt of such notices. In the absence of such acceptance, the Administration may proceed with reassignment of the course to another instructor through the departmental recommendation process. The same Administrative notification and instructor decision process will apply.

4.1 Retirement Benefits

1. TIAA-CREF Retirement

   A. The University has established a Retirement Benefit Plan for all full-time and certain part-time faculty and staff members. This plan is administered by TIAA-CREF (Teachers Insurance and Annuity Association - College Retirement Equities Fund). Contributions under this defined contribution plan are applied to individual annuities issued to each participant by TIAA-CREF. Eligible employees include all full-time faculty and staff members, and part-time faculty members on academic year assignment who teach more than 24 semester credit hours (or more than 11 semester credit hours in Law) during the academic year and librarians and staff members who perform more than 1,000 hours of service during the academic year (September 1-August 31).

   6. At the initiative of the University, a retired faculty or staff member may be employed as an adjunct to teach not more than one course per quarter (4 courses per year).

4.7 Educational Benefits (Tuition Remission and Exchange) for Dependents

...4. Rules governing the Educational Benefit Program:

   A. Tuition Remission:

   (1) Service fees and/or administrative charges paid are nonrefundable after the first day of class.
   (2) Remission of tuition and fees will not be made for dependent children's or spouse's participation in off-campus educational programs.
   (3) A dependent child's status is determined as of the first day of classes each semester quarter.
   (4) Dependent children under age 25 are defined as those children meeting the following qualifications:
      a. Students will receive more than half of their support (other than tuition remission from the parents during the school year - September through August; and
      b. Students will qualify as dependents as interpreted by the Internal Revenue Service regulations on the parents' income tax return.
   (5) A copy of the employee's income tax return of the preceding calendar year, reflecting an exemption for the student, will be requested by the Administration prior to allowing tuition remission of the current
calendar year for the spring, summer and fall semesters and winter quarters, along with a statement that the student will continue to meet the dependency criteria for the current calendar year.

(11) From time to time, dependent children of faculty and staff members may enroll in Special Educational Programs or in other similar off-campus programs sponsored or offered by other institutions. It is not the intention of the University policy regarding tuition remission to provide funds in any form for dependent children participating in such programs. Therefore, when this occurs, the policy regarding remission of tuition and other fees will be as follows:

a. Students Receiving Tuition Remission. Faculty and staff children receiving full tuition remission and participating in off-campus educational programs for which Ohio Northern University has agreed to pay those entities' fees, will pay the current per semester hour administrative fee to Ohio Northern and all charges for course work at the outside entity (Queen Margaret, U. of Findlay, Washington Center, GlobalLinks (AustraLearn, AsiaLearn, EuroLearn), USAC, ISA, NIDA, Middlesex U., etc.).

b. Student Insurance. Information on the insurance is available from the Controller’s office.

4.8 Educational Benefits for Faculty and Staff Members

All full-time faculty and staff members are entitled to take one academic course, not to exceed five (5) credit hours, per semester quarter in any of the undergraduate colleges of the University, providing such course can be arranged around the employee's work schedule. Tuition and general fee charges for such course is waived; however, the faculty or staff member is charged for any service fee and/or administrative charge established by the University. This fee is nonrefundable after the first day of classes. Faculty and staff members are not entitled to remission of other fees of the University. One course is the norm; a second course may be taken with special arrangements.

Faculty on 9-month contracts who do not work during the summer months will be permitted to take a normal load during the summer semester quarter under the following provisions:

A. The faculty member must be on contract for the following academic year.
B. The faculty member will pay the regular service fee for the course(s) taken.
C. Benefits are available only for undergraduate level educational courses offered at the University.

**APPENDIX 14**

**DEPARTMENT CHAIR SELECTION PROCEDURES (8/89)**

1. The chair of a department will be appointed by the dean with the approval of the Vice President for Academic Affairs.
2. The normal period of appointment is four years. Formal review of the chair’s performance, initiated by the dean, shall be conducted by the dean and the department faculty during the fall semester quarter of the chair’s fourth year. Interim review may be initiated at any time by the dean. The appointment may be terminated within the four year period. At the end of the four years, the appointment may be renewed.
To: Dr. Lisa Robeson, Chair of University Council  
From: Dr. John Lomax, Chair of Academic Affairs Committee  
Date: January 14, 2011

The Academic Affairs Committee wishes to proceed in the following fashion on the four motions under Unfinished Business that the Committee recommended to Council on December 7:

1. At the December 7 meeting, Council instructed the Academic Affairs Committee to reconsider the entire academic calendar for 2012-13 forward. For the present, we withdraw the motion about the starting times for fall and spring semesters in 2012-13. We will address this issue in our recommendation on the entire 2012-13 calendar, which we will submit for the February 1 meeting of Council.

2. Proceed as moved on December 7.

3. We do not recommend changes to the amendments at the beginning of motion 3 regarding the final examination schedule. However, in response to concerns of Dr. Crago about the length of final examination periods, we are considering a final examination schedule that has 2 ½ hour periods. Thus the Committee wishes to hold this motion until we can respond to his concerns. We will submit an amended motion to Council for the February 1 meeting.

4. Proceed as moved on December 7.

Therefore, the Academic Affairs Committee submits the following two motions to be considered under Unfinished Business at the January 18, 2011 University Council meeting.

1. **Motion**: To amend Faculty Handbook Appendix 15 and Appendix 19 of the Faculty Handbook as follows (deletion shown by strikethrough, addition by italics):

   - **Appendix 15—Operational Procedures for Final Examination Committee**:

     "Assignments of common examination times in accordance with these principles were instituted for the academic year, 1990-91. All current assignments will be subject to review. Any department or college wishing an assignment of a common examination time, whether one is held now or not, was requested to submit a request by October 1, 1989.**

     including the following information:

     1. Name of course and course number
     2. Number of sections offered in each of the quarters, for which a common examination time is requested.
     3. Estimated total enrollment in the course.
     4. Statement that there will be a single examination for all sections, or if more than one examination is to be used, that a majority of the weight in evaluation of the examinations will be placed on questions common to all the examinations."

   - **Appendix 19—Undergraduate Faculty Development Grants**:
“V. Dates of Application

Applications are due in the Office of Academic Affairs by the following dates. Note that the college level review should occur prior to submission to the Office of Academic Affairs.

1. October November 1 for grants starting winter spring term.

2. February 1 for grants starting spring term.

3. April 1 for grants starting summer term.

4. July 1 for grants starting fall term.”

Rationale: To accommodate the upcoming switch to semesters.

2. Motion: To amend the definition of a minor as follows:

“A ‘minor’ shall comprise a minimum of 18 hours of coursework within a specified discipline outside of the student’s major or majors. This discipline shall be outside of a student’s major or majors.”

Rationale: In 2009, Academic Affairs Committee submitted the recommendations found below to Council to clarify the language utilized on campus with regards to major, minor, option, and concentration. The definition for the minor was not clear, and has been re-worded in an attempt to clarify the original intent of the committee.

Recommendations of Academic Affairs submitted to University Council and approved by Council on November 3, 2009 are as follows:

1. The term “cognate” (and all synonyms) shall be purged from the catalog.
2. The term “track” shall be purged from the catalog.
3. The minimum grade requirements for courses satisfying a major, minor, or option shall be determined by the college offering the major, minor or option.
4. A “major” shall comprise a minimum of 30 hours of coursework.
   a. All courses required for a major that are in the major subject area shall be termed “Major Courses” and count toward the major GPA and major hours.
   b. All courses required for a major, including but not limited to course prerequisites and corequisites, which are outside of the major subject area, if any, shall be termed “Other Required Courses” and listed in the catalog adjacent to “Major Courses.”
5. A “minor” shall comprise a minimum of 18 hours of coursework within a specified discipline outside of the student’s major or majors.
6. An “option” shall comprise a minimum of 18 hours of coursework and shall consist of courses that a department or college shall choose that are a) external to the student’s major, and b) that enhance the student’s major. The department or college that constructs the option shall control and administer the option.
7. A specialization within a major shall be termed a “concentration.” A concentration shall comprise a minimum of 18 hours of coursework within the major.
To:  Dr. Lisa Robeson, Chair of University Council  
From:  Dr. Kay Zekany, Chair of Personnel Committee  
RE:  Faculty Handbook Updates for Sabbatical Catalog Language  
Date:  January 9, 2010  

The Personnel Committee requests editing Appendix 10 of the Faculty Handbook to delete all references to the former sabbatical “options” which were applicable under quarters. Last year, we eliminated Option II, but did not catch all of the references to it.

II. Eligibility Requirements for Applicants for Sabbatical Leave

Any full-time faculty member (See Appendix 1 Section 1) may be granted a sabbatical leave of absence with pay under the following conditions:
(a) Six years of full-time service at Ohio Northern University must have been completed before beginning the sabbatical leave. No time spent on sabbatical or unpaid leave can be counted as part of the required six years.
(b) Sabbatical leave may not be taken when a faculty member is on a terminal contract.
(c) A minimum of six years in residence must elapse following the completion of a sabbatical leave before the same faculty member would again be eligible, except in cases governed by Option II, Section III Options Available to Applicants.

III. Options Available To Applicants

Sabbatical Leave may be for:
(a) One semester at the annual full-time contract salary.
(b) One year at two-thirds the annual-full time contract salary.
...

3. Sabbatical leave applications must include:
(a) A cover sheet containing the following information: applicant’s name, college, rank, years at the University, tenure status, dates of previous sabbatical leave (if any), and date of application.
(b) A statement indicating whether the application is made pursuant to Option I or Option II, as described in Section III Options Available To Applicants. Options (a) or (b), for one semester or one year.
(c) A brief review (no more than two pages in length) of the proposed leave and its benefit to the individual and to the University.
(d) A current resume.
(e) Any other material the applicant wishes to submit in support of the request.