To: Members of University Council

From: Lisa Robeson, Chair

Re: Agenda for Meeting of April 19, 2011

The regular meeting of University Council will be held on Tuesday, April 19, 2011 at 5:30 p.m. in Dicke Hall Forum.

AGENDA

I. Minutes of March 29, 2011 meeting.

II. Reports from Constitutional Committees

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<td>c. Student Activities</td>
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III. Reports from Operational Committees

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V. Report from Planning Council – Dr. Baker

VI. Other Reports

a. Vice-Presidents
   i. Attachment A contains changes to the current Faculty Handbook that are proposed by the Office of Academic Affairs to reflect the upcoming switch to a semester calendar. These do not warrant committee action, but are offered for review and input. Since the last council meeting, several changes have been suggested and are noted.

   b. Deans
   c. Student Senate | McMunn | McMunn
   d. Health Services Advisory Committee | Ruble | Ruble
   e. Student Center Task Force | Milks |

VII. Announcements

VIII. Questions for the President

IX. Unfinished Business

a. Academic Affairs Committee – changes to the Faculty Handbook section 3.18.8 (see Attachment B).

X. New Business

a. Academic Affairs Committee – changes to the General Education Program (see Attachment C).

b. Academic Affairs Committee – changes to the Faculty Handbook section 3.40 (see Attachment D).

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Prof. Ron Beaschler
No report submitted.

Academic Affairs – Dr. John Lomax
There is one matter of old business and two matters of new business on the council agenda. Additionally, the committee is in the process of reviewing the university's policy for students drafted or called into reserves. This policy is found in the faculty handbook under section 3.29. The committee anticipates having text for council review at the next meeting.

Student Activities – Dr. Andrew Roecker
The committee has nothing new to report.

Personnel – Dr. Kay Zekany
No report submitted.

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

Information Technology – Mr. George Gulbis
No report submitted.

Cultural and Special Events – Dr. Laurie Bell
No report submitted.

International Affairs – Dr. David Crago
The committee will meet next week to discuss plans for ONU’s inaugural International Education Week, Nov. 14-18, 2011. ONU has been unable previously to join in this annual event sponsored by the US Department of State and Department of Education due to our fall quarter final examinations.

Religious Affairs – Rev. Vern LaSala
No report submitted.

General Education – Dr. Juliet Hurtig
As mentioned in the last council agenda, submissions for general education courses are encouraged in the areas of scientific and quantitative literacy, diverse cultures, integration across disciplines, informed ethical responses, and informed responses to aesthetics. All course tag requests must be approved by June 1 for Fall 2011 course offerings.
The following semantic changes to the current Faculty Handbook are proposed by the Office of Academic Affairs to reflect the upcoming switch to a semester calendar. These do not warrant committee action, but are offered here for input.

Since the last council meeting, the following items have been changed as suggested by various council members:

3.12.6 – deleted
3.14.1 – took out the phrase “in the undergraduate colleges”
3.14.4 – edited this paragraph to reflect the policy of rounding the GPA to two decimal places, as passed by University Council on May 4, 2010.

3.3 Academic Standing of Students

1. At the end of each quarter or summer term the academic standing of each student (except transient and special high school students) enrolled in the University is determined according to the following standards:

   A. Good Academic Standing - denotes that a student meets the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college and is eligible to continue in the University.

   B. Academic Probation - describes the academic standing of a student who falls below the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college, but is eligible to continue.

   C. Continued Academic Probation - denotes the academic standing of a student who was on probation or continued probation the previous term enrolled, who does not qualify for good standing, but who is eligible to continue in the University.

   D. Academic Suspension - an action which makes the student ineligible to continue in the University for a specified period of time, ordin­arily two­three (32) semesters. A second academic suspension results in academic dismissal. The student has the right to appeal in writing to his or her college an academic suspension.

   E. Academic Dismissal - an action which makes the student ineligible to continue in the University. Normally, students dismissed are not readmitted. The student has the right to appeal in writing to his or her college an academic dismissal.

2. The academic record of an undergraduate student on academic probation or continued academic probation whose grade point average for the quarter or semester is below 2.00 is reviewed by the appropriate committee in the college of registration, at which time the student may be permitted to continue on probation in the University or may be suspended or dismissed for academic reasons.

3.4 Registration (9/1/87)

6. Registration is conducted during the summer for the fall quarter or semester for new and/or re­entry students. New students and/or re­entry students unable to register for the quarter or semester are registered prior to the term during the period set aside for orientation and registration for new students.

3.5 Student Change in Course or Withdrawal (9/1/88) (9/93) (9/95) (8/2011)

3. Dropping courses from schedule or withdrawal from the University.

   A. Courses dropped within the first three weeks of a semester will not appear on official reports; courses officially dropped after the third week of a semester will be marked as "W" (official withdrawal), no penalty in GPA calculation.

   B. Courses may be dropped after the end of the twelfth (12th) week of a semester (or the ninth 9th) week of a law semester) to the beginning of final examination week with approval of the dean of the college of registration. The request will be approved only for reason of unusual circumstances beyond the control of the student. If approved, the instructor of the course will be notified promptly. The instructor may make inquiry of the dean of the college of registration concerning the circumstances and will be provided the rationale with sensitivity for the students' right to privacy.

   C. Courses may be dropped after the beginning of the final examinations or thereafter with approval of the instructor of the course, the dean of the college offering the course, and the dean of the college of the student's
registration. In the event that there is disagreement with the withdrawal by any of these persons, and the disagreement cannot be resolved then, the Vice President for Academic Affairs will provide a decision and inform all parties directly involved. The Vice President for Academic Affairs will report to the Committee on Academic Affairs all withdrawals after the beginning of the final examination week which were not approved by the dean of the college of the students' registration, dean of the college offering the course, and the instructor of the course.

D. For courses scheduled for terms of less than a quarter or semester in length, equivalent periods for registration changes will be established by the University Registrar.

3.12 Orientation Program

1. There are three distinct phases to the orientation program of the University: (1) the summer program; (2) the fall program; and (3) the continuing fall quarter semester program.

5. All new freshmen are involved in a continuing orientation program for the first quarter semester, with the College of Engineering and College of Pharmacy continuing this work into the second and third quarter semester as needed. (The College of Law has its own orientation program before the fall semester begins.)

6. The College of Arts and Sciences requires all new students to register for and complete an orientation course as listed in the fifteen sixteen departments of the College or Freshman Seminar.

3.14 Grades and Quality Points (9/1/87) (9/95) (9/07) (8/2011)

1. The value of credit courses is expressed in quarter semester hours in the undergraduate colleges. In the College of Law semester hours are used. One quarter hour of credit generally requires one contact hour (30 minutes) in lecture a week per quarter. One quarter hour of credit in laboratory, studio, field or similar experience may require two or more hours per week. One semester hour of credit generally requires one contact hour of lecture per week or equivalent in clinical, externship, or similar experience which may require two or more hours per week per credit hour.

4. The accumulative grade point average is derived by dividing the total number of graded hours for which the student has officially registered and completed into the number of quality points earned and truncating rounding the resulting number after to the second two decimal places. The quarter semester point average is determined in the same way. An accumulative grade point average of 2.00 is the minimum for graduation. Unless specifically stated in a course description, courses cannot be retaken for credit. All credit shown on the transcript is credit that counts toward graduation unless otherwise indicated. The student is responsible for knowing the maximum credit allowed in courses that may be repeated for credit. In the ONU colleges, except as specifically noted by the College of Pharmacy and College of Law, if a student repeats a course for which credit can only be earned once, only the hours and grade earned in the most recent enrollment are used in calculating the student's grade point average and applied toward graduation requirements, with the earlier course(s) ‘Excluded’. If a student exceeds the credit allowed in a course with a repeat credit limit, the most recent credit and grade are ‘Included’ in GPA calculation, and beginning with the earliest enrollment, hours and grades in the course(s) are ‘Excluded’ until the student’s credit is at the repeat credit limit. For a ‘Pharmacy’ course in the College of Pharmacy or for a College of Law course for which credit can be earned only once, all grades are ‘averaged’ and credit only earned once. All grades remains on the student's official academic record and transcript. Only the course work taken at Ohio Northern University is used in calculation of grade point average.

3.16 Class Lists (9/1/87) (9/94)

1. At the beginning of each term, the University Registrar prepares Preliminary Class Lists for each section. No student is to be permitted to attend more than one class session unless the student's enrollment is officially recorded, which the faculty member should verify on the ONU Luminis portal selecting “Banner Quick Clicks” and then “Class Roster”. Any student whose enrollment is in doubt should be referred to the Office of the Registrar for assistance. The Final Class Lists for a term are prepared after the second week of classes of a quarter or third week of a semester and are distributed to the appropriate faculty member. Such lists are to be compared with the classroom attendance, deviations noted, and returned to the Registrar's Office. Faculty are expected to use the computer resources provided by the Registrar's Office to compare the class lists with classroom attendance before returning the lists to the Registrar's Office.

2. Effective Fall Quarter 2007-08 all grades are to be entered by the individual faculty member using ONU Luminis portal “Banner Quick Clicks” and “Enter Final Grades”. Grade submission by Luminis will be available starting on the Friday before Final Exam week. In the Spring quarter semester the Registrar’s Office will supply each faculty member
with a course by course listing of prospective Spring Graduates. Grades for Spring Graduates are to be submitted no later than Noon on the Saturday prior to commencement.

3.17 Maintenance of Class Records (9/97)

3. Class records as defined above which are returned to the students become the students' responsibility to maintain as a permanent record. Students are responsible for picking up materials that are made available to them or are returned to the class/students. An instructor only needs to maintain records not picked up by students for one additional quarter or semester beyond the end of the course.

3.18 Final Examination Policy (See also Appendix 15, Operational Procedures/Final Examination Committee)

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 one-half (2.5) hours (one examination period).

3.26 Policies of Heterick Memorial Library

4. Faculty members may have items held on reserve at the library for use by their students on a quarter semester-by-quarter semester basis. Arrangements should be made through the Circulation Department.

3.27 Awarding of Degrees (9/1/84) (8/2011)

2. In order to qualify for graduation, an undergraduate student is required to submit a formal application for graduation to the Registrar's Office. Application for graduation should be submitted two quarters one semester in advance of the anticipated term of graduation but must be submitted before the completion of the advance registration period for the quarter semester of planned graduation.

3.28 Academic Calendar (9/1/87) (9/94)

The Ohio Northern calendar in the undergraduate colleges divides the academic year (nine months) into three quarters two semesters of approximately equal length, designated as fall, winter, and spring. The University undergraduate calendar is so constructed and course meeting times so scheduled that each quarter semester hour credit is provided at least 750 minutes of classroom meeting time or at least 4,000 minutes of laboratory, studio, or other practical experience time.(8/90; Effective 1991-92). A summer session of approximately 120 weeks is divided into two three five four-week terms. Fall semester quarter ends before Christmas Thanksgiving; winter quarter begins the Monday after Thanksgiving and includes a Christmas vacation of about two weeks; spring quarter semester ends before Memorial Day.

The College of Law operates on a semester calendar. The fall semester begins in late August and concludes prior to Christmas. There is a three-week term in January. The spring semester begins about mid-January and concludes prior to Memorial Day. Each semester includes about 45-12 weeks of classes and two weeks of final examinations.

3.29 Students Drafted or Called into Reserves (9/03)

1. If a student is drafted or recalled to active military duty during an academic quarter or semester, full refund of tuition and fees will be made. No refunds will be made in those cases where the student earns academic credit for the quarter or semester.

2. If a student is drafted or recalled after the seventh week of the quarter or tenth week of the semester, the student may (at the discretion of the dean of the college in which the subjects are taught) make arrangements to take final examinations or otherwise complete the work for the quarter or semester.

3.31 Undergraduate Professional Experience Courses (Including but not limited to: Internships, Practicum, Co-op, Professional Practice, Advanced Practice Rotation, Externship) (9/1/86) (9/1/07)

3. The following policies will apply to all Professional Experience courses:
A. Normally, only students in good academic standing and with departmental recommendation, or college recommendation where no departments exist, may be permitted to register for Professional Experience credit.

B. A student must be registered for Professional Experience credit during the quarter semester in which the Professional Experience is completed or in the quarter semester immediately following completion between quarter semester.

3.34 Transient Student

A transient student is a student admitted for a period of one quarter semester who is regularly enrolled at another institution. The transient student must be in good standing at the parent institution and must have authorization from that institution to enroll for specific course(s) at this University. The transient student may be registered for more than one quarter semester total, but may be admitted for only one quarter semester at a time.

3.37 Publications of Academic Materials (9/1/86)

3. Special topics descriptions. For purposes of informing University students and faculty advisors about the content of special topics or similar courses, the University Registrar will make general distribution of a single notice which contains the listing and description of all such courses for a given quarter semester, with such notice being distributed along with materials circulated prior to advance registration for each quarter semester.

4.15 Program of Assistance for Education (9/1/99) (9/1/04) (9/05) (9/06)

2. Assistance will be provided at a maximum rate of $2,250 per school term, quarter, or semester, and $5,500 during any calendar year (January-December). The maximum assistance provided will be $11,000 for a Master’s degree and an additional $20,000 for a PhD program. Undergraduate courses are not eligible under this program. Assistance will be provided for tuition and academic fees only. This assistance is to partially fund graduate education expenses with the employee expected to personally pay the difference.
Motion: To further amend the Faculty Handbook, Section 3.18.8 as follows (addition noted by underline):

A student with three (3) or more final examinations scheduled on one day may seek relief through the Registrar’s Office no later than the last day of the twelfth week of classes. The Registrar’s Office, after consultation with the affected faculty members, shall reschedule the appropriate exams to ensure that a student has no more than two (2) exams in one day.

Rationale: This text is also bullet point #6 of the text found on the Registrar’s website for final examinations, stated below. The committee had included this administrative timing detail in its previous deliberations; due to our scrivener error, it was not presented to Council at the last meeting.

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 the day of the 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 no later than the last day of the twelfth week of classes. The Registrar’s Office, after consultation with the affected faculty members, 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.

Final Examination Schedule, 2011-12 and forward.

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<td>1 MWF (slot 6)</td>
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Motion from Academic Affairs Committee: Extradisciplinary Theme. This motion eliminates the common theme requirement for the extradisciplinary course in the new general education system.

Rationale: There has been much debate between the General Education Committee and the Academic Affairs Committee regarding the selection of a single theme for the extradisciplinary course in the new general education system. A workgroup from the College of Arts and Sciences had developed a possible short list of ideas, and these were then considered by both committees. Some possibilities discussed included “Exploration”, “Food and Water”, and “Topics in Modern America.” A consensus was not reached and thus the recommendation to eliminate the common theme has been approved.

Final General Education Plan (found on the ONU Academic Affairs website under General Education)
To amend the Final General Education Plan as follows (deletion noted by strikethrough):

“Curriculum Structure>General Education Course Framework>Extra-disciplinary Seminar (p.6):”
3. Extra-disciplinary Seminar (200 level)

This course expands a student’s experience beyond the major by exploring a common theme from other perspectives. Each instructor will develop a unique course that reflects the common theme.

Other attributes of this course shall be:

• Mandatory for all undergraduate students who have completed a transitions experience;
• Students may fulfill this requirement during the Sophomore/P2 or Junior/P3 years;
• Addresses the Critical and Creative Thinking general education learning outcome and one other general education learning outcome of the instructor’s choice;
• The student shall place qualifying artifacts that this course generates in his or her portfolio;
• Shall be outside the student’s college or division (in the case of Arts & Sciences majors);
• Class size shall be restricted to 18 students per section;
• Explores a common theme as recommended by the General Education Committee and selected by the faculty. All seminars shall address the theme in some way;
• Pedagogy must include active learning;
• All members of the faculty may submit proposals for Extra-Disciplinary Seminars to the General Education Committee for approval;

The Extra-disciplinary Seminar may satisfy other requirements of degree programs that the colleges establish.

“Governance of the General Education Program>University General Education Committee>Areas of Responsibility (p.10-11):”
3. Areas of Responsibility.

The Committee shall:

a. Assign general education learning outcome tags according to criteria that the committee has recommended and the faculty has approved. See Appendix B, below;
b. Extra Disciplinary Seminar:
   i. Recommend the theme for the extra-disciplinary seminars to the University Committee on Academic Affairs. Each theme shall remain in force for at least two years;
   ii. Determine courses that meet the requirements for the extra-disciplinary seminar according to criteria that the Committee shall establish;
c. Review and approve exemptions to the minimum criteria for acceptable general education artifacts, above, as appropriate;
d. Review and recommend, in conjunction with the University Assessment Committee, changes in the following areas to the appropriate bodies through the office of the Vice President for Academic Affairs:
   i. the university general education course framework;
   ii. the university general education learning outcomes;
   iii. the assessment rubrics associated with the general education learning outcomes.
Motion from Academic Affairs Committee: Satisfactory Academic Progress (SAP). A change in this policy is required to maintain compliance with federal and state financial aid policies.

Rationale: Mrs. Melanie Weaver, director of Financial Aid, reviewed ONU’s current policy on satisfactory academic progress and found it to be out of date with regards to the federal financial aid requirements. Instead of using a fixed number of hours (currently, 36 hours over a three-quarter period), universities must utilize a ratio of the number of earned hours to the number of attempted hours. Thus, withdrawing from a course may have an impact on a student’s financial aid.

A similar policy is being developed for graduate students, specifically those in the fifth and sixth years of pharmacy and those in the law college. We anticipate that material to be presented on the second reading of this motion.

---------------------------------------------
**Faculty Handbook**

3.40 Standards for Satisfactory Progress for Undergraduate **Full-Time** Students (9/1/88)(8/1/11)

1. The following policy shall be used to determine a student's satisfactory progress relating to eligibility for participation in a competitive activity of individuals, teams, or other groups officially designated as representing the University or any of its colleges. Students must meet standards for satisfactory progress to be eligible for participation in such activities. This policy affects a student’s eligibility to receive federal and state financial aid. It does not affect a student’s eligibility to receive institutional or private financial aid.

2. A full-time student is making satisfactory progress in a degree program when the student’s credit hours earned are at least 67% of the credit hours attempted. The student must have at least a 2.0 cumulative GPA by the end of the student’s fourth semester and have maintained that 2.0 cumulative GPA for the duration of the student’s degree program. A student may receive financial aid for a maximum of 1.5 times the total credit hours required for the student’s degree program. Any credit hours that a student attempts but does not earn shall count toward the maximum credit hours allowed.
   A. Exception to the above requirement may be granted upon written petition by the student to the Office of Financial Aid. Circumstances must exist that have prevented a student from successfully earning the number of hours required and/or achieving the appropriate GPA required. A plan for coursework through the time of graduation may be required to demonstrate the student is taking appropriate steps to achieve graduation in the maximum timeframe allowed.
   B. Credit hours completed during summer session at the University will be counted in the accumulative total and SAP progress will be reviewed after each of these periods.
   C. Satisfactory progress is determined after each semester the student is enrolled in accordance with the standard established in 3.40.2, above.

3. Completion of credit hours
   A. Credit hours are earned for purposes of determining satisfactory progress if they are graded "A" through "D" or "S" (Satisfactory).
   B. Credit hours are attempted but not earned for purposes of determining satisfactory progress if they are graded "F", "NR", "IP", "I", "U" and "W".
   C. Transfer credit hours shall count toward a student’s total attempted and earned credit hours.

4. A college may use satisfactory academic progress as a criterion for determining academic standing.

5. A student who fails to maintain satisfactory academic progress shall receive a warning to demonstrate satisfactory academic progress by the end of the subsequent semester in which the student enrolls. If a student fails to demonstrate satisfactory academic progress within a semester, the student will be denied federal and state financial aid and will be ineligible to compete in student intercollegiate athletics. The student may file an appeal with the Office of Financial Aid to receive probationary status for a single semester, during which the student may receive federal and state financial aid and will be eligible to compete in student intercollegiate athletics. If the student fails to demonstrate satisfactory academic progress within one semester, the student may file an appeal with the Office of Financial Aid for additional probationary semesters. The appeal must include a plan of coursework from the student’s department or college that demonstrates the student is taking appropriate steps to achieve satisfactory academic progress. The Office of Financial Aid may choose to grant or deny probationary status at its own discretion.