To: Members of University Council
From: Lisa Robeson, Chair
Re: Agenda for Meeting of February 15, 2011

The regular meeting of University Council will be held on Tuesday, February 15, 2011 at 5:30 p.m. in Dicke Hall Forum.

AGENDA

I. Minutes of January 18, 2011 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 Student Center Project Executive Committee – Michael Milks

V. Report from Planning Council – Dr. Baker

VI. 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

VII. Announcements

VIII. Questions for the President

IX. Unfinished Business
    a. Personnel Committee (see Attachment A).

X. New Business
    a. Academic Affairs Committee – academic calendar proposal for 2012-13 and forward (see Attachment B).
    b. Academic Affairs Committee – changes to final examinations for 2011-12 and forward (see Attachment C).
    c. Academic Affairs Committee – changes to Faculty Handbook, section 3.27.7 (see Attachment D).

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Prof. Ron Beaschler
The Budget and Appropriations Committee continues to discuss expense line items for the 2011-12 budget for areas of savings and should begin discussion on income once the Board of Trustees meet at the beginning of February and determine any tuition increases.

Academic Affairs – Dr. John Lomax
The Committee met on February 9. The Committee is working with the General Education Committee to clarify its proposed theme for Extradisciplinary Seminars, “Exploration.” It also deliberated on two issues:
1. Amendment of the standards for degrees with distinction. The Committee voted to recommend amendment of Faculty Handbook 3.27.7.
2. Requests for zero-billing courses. Over 70 courses were approved and about 35 courses were not approved.
The Committee also met on January 26. It deliberated on three issues:
1. A proposal was received from the General Education Committee to use the common theme “Exploration” for the Extra-Disciplinary Seminar. After some discussion, the Committee determined that clarification on what this theme includes or does not include is necessary before the Committee can make a recommendation on this issue.
2. Requests from the Colleges of Arts & Sciences and Pharmacy for zero-billing courses were reviewed. Several of the requests from Arts & Sciences were courses that are required for academic programs and thus do not meet the zero-billing criteria approved by University Council in 2010. More clarification from Arts & Sciences is needed on this issue before the Committee can begin to approve specific zero-billing requests.
3. Discussion was initiated on the grade point standards that ONU uses to award degrees with distinction and high distinction. The current standards are quite low when compared with nearly all of our peer and aspirational schools. The Committee will gather more information on this issue and seek to develop a recommendation.
The Committee met on January 21. It deliberated on two issues:
1. An Undergraduate Calendar for the 2012-13 academic year and forward.
2. A final examination policy for semesters for Fall 2011-12 and forward.

Student Activities – Dr. Andrew Roecker
No report submitted.

Personnel – Dr. Kay Zekany
Personnel is still considering phased retirement but is awaiting input on the tax implications of our proposal before making a recommendation to Council.

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

Information Technology – Mr. George Gulbis
No report submitted.

Cultural and Special Events – Dr. Laurie Bell
The Committee on Cultural and Special Events last met January 14, 2011. Subcommittees delivered reports on programming for this year and next.

International Affairs – Dr. Juliet Hurtig
No report submitted.

Religious Affairs – Rev. Vern LaSala
No report submitted.

General Education – Dr. Juliet Hurtig
No report submitted.
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.
1. **Motion:** To approve the following undergraduate calendar for academic year 2012-13 and forward.

**Rationale:** The current semester calendar has a fall schedule that runs 17 calendar weeks with 6 class recess days and a spring schedule that runs over 18 calendar weeks with 9 class recess days. This proposed calendar requires 17 calendar weeks for each semester, with 2 university in-service days and 6 class recess days in the fall and 8 recess days in the spring. The design attempts to maximize the number of full 5-day weeks for instruction, especially for those areas that utilize laboratories and clinical sessions, while still allowing for some recess days in a 17 week calendar.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**More Calendars:** Sep 2012, Oct 2012, Nov 2012

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### December 2012

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25 Christmas</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### January 2013

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Dec 2012**
  - **Nov 2012**
  - **Dec 2012**

- **Jan 2013**
  - **Feb 2013**

- **Classes End**
  - **Final exams**
  - **Grades due at noon**
  - **EOT processes complete**
  - **Transcripts available to make dismissal decisions**
  - **Christmas**

- **Martin Luther King, Jr., Day recess No classes**
Mar 2013 ~ April 2013 ~ May 2013

Sun | Mon | Tue | Wed | Thu | Fri | Sat
---|-----|-----|-----|-----|-----|-----
1 | Easter Monday recess No classes | 2 | 54 | 3 | 55 | 4 | 56 | 5 | 57 | 6 | 58 | 7 | 59 | 8 | 60 | 9 | 61 | 10 | 62 | 11 | 63 | 12 | 64 | 13 | 65 | 14 | 66 | 15 | 67 | 16 | 68 | 17 | 69 | 18 | 70 | 19 | 71 | 20 | 72 | 21 | CLASSES END | 22 | Study day | 23 | Final exams | 24 | Final exams | 25 | Final exams | 26 | Final exams | 27 | Final exams | 28 | Final exams | 29 | Final exams | 30 | Final exams | 31

Apr 2013 ~ May 2013 ~ Jun 2013

Sun | Mon | Tue | Wed | Thu | Fri | Sat
---|-----|-----|-----|-----|-----|-----

Calendars: May 2013, Jun 2013, Jul 2013
Final Examination Policy
Fall 2011-12 and forward

2. Motion: To approve the following Final Examination policy for Fall Semester 2011-12 and forward. There has been a consistent representation of the policy on the registrar’s website for students to access quickly, in addition to text in the faculty handbook related to final examinations. The registrar’s website text is presented below (see text after the dashed line) in its entirety with the proposed changes for semesters included. The amendment to the Faculty Handbook indicates deletions by strikethrough and additions by italics. A summary of the changes made are:

a. From the registrar’s website: “Examinations for laboratories or classes meeting once a week for one credit hour will be given at the last scheduled meeting of the quarter semester prior to the exam week.”

b. From the Faculty Handbook, Section 3.18.8: “A student with four (4) or more final examinations scheduled on one day may seek relief through the Registrar’s Office for rescheduling of one (1) examination. The Registrar’s Office shall reschedule the appropriate exams to ensure that a student has no more than two (2) exams in one day.”

c. From the Faculty Handbook, Section 3.18.3: “The assignment of examination periods to time and days will revolve each quarter semester with the classes assigned to the last periods assigned to the first periods the following quarter semester. Examinations will be limited to two and a half hours (one examination period).”

Rationale: Distributing the final examinations for students across the exam week will support student performance. The switch under semesters to a greater number of class meetings distributed over a longer term justifies longer final examination periods. The schedule found below accommodates all class periods within a five-day final examination week.

Final Examination Schedule

- All examinations will be held in the regular classroom, at the indicated time.
- For courses approved for multiple section examination times the time is indicated below. The faculty member will announce the examination room(s) to the class.
- For classes scheduled to begin after 4:30 PM the final examination is to be given 7:00-9:00PM on day of first regular meeting day for class during exam week.
- Examinations for laboratories or classes meeting once a week for one credit hour will be given at the last scheduled meeting of the semester prior to the exam week.
- Faculty of courses meeting once weekly for more than one hour credit should contact the Registrar to schedule an examination time and room.
- A student with three (3) or more final examinations scheduled on one day may seek relief through the Registrar’s Office. The Registrar’s Office shall reschedule the appropriate exams to ensure that a student has no more than two (2) exams in one day.
- Absences from final examinations, with the reasons for the absences, must be reported immediately to the faculty member or Director of Residence Life, if you are unable to contact the faculty member individually.
- Unexcused absences will result in the final examination grade being calculated as a failure in determining the final course grade.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8—10:30 AM</td>
<td>8 MWF (slot 1)</td>
<td>8—9:15 TR (slot 10)</td>
<td>9 MWF (slot 2)</td>
<td>9:30—10:45 TR (slot 11)</td>
<td>10 MWF (slot 3)</td>
</tr>
<tr>
<td>11 AM—1:30 PM</td>
<td>11 MWF (slot 4)</td>
<td>12—1:15 TR (slot 12)</td>
<td>12 MWF (slot 5)</td>
<td>1:30—2:45 TR (slot 13)</td>
<td>1 MWF (slot 6)</td>
</tr>
<tr>
<td>1:30—2:30 PM</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
</tr>
<tr>
<td>2:30—5:00 PM</td>
<td>2 MWF (slot 7)</td>
<td>3—4:15 TR (slot 14)</td>
<td>3 MWF (slot 8)</td>
<td>4:30—5:45 TR (slot 15)</td>
<td>4 MWF (slot 9)</td>
</tr>
<tr>
<td>5—6:30 PM</td>
<td>DINNER</td>
<td>DINNER</td>
<td>DINNER</td>
<td>DINNER</td>
<td>DINNER</td>
</tr>
</tbody>
</table>
To: Lisa Robeson, University Council Chair  
From: John Lomax, Academic Affairs Committee Chair  
Date: February 12, 2011  
Subj: Degrees of Distinction

The Academic Affairs Committee recommends that the following changes be made to the Faculty Handbook, 3.27.7.

3.27.7 The University recognizes and confers at graduation, and records on the diploma two classes of senior honors distinction: With Distinction Cum laude, awarded to students with an accumulative grade point average of at least 3.3; Magna cum laude, awarded to students with an accumulative grade point average of at least 3.6; and With High Distinction Summa cum laude, awarded to students with an accumulative grade point average of at least 3.9. A student must complete at least 45 hours of graded courses at Ohio Northern to qualify for graduation with honors distinction.

Rationale: The University’s current standards for degrees with distinction – 3.3 for Distinction and 3.6 for High Distinction – are significantly lower than those at both our peer and aspirational institutions. The Committee found that (1) nearly all of our peer and aspirational institutions award degrees with distinction at three levels, and (2) well over half of them set the levels for distinction at 3.5 (Cum laude), 3.7 (Magna cum laude), and 3.9 (Summa cum laude). The Committee’s recommendation reflects its concern that the University has set standards for degrees with distinction that are very low for an institution of our type and stature. The Committee also recommends amending 3.27.7 to reflect the change from quarters to semesters.