Council will meet on Tuesday, April 17, 2012 at 5:30 p.m. in Dick Hall 230.

I. Minutes of April 3, 2012 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations            Liaison: Young      Chair: Beaschler
   b. Academic Affairs                  Liaison: Lomax      Chair: Lomax
   c. Student Activities                Liaison: Walton     Chair: Walton
   d. Personnel                         Liaison: Zekany     Chair: Zekany

III. Reports from Operational Committees
   a. Athletics                         Liaison: Crago     Chair: Simmons
   b. Information Technology            Liaison: Hurtig     Chair: Walthour
   c. Cultural & Special Events         Liaison: Allison    Chair: Riess
   d. International Affairs             Liaison: Pickett    Chair: Crago
   e. Religious Affairs                 Liaison: Stauber    Chair: Stauber
   f. General Education                 Liaison: Hurtig     Chair: Hurtig

VI. Other Reports
   a. Vice-Presidents
      i. Academic Affairs                Liaison: Crago
      ii. Financial Affairs             Liaison: Young
      iii. University Advancement       Liaison: Block
      iv. Admissions and Financial Aid  Liaison: Lesick
      v. Student Affairs                Liaison: Thompson-Bradshaw
   b. Deans
      i. Arts and Sciences              Liaison: Albrecht
      ii. Engineering                  Liaison: Baumgartner
      iii. Pharmacy                    Liaison: Sprague
      iv. Business Administration      Liaison: Fenton
      v. Law                           Liaison: Crago
   c. Student Senate                   Liaison: Ambos
   d. Health Services Advisory Committee Liaison: Young

VII. Announcements

VIII. President Comments/Questions

IX. Unfinished Business
   a. Personnel (Sabbatical Application Procedures, Standards, and Guidelines)(Attachment A)

X. New Business
   a. Personnel

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler

Academic Affairs – John Lomax  The Academic Affairs Committee has not met. Hence we have nothing to report to University Council. We will next meet on Friday, April 20.

Student Activities – Jenny Walton  The Student Activities Committee met on April 11th and approved the following organizations:
   Personalized Medicine Coalition
   The Ohio Northern Student Chapter of the American Society of Consultant Pharmacists
   Active Minds
   Gamma Sigma Epsilon Chemistry Honor Society
The Committee is working with 2 other organizations to help them through approval.

Personnel – Kay Zekany  No report other than item of unfinished business.

Committee on Athletics – Tom Simmons

Information Technology – Scott Walthour

Cultural and Special Events – Nils Riess

International Affairs – Clyde Picket/Julie Hurtig

Religious Affairs – Rory Stauber

General Education – Julie Hurtig

OTHER COMMITTEES

Student Senate – Eric Ambos  Leaders' Council and Student Senate sponsored To Write Love On Her Arms speaker Aaron Moore to speak to the campus community last Wednesday evening. To Write Love On Her Arms is a national movement that started online and helps create awareness and informs on topics such as depression and substance abuse. The event had a great turnout and was an overall success.

Health Services Advisory Committee – Roger Young
To: Dr. Sherry Young, Chair of University Council  
From: Dr. Kay Zekany, Chair of Personnel Committee  
RE: Faculty Handbook Updates to Appendix 10, part IV, Sabbatical Application Procedures, Standards, and Guidelines  
Date: March 26, 2012 amended to add an additional week for review at the Dean’s level, April 12, 2012

We recommend updating the Appendix 10, section IV to (a) move the timeline forward approximately one month, (b) clarify the application distribution process and (c) enhance the sabbatical application materials provided.

APPENDIX 10
STANDARDS, PROCEDURES, AND GUIDELINES FOR SUBMISSION, APPROVAL AND DISPOSAL OF APPLICATIONS FOR SABBATICAL LEAVE

IV. Application Procedures, Standards, and Guidelines

1. An applicant should notify, in writing, the Department Chair (if any) and the Dean, or the Head Librarian (if appropriate), of his/her intention to apply for a sabbatical leave on or before October 1. The applicant is expected to consult with the Department Chair (if any) and the Dean, or the Head Librarian (if appropriate) concerning the proposed application for sabbatical leave.

2. The application for sabbatical leave must be submitted by October 15 of the calendar year proceeding the year for which the leave is requested. In extraordinary circumstances that reflect unusual credit on the individual and the institution, if no additional staffing or costs are incurred by the sabbatical leave, the application deadline may be extended to April 15.

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 (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 brief review (no more than two pages in length) of the outcome of each previous (if any) sabbatical leave and its benefit to the individual and to the University.
   (e) A current resume.
   (f) Any other material the applicant wishes to submit in support of the request.

4. The applicant should give a copy of the completed sabbatical leave application to the Department Chair (if any) and the Dean, or the Head Librarian (if appropriate) and shall, also, submit seven (7) copies of the complete sabbatical leave application to the Chair of the Personnel Committee on or before October 15. The Dean, or Head Librarian, shall submit seven (7) copies of a recommendation and impact statement to the Chair of the Personnel Committee on or before November 15. Each letter of recommendation and impact statement shall include Form A from Appendix 10 and detailed comments concerning:
   (1) the substantive quality and value of the proposal to the faculty member’s professional development and expertise and/or how the proposal will enhance the faculty member’s teaching, and the expected benefit to the University,
   (2) the likelihood of the applicant completing the research or project described, and
   (3) the feasibility of making provisions for coverage of teaching responsibilities while the faculty member absent in terms of ongoing personnel and financing.

The ranking of applicants by the Personnel Committee shall be submitted to the Vice President for Academic Affairs no later than December 15. At this time, the Chair of the Personnel Committee will inform those faculty members whose applications were recommended by the Personnel Committee (1) that his or her application received a favorable recommendation from the Personnel Committee, and (2) that the Vice President for Academic Affairs will notify the applicant of the final decision concerning the application made at the winter meeting of the University Board of Trustees.