Council will meet on Tuesday, January 21, 2014 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of November 19, 2013 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations  
      Liaison  Ballard  Chair  Beaschler
   b. Academic Affairs  
      Liaison  Hassan  Chair  Hassan
   c. Student Activities  
      Liaison  Walton  Chair  Walton
   d. Personnel  
      Liaison  M. Govekar  Chair  M. Govekar

III. Reports from Operational Committees
   a. Athletics  
      Liaison  Crago  Chair  Simmons
   b. Information Technology  
      Liaison  Hurtig  Chair  Rieman
   c. Cultural & Special Events  
      Liaison  Lobenhofer  Chair  Bell
   d. International Affairs  
      Liaison  Thompson-Bradshaw  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  Kier
      iv. Business Administration  
         Liaison  Fenton
      v. Law  
         Liaison  Bales
   c. Student Senate  
      Liaison  Ambos
   d. Health Services Advisory Committee  
      Liaison  Ballard

VII. Chair/Faculty Comments

VIII. President Comments/Questions

IX. Unfinished Business
   a. Personnel: Revision of Appendix 14 (Attachment A)
   b. Academic Affairs: Credit Hour Definition (Attachment B)

X. New Business
   a. Academic Affairs: Common Syllabus Content Policy (Attachment C)

XI. Announcements

XII. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler

Budget and Appropriations will be having a joint meeting with the Personnel Committee. The tentative date is January 22.

Academic Affairs – Firas Hassan

The Academic Affairs committee has two business items for the council:
The first is a second reading of the credit hour definition. (Unfinished Business, see Attachment B)
The second is a first reading of a common syllabus content policy that will be posted on the Academic Affairs website. (New Business, see Attachment C)

Student Activities – Jenny Walton

No report.

Personnel – Michele Govekar

Personnel will meet Wednesday with Budget & Appropriations and Thursday on its own.

A revision of Appendix 14, including friendly amendments from the November 19, 2013 Council meeting, is included as Unfinished Business for Council. (See Attachment A)

Committee on Athletics – Tom Simmons

No report.

Information Technology – Jeffrey Rieman

No report.

Cultural and Special Events – Laurie Bell

Planning for Martin Luther King Day continues. The event will bring two members of the Lacks family (direct relatives of Henrietta Lacks, subject of the common freshmen reading this year) to campus for a presentation, Q&A forum, and perhaps a few classroom visits. The proposal also includes an essay contest for Ada high school students, as well as ONU Undergrads and graduate students.

International Affairs – Brian Keas

No report.

Religious Affairs – David MacDonald

No report.

General Education – Julie Hurtig

No report.

OTHER COMMITTEES

Student Senate – Eric Ambos

No report.

Health Services Advisory Committee – William Ballard

No report.
Attachment A

Rationale:

The Personnel Committee was presented with, reviewed, adapted and presents to Council a revision to Appendix 14 Department Chair Selection Procedures (8/89). Note the change in title.

One intention of this revision is to clarify that Department Chairs should be selected, appointed and evaluated for a finite term, and may serve only two consecutive terms unless truly extraordinary circumstances occur.

APPENDIX 14

DEPARTMENT CHAIR SELECTION, APPOINTMENT, AND EVALUATION PROCEDURES (8/89/11/13)

SELECTION

1. A search advisory committee shall be selected by the dean in consultation with the faculty of the college or department with membership (1) from the department faculty and (2) including a woman and a minority person in any cases where such persons are in the department faculty. The department faculty may approve membership from designated departments or colleges with common interests. Such membership shall not exceed two in number. The role of the search advisory committee includes encouraging candidates to apply for the position and the screening of applications.

2. After reviewing and updating the position description, criteria for selection (Attachment A) of acceptable candidates will be developed by the committee with approval of the dean and the Office of the Vice President for Academic Affairs. An evaluation form for rating/evaluating candidates and their qualifications will also be developed by the committee and approved by the dean and the Office of the Vice President for Academic Affairs.

3. The dean of the college shall determine in consultation with the faculty of the department and the Vice President/Associate Vice President for Academic Affairs whether candidates will be considered from inside the current staff only or both from within the current staff and outside the staff. To be considered, internal candidates must formally apply for the position. In the situation of an internal search and no internal candidates, the dean should interview all eligible faculty members in an attempt to cultivate interest in the position. Procedures for faculty academic personnel staffing, including those involved with affirmative action requirements (Faculty Handbook, Appendix 7, Section 4.3a) will be applicable.

4. The search advisory committee will review and screen all applications.

   a. Where the chair is, due to staffing considerations, to be appointed from within the current staff and where no internal candidates have applied for the position, the chair of the search advisory committee shall consider all eligible members of the department according to the established criteria and submit the names of the preferred candidates to the dean. The dean will select the most qualified candidate from the preferred candidates in the department and notify the search advisory committee of the faculty member chosen as department chair.

   b. If 6(a) 4(a) fails to produce candidates for the position, the Vice President for Academic Affairs will make procedural decisions about the next course of action.
c. In all other situations, the search advisory committee will recommend preferred candidates to the dean. The dean will review recommendations from the committee. The dean must inform the committee, in writing, why any candidates are unacceptable or if non-preferred candidates will be invited to interview.

5. The search advisory committee will interview the candidates and complete the evaluation form. Every full-time faculty member within the department will be given the opportunity to participate in the interview and evaluation of the candidates. Group interviews are recommended. Interviews with persons outside the department are encouraged, including other department chairs in the division of the College of Arts and Sciences or other chairs in the Colleges of Engineering and Pharmacy. Cross-college interviews may be encouraged if the chair of a service department is being filled.

6. The search advisory committee will recommend a minimum of two finalist candidates to the dean. Reasons related to criteria shall be stated. Should the committee recommend only one candidate, then justification must be given. If no individual is appointed, the dean will instruct the committee to review the remaining candidates or reopen the search.

APPPOINTMENT

17. The chair of a department will be appointed by the dean with the approval of the Provost/Vice President for Academic Affairs.

28. 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 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. (8/90) The Normal term of appointment is four years. The appointment may be terminated within the four year period. At the end of the initial term, the appointment may be renewed for a term of up to four additional years. Except in extraordinary circumstances, chairs will not serve more than two consecutive terms. Continued service beyond two consecutive four-year terms requires approval by the Provost and the appropriate dean and annual reappointment.

3. A search advisory committee shall be selected by the dean in consultation with the faculty of the college or department with membership (1) from the department faculty and (2) including a woman and a minority person in any cases where such persons are in the department faculty. The department faculty may approve membership from designated departments or colleges with common interests. Such membership shall not exceed two in number. The role of the search advisory committee includes encouraging candidates to apply for the position and the screening of applications.

4. After reviewing and updating the position description, criteria for selection (Attachment A) of acceptable candidates will be developed by the committee with approval of the dean and the Office of the Vice President for Academic Affairs. An evaluation form for rating/evaluating candidates and their qualifications will also be developed by the committee and approved by the dean and the Office of the Vice President for Academic Affairs.

5. The dean of the college shall determine in consultation with the faculty of the department and the Vice President/Associate Vice President for Academic Affairs whether candidates will be considered from inside the current staff only or both from within the current staff and outside the staff. To be considered, internal candidates must formally apply for the position. In the situation of
an internal search and no internal candidates, the dean should interview all eligible faculty members in an attempt to cultivate interest in the position. Procedures for faculty academic personnel staffing, including those involved with affirmative action requirements (Faculty Handbook, Appendix 7, Section 4.3a) will be applicable.

6. The search advisory committee will review and screen all applications.

a. Where the chair is, due to staffing considerations, to be appointed from within the current staff and where no internal candidates have applied for the position, the chair of the search advisory committee shall consider all eligible members of the department according to the established criteria and submit the names of the preferred candidates to the dean. The dean will select the most qualified candidate from the preferred candidates in the department and notify the search advisory committee of the faculty member chosen as department chair.

b. If 6(a) fails to produce candidates for the position, the Vice President for Academic Affairs will make procedural decisions about the next course of action.

c. In all other situations, the search advisory committee will recommend preferred candidates to the dean. The dean will review recommendations from the committee. The dean must inform the committee, in writing, why any candidates are unacceptable or if non-preferred candidates will be invited to interview.

7. The search advisory committee will interview the candidates and complete the evaluation form. Every full-time faculty member within the department will be given the opportunity to participate in the interview and evaluation of the candidates. Group interviews are recommended. Interviews with persons outside the department are encouraged, including other department chairs in the division of the College of Arts and Sciences or other chairs in the Colleges of Engineering and Pharmacy. Cross-college interviews may be encouraged if the chair of a service department is being filled.

8. The search advisory committee will recommend a minimum of two finalist candidates to the dean. Reasons related to criteria shall be stated. Should the committee recommend only one candidate, then justification must be given. If no individual is appointed, the dean will instruct the committee to review the remaining candidates or reopen the search.

EVALUATION

9. During the term of appointment, chairs shall be evaluated by members of the department annually under the provisions of Section 2.9.4. of the Faculty Handbook.

10. During the term of appointment, chairs shall be evaluated by the dean, no less than once every other academic year. This evaluation shall include each of the areas listed in Attachment A, incorporate the results of the annual faculty evaluations and be in narrative form. To the extent the evaluation identifies areas for improvement or of concern, the evaluation shall also include a Performance Improvement Plan. Chairs may not be reappointed unless all Performance Improvement Plans to which they are subject have been successfully completed.

11. The dean shall meet with the chair to review the evaluation. Prior to the meeting, the dean shall provide the chair with a copy of the evaluation and provide the chair an opportunity to respond to the evaluation. Following the meeting with the chair, the dean shall forward the evaluation, any response from the chair, and any Performance Improvement Plan created to the Provost/Vice
President for Academic Affairs. The dean shall also advise the department of the results of the evaluation.

ATTACHMENT A
The following are criteria which should be used by search committees. Additional minimum requirements will be established by the department and approved by the dean and Office of the Provost/Vice President for Academic Affairs.

CHARACTERISTICS OF AN EFFECTIVE DEPARTMENT CHAIR

An effective department chair should possess skills in the areas of management, personnel, public relations, counseling and professional development.

MANAGEMENT:

--Ability to handle both short and long-range planning.
--Ability to manage a budget.
--Ability to supervise office work and handle paper work efficiently.
--Ability to delegate responsibility.

PERSONNEL:

--Ability to work with diverse groups of faculty and students.
--Ability to be sensitive to faculty concerns and to handle interpersonal conflicts.
--Ability to be honest and fair in evaluating department members.
--Ability to motivate others.
--Ability to serve as liaison between faculty and administration.

PUBLIC RELATIONS:

--Ability to be an effective representative of the department and the University.
--Ability to promote the department and its members through publicity.
--Ability to attract new students to the department.

COUNSELING:

--Ability to be sensitive to students’ needs.
--Ability to retain students in the department and in the University through effective counseling.
--Ability to help with placement of the department’s majors.

PROFESSIONAL DEVELOPMENT:

--Ability to maintain personal teaching and research interests, and to encourage scholarly research within the department.
--Ability to demonstrate scholarship in a field of expertise.
--Ability to remain active in professional organizations.
--Ability to lead the department to an awareness of major changes and developments within the discipline.


**Credit hour definition**

The following course schedule types have been created to assist the Registrar with scheduling and course records. These standard schedule types are based on a reasonable approximation of the Carnegie Unit, which has stipulated that one semester credit hour be awarded for fifteen sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. This minimum standard does not restrict a higher standard that requires more student work per credit hour.

**Lecture**
One credit hour for one hour of faculty-led classroom instruction per week for a 15-week term. This assumes normal outside preparation by the student of two hours for every hour in class.

**Lab 1:1 credit/contact ratio (1+2)**
One credit hour for one classroom hour per week for a 15-week term. This is for supervised group activity such as a laboratory involving substantial outside preparation by the student (two hours for every hour in class).

**Lab 1:2 credit/contact ratio (2+1)**
One credit hour for two classroom hours per week for a 15-week term. This is for supervised group activity such as a laboratory involving outside preparation by the student (one hour per week).

**Lab 1:3 credit/contact ratio (3+0)**
One credit hour for three classroom hours per week for a 15-week term. This is for supervised group activity such as a laboratory involving little or no outside preparation by the student.

**Individual Instruction**
One credit hour for three hours of individualized instruction by the instructor and outside preparation by the student per week for a 15-week term. Meets the same learning outcomes as regular instruction.

**Independent Study**
One credit hour for three hours (on average, per week) of supervised work by the student including any one-on-one meetings with the instructor for a 15-week term.

**Seminar**
Highly focused course that may include student-presented research. One credit hour for one classroom hour per week for a 15-week term. This assumes normal outside preparation by the student of two hours for every hour in class.

**Hybrid Courses**
One credit hour for one hour of faculty-led classroom and internet-based instruction per week for a 15-week term. This assumes outside preparation by the student of two hours for every hour of instruction.

**Distance Learning**
One credit hour for three hours of remote instruction and student preparation per week for a 15-week term.
**Student Teaching**  
One credit hour for one week of full-time student teaching.

**Performance/Activities**  
One credit hour for one and a half hours of in-class instruction and student performance/practice and one and a half hours of outside preparation by the student for a 15-week term.

**Practicum**  
One credit hour for three hours of student engagement per week for a 15-week term.
Common Syllabus Content Policy

1. Catalog information: class name, number, prerequisites, general education tags, course description, meeting time(s), meeting place.

2. Instructor information: name, contact information, available office hours

3. Course materials & resources (plus where they may be obtained)

4. Course goals, objectives, outcomes

5. Course calendar (includes major assignments & due dates, dates of major exams, date & time of final exam)

6. Grading policy, attendance policy, rules concerning late assignments, missed tests, excused absence policy

7. Policy regarding academic dishonesty (The academic affairs office will provide the policy on the website)

8. Special accommodations policy:
   Students requiring particular accommodations because of physical and/or learning disabilities should contact their Dean’ office prior to or during the first week of classes. For additional information, see:
   http://www.onu.edu/student_life/disability_services

9. Other policies unique to course/instructor (laptops, cell phones, leaving during a class, etc.)