Council will meet on Tuesday, October 30, 2012 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of October 16, 2012 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations Liaison Ballard Chair Beaschler
   b. Academic Affairs Liaison Welch Moritz Chair Welch Moritz
   c. Student Activities Liaison Walton Chair Walton
   d. Personnel Liaison Logsdon Chair Logsdon

III. Reports from Operational Committees
   a. Athletics Liaison Crago Chair Simmons
   b. Information Technology Liaison Hurtig Chair Rieman
   c. Cultural & Special Events Liaison Allison Chair Bell
   d. International Affairs Liaison Schertzer Chair Keas
   e. Religious Affairs Liaison MacDonald Chair MacDonald
   f. General Education Liaison Hurtig Chair Hurtig

VI. Other Reports
   a. Vice-Presidents
      i. Academic Affairs Liaison Crago
      ii. Financial Affairs Liaison Ballard
      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 Veltri
   c. Student Senate Liaison Ambos
   d. Health Services Advisory Committee Liaison Ballard

VII. Chair/Faculty Comments

VIII. President Comments/Questions

IX. Unfinished Business
   a. Academic Affairs (Registration) (Attachment A)

X. New Business
   a. Personnel (Emeritus or Emerita Status) (Attachment B)

XI. Announcements

XII. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler
B&A continue to have weekly discussions about the University Strategic Goals and Priorities Draft.

Academic Affairs – Traci Welch Moritz
New wording for previous action: (See Unfinished Business, Attachment A)
“In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature or the electronic override of the two faculty instructors involved.”
Rationale:
The Academic Affairs committee taking into account the discussion at the last University Council meeting, has revised the original suggested wording to read as the above. This new wording best reflects current practice.
The Registrar assured the committee that even in the electronic process, the student can view the transaction and action must be taken by both faculty (or their surrogates) for the conflict resolution to take place.

Student Activities – Jenny Walton
No report submitted.

Personnel – Paul Logsdon
See New Business, Attachment B.

Committee on Athletics – Tom Simmons
No report submitted.

Information Technology – Jeffrey Rieman
No report submitted.

Cultural and Special Events – Nils Riess
No report submitted.

International Affairs – Brian Keas
No report, but the committee will be meeting soon.

Religious Affairs – David MacDonald
No report submitted.

General Education – Julie Hurtig
No report submitted.

OTHER COMMITTEES

Student Senate – Eric Ambos
Student Senate approved two new campus organizations (Men's Club Hockey and Women's Club Lacrosse) at our meeting last Wednesday. Additionally, Ohio Wesleyan's Student Government is hosting a Student Government Summit on Saturday, November 10 and has invited Ohio Northern to attend. We are greatly looking forward to this opportunity.

Health Services Advisory Committee – William Ballard
No report submitted.
New wording for previous action to 3.4.7, page 56, in the Faculty Handbook:

*In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature or the electronic override of the two faculty instructors involved.*

Rationale:

The Academic Affairs committee taking into account the discussion at the last University Council meeting, has revised the original suggested wording to read as the above. This new wording best reflects current practice.

The Registrar assured the committee that even in the electronic process, the student can view the transaction and action must be taken by both faculty (or their surrogates) for the conflict resolution to take place.
3.4 Registration (9/1/87)

1. Undergraduate students register for courses after conferring with an advisor or advisors. Students can either register on the World Wide Web or go to the Office of the Registrar to complete registration by presentation of a course request form signed by an advisor. The signature is certification that the advisor has reviewed the request and has counseled with the student as necessary regarding normal progress in a curriculum toward meeting degree requirements and regarding course prerequisites, and if the advisor does not concur with the course request, that the advisor has informed the student of the advisor's concerns. The advisor should retain a copy of the student's course request and record appropriate notations in the student's file. The registration software will enforce course prerequisites, co-requisites, and registration restrictions (class, major).

2. Academic advisors and academic deans are available to assist students observe course prerequisites in registration. However, students are responsible for consulting the University Catalog or other authorized University publications and knowing course prerequisites.

3. Registration is completed in person during the periods assigned and published by the University Registrar. During each term a registration is conducted for the following term. All continuing students are expected to register and to complete fee payment within the designated period. The student is responsible for securing the approvals needed as indicated in the University Catalog or the Schedule of Courses. The student is expected to complete registration in the prescribed manner and to complete payment of fees by the required date to validate registration. Failure to do so will result in the cancellation of registration and the assessment of the late registration fee.

4. Undergraduate students requesting more than 19 hours must have the advisor's and dean's approval. Law students with less than 12 hours and more than 18 must have appropriate prior approval.

5. Outstanding financial obligations to the University must be paid by the student or satisfactory arrangements made prior to the completion of registration for a subsequent term.

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

7. Undergraduate students must obtain written approval from their academic dean the signatures of the two faculty instructors involved in order to register for a schedule of classes which contains a time conflict. In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature or the electronic override of the two faculty instructors involved.

8. Each advisor is expected to be familiar with the registration procedure as set forth in the University Catalog and in informational bulletins and memoranda issued by the University Registrar.

9. The Office of the Registrar will permit another person to register or to change the schedule for a student only under extraordinary circumstances upon recommendation of the student's college dean.
4. Emeritus or Emerita Status

A. The University shall confer emeritus or emerita status upon a faculty member or administrator with faculty rank following retirement from the University or death while in University service, if he or she has met the following criteria:

1. The University has granted tenure to the faculty member, or the University has renewed a faculty member’s four-year contract twice;
2. The faculty member has retired from the University or died while in service to the University;
3. The retired or deceased faculty member has served a minimum of 12 years of paid service on the faculty of the University; and
4. At the time of retirement or death, the faculty member holds the rank of professor or associate professor.

B. Procedure

1. A retired member of the faculty or a member of a retired or deceased faculty member’s academic department, college, library, or administrative department must apply in writing for emeritus or emerita status to the Vice-President for Academic Affairs within one to five years after his or her retirement or death.
2. The Vice-President of Academic Affairs shall determine whether the applicant meets the above criteria (4.A.1-4) for emeritus or emerita status.
3. The Vice-President of Academic Affairs shall forward the applications of those who meet the criteria for emeritus or emerita status to the President of the University for certification.
4. The emeritus or emerita shall retain the rank held at the time of retirement from the University or death while in service to the University.
5. Emeriti faculty and staff shall be listed in the University catalog.
6. Emeriti faculty shall receive all of the fringe benefits that the University has approved for retired faculty.

Rationale:

- Emeritus or emerita is a status, not a rank.
- Retired or deceased members of the faculty have repeatedly demonstrated their merit through the many and varied reviews and evaluations that they have undergone during their employment at the University.
- Emeritus or emerita status does not confer material benefits beyond those enjoyed by all retired faculty members by virtue of their service to the University.
- Minimal requirements for conferral of emeritus or emerita status are consistent with the policies of most of the colleges and universities that the University has identified as peer institutions.
2.17 Retirement

...  

4. Emeritus or Emerita Policy Emeritus or Emerita Status

Emeritus or Emerita status is conferred upon a faculty member or administrator following retirement or posthumously, if the individual is deemed worthy of this special recognition in the judgment of the appropriate academic, library, or administrative department with the concurrence of appropriate administrative officers and the president.

The judgment should be based on many or all of the following factors:

1. Length of service (except in special circumstances, a minimum of ten years);
2. Quality of teaching and research or performance in the administrative position(s);
3. Overall contribution to the University; and
4. Service to society beyond the University community.

The minimum requirements for consideration of faculty are the following:

A. The faculty member has been granted tenure at the university;
B. The faculty member has served a minimum total of 10 years on the faculty of the University;
C. The faculty member has retired from University service;
D. The faculty member at the time of retirement holds the rank of full professor or associate professor.

A. The University shall confer emeritus or emerita status upon a faculty member or administrator with faculty rank following retirement from the University or death while in University service, if he or she has met the following criteria:

1. The University has granted tenure to the faculty member, or the University has renewed a faculty member’s four-year contract twice;
2. The faculty member has retired from the University or died while in service to the University;
3. The retired or deceased faculty member has served a minimum of 12 years of paid service on the faculty of the University; and
4. At the time of retirement or death, the faculty member holds the rank of professor or associate professor.

Procedure

Recommendations for conferment of Emeritus or Emerita status begin in the department of current service by a process established by that department. The nomination process must be commenced in a window of time from one to five years following the individual’s retirement or death. That nomination is forwarded to the dean of the college or director of the library, who adds a recommendation at that level. The Vice President for Academic Affairs reviews the file and makes a recommendation to the President. Included in the file are a copy of the nomination, the review by the department, a recommendation from the department chair, the recommendation from the dean and other material relating to reasons for granting the individual emeritus status. Except in unusual circumstances there is a waiting period of at least one year. In the case of administrators who hold academic rank, the nomination process begins with the immediate supervisor. In the case of a president, it is the Board of Trustees which serves as the nominating and approving body. The emeritus rank is the rank held by the faculty or staff member at the time of retirement from the University. Emeriti faculty and staff are listed in the University catalog.

Following approval at the departmental level, the names are forwarded for concurrence through the administrative chain-of-command to the President, who may recommend Emeritus or Emerita status to the Board of Trustees for approval at the February meeting.
B. Procedure

1. A retired member of the faculty or a member of a retired or deceased faculty member’s academic department, college, library, or administrative department must apply in writing for emeritus or emerita status to the Vice-President for Academic Affairs within one to five years after his or her retirement or death.

2. The Vice-President of Academic Affairs shall determine whether the applicant meets the above criteria (4.A.1-4) for emeritus or emerita status.

3. The Vice-President of Academic Affairs shall forward the applications of those who meet the criteria for emeritus or emerita status to the President of the University for certification.

4. The emeritus or emerita shall retain the rank held at the time of retirement from the University or death while in service to the University.

5. Emeriti faculty and staff shall be listed in the University catalog.

6. Emeriti faculty shall receive all of the fringe benefits that the University has approved for retired faculty.