OHIO NORTHERN UNIVERSITY
UNIVERSITY COUNCIL MINUTES

Minutes, January 21, 2014

Roll: (Absentees Underlined) President Daniel DiBiasio, VP David Crago, VP William Ballard, VP Ken Block, VP Larry Lesick, VP Adriane Thompson-Bradshaw, Dean Catherine Albrecht, Dean Eric Baumgartner, Interim Dean Thomas Kier, Dean James Fenton, Dean Richard Bales, Chaplain David MacDonald, Dr. Alisa Agozzino, Dr. Jeffery Allison, Mr. Eric Ambos, Dr. Joanne Brant, Dr. Denise D’Arca, Prof. Jennifer Donley, Dr. Kami Fox, Dr. Firas Hassan, Dr. David Kisor, Prof. Kelly Kobiea, Dr. Lou Lobenhofrer, Dr. David Mikesell, Dr. Sue Montenery, Dr. Michelle Musser, Dr. Brian Myers, Dr. Kristie Payment, Dr. Ronald Peterson, Dr. Susan Schertzer, Dr. Sandy Schroeder, Dr. Jenny Walton, Dr. Dexter Woods

Jeff Allison, Chair of Council, called the meeting to order at 5:32 p.m. in Dicke Hall 230.

I. Minutes of November 19, 2013 meeting approved as distributed.

II. Reports from Constitutional Committees
   a. Budget & Appropriations: The committee will meet tomorrow in a combined meeting with Personnel.
   b. Academic Affairs: One item of unfinished business and one item of new business.
   c. Student Activities: Have not yet met this semester.
   d. Personnel: The committee will meet tomorrow in a combined meeting with Budget and Appropriations.

III. Reports from Operational Committees
   a. Athletics: This is the busiest time of year because spring sports are starting but winters sports are still in season. This can make access to the sports facilities difficult. The start of the lacrosse varsity sport has been delayed by one year because students need to be recruited during their junior year and signed their senior year. The first year will be 2015-16, with competition in the spring of 2016. ONU is looking for lacrosse coaches at this time.
   b. Information Technology: There are Moodle training opportunities available to faculty and staff. The committee is going to discuss the concept of a flipped classroom and what it would entail for IT to support a classroom like this.
   c. Cultural & Special Events: The committee has not yet met this semester.
   d. International Affairs: No report.
   e. Religious Affairs: No report.
   f. General Education: Double-checking that all capstone courses have been tagged for those reaching their senior year.

V. Other Reports
   a. Vice-Presidents
      i. Academic Affairs: The Henrietta Lacks event, “An Evening with the Lacks Family,” is tonight at 7pm at the Freed Center. Honors Day (April 26, 2014) planning is underway. The HLC site visit in October prompted a self-study. Self-study sub-committees will be turning their work in at the end of January. DegreeWorks, audit software tied into Banner, can help advisors check on student progress towards graduation. It should be up and running in the fall. It will also allow students to see what would happen to their graduation timeline if they switched majors.
      ii. Financial Affairs: Bond refinancing has been successfully completed. This will lower our debt service going forward. Moody’s will still be in place, as we still have the 2005 series bonds. Enterprise risk management reporting is coming up. Still looking at the potential for the Engineering project. The Investment Committee has done some shifting with investment allocations that should enhance returns. Room and board fees will be coming forward for approval. This will complete the efforts that began with the Northern Promise.
iii. University Advancement: Approaching the halfway mark of alumni relations and alumni events. The Roger Young Endowed Professorship has received several significant gifts that will go towards the $1.5 million fundraising goal. The final report on the department’s ability to raise money for the Engineering Department should be ready in February. Communications and Marketing report from Amy Prigge: Close to signing a branding contract with a vendor. Still assessing the rollout of the Northern Promise from the fall. There will be a few additional Northern Promise outdoor campaign items going up soon.

iv. Admissions and Financial Aid: Enrollment Management Report submitted by Larry Lesick:
1. While the number of new student applications is flat, the number of acceptances compared to last year at this time is up (minus pharmacy applications) by 15%. This increase is primarily in A&S, although Engineering is seeing an increase in admitted students.
2. Pharmacy interviews will take place this week. Kelly Shields/Deb Miller have worked hard to insure that the number students who interview is higher than last year.
3. Approximately 60 candidates have been invited to campus to interview for the Mathile Scholarship on February 22nd (compared to 16) to give us more opportunities to recruit those who do not receive it.
4. Enrollment Forum in December is available for viewing on the P:// drive at University Forums and I can meet with anyone who has an interest. Since the announcement of the ONP, apps are up by 6%.
5. Gearing up for financial aid season.
6. Have started recruiting for FA15.

v. Student Affairs: Report submitted by Adriane Thompson-Bradshaw:
1. ONU has several events this week to honor the life and legacy of Dr. Martin Luther King, Jr. The first was the Cultural Conversation Hour program held at 11 a.m. today. The topic for the conversation today was: Keeping the Dream Alive: How to Become a Change Agent.
   The second event is an Evening with the Lacks Family and it will be held at 7 p.m. this evening at the Freed Center. Henrietta Lacks, as many of you know, was the African American tobacco farmer whose cells were taken without her knowledge in 1951 and they became one of the most important tools in modern medicine. Her story is the topic of the book selected to be the common reading for the incoming class this past fall, The Immortal Life of Henrietta Lacks. Henrietta's granddaughter and great granddaughter will be with us this evening to talk about the impact of her story. Prior to the presentation by the family we will introduce the winners of our MLK essay contest. We asked Ada High School students, ONU undergraduate and graduate students to respond to questions about the life of Dr. King, race relations, social justice issues and the state of our nation during the time when Dr. King was alive compared to this present moment. We had more than a dozen entries in each category. We will hear the first place essays this evening. This event is being sponsored by the Cultural and Special Events Committee, MLK sub-committee and the Office of Multicultural Development.
   On Thursday we will continue our focus on the legacy of Dr. King at our morning Chapel Service. The theme for the messages in Chapel this month is heroes. Our guest speaker this week will be Rev. Daniel Hughes, pastor of the Future Church in Lima, Ohio.
2. There have been a few updates made to the University Travel Policy. Chad Shepherd sent out a message last week highlighting the changes. These changes are part of our continuing effort to address concerns about liability and accountability for student groups on the road. The complete travel policy may be viewed on the ONU website. You can find it by going to the A-Z drop down menu and clicking on travel. Please feel free to direct any questions or concerns to Student Affairs by emailing or calling Adriane Bradshaw, Chad Shepherd or Jennifer Lambdin.
   a. Discussion for item 2: Ron Peterson asked about faculty responsibilities in terms of the changes to the travel polices for advisors, and asked if the information could be included in the faculty handbook. Jenny Donley asked if the reason that
the policy is not included in the Faculty Handbook is because advisors can be both faculty and staff members. Bill Ballard will look into including something about the advisor responsibilities in the faculty handbook.

b. Deans
i. Arts and Sciences: Hosted the annual mock trial competition on campus last weekend and it was very successful. The recent ZFX performer flying workshop at the Freed Center was also a huge success. This weekend there will be a concert for the 20th anniversary of Dance at ONU.
ii. Engineering: On February 26th at 7:30 p.m. there will be a Spotts Lecture Series sponsored speaker, Paolo Pirjanian, Ph.D, at the Freed Center. His lecture is entitled, “The Disruptive Force of Robots in the Home and Beyond.” The Distinguished Alumni Awards are also coming up and this year the College of Engineering will be honoring Harold Marker and Jack Ridge.
iii. Pharmacy: In the next few days there will be 350+ prospective Pharmacy students on campus. The Sebok Lecture is coming up on January 29th. Capt. Lisa Tonrey of the U.S. Public Health Service will deliver her lecture entitled, “Pharmacists as Providers: Challenging the Status Quo.”
v. Law: Last week the Third District Court of Appeals of Ohio was at ONU Law and it went very well. This past weekend, Joanne Scott sponsored a moot court program for undergrads across the country and over 300 students attended. Xhafer Tahiri, a member of the Kosovo Parliament, will be on campus to speak about the experience of nation building.

c. Student Senate: Report submitted by Eric Ambos:

The Student Senate election process is currently underway. Petitions for candidacy were due on January 20. A presidential-vice presidential debate will be held next Monday, January 27 at 7:00pm in the McIntosh Activities Room. Elections will run from January 28 through January 30. In regards to student life, Ohio Northern's annual Relay for Life event will be held Sunday, March 23 from 9:00am-9:00pm. Faculty and staff participation is greatly welcomed.

d. Health Services Advisory Committee: Have not yet met this semester.

VI. Chair/Faculty Comments: Sue Montenery reported that the Ohio Board of Nursing will be visiting the campus on February 19-20th. Jeff Allison thanked Eric Ambos for his service as Student Senate President. This will be Eric’s last official Council meeting. He also reminded everyone that the winter Board meeting is coming up.

VII. President Comments/Questions: The President was able to speak to David Crago on the phone this afternoon. The President also recognized Julie Hurtig and her leadership that has allowed Academic Affairs to move forward with initiatives while Provost Crago recovers from his illness. In regards to the debt refinancing, we no longer have more than one callable debt, which should allow us to collect some revenue and address structural deficits in the next couple of years. The signing of the branding contract will happen soon, and afterwards there will be opportunities for open forums before the University selects the branding that ONU will go with. At the winter Board meeting, some of the items they will focus on will include the review of promotion and tenure submissions, honorary degree candidates, the fiscal matters in terms of summer school, a tech fee increase, and room and board fees. When the Board meeting breaks for lunch on Friday there will be a program on chemistry and biochemistry that will showcase their new nuclear magnetic resonance spectrometer (NMR). The State of Ohio and the federal government have made changes to the higher education process: the Ohio college opportunity grant was defunded and they’re trying to get it back to where it was. The Pell grants have seen a modest increase. The bad news is that the Department of Education is moving forward with a 4-criteria ranking system that will include tuition, graduation rate, student debt level, and income of graduates upon graduation.

VIII. Unfinished Business.

a. Personnel: Revision of Appendix 14 (Attachment A): Denise D’Arca motioned to approve the revisions and Eric Baumgartner seconded. Motion passed. (See Attachment C for voting record.)

b. Academic Affairs: Credit Hour Definition (Attachment B): A concern was raised about the phrase “little or no outside preparation” used in Lab 1:3, and whether or not the statement in the introductory paragraph, “This minimum standard does not restrict a higher standard that requires more student work per credit
hour,” was sufficient. Two friendly amendments were approved: the wording in Lab 1:3 was amended to read, “less than one hour per week of outside preparation” and the statement from the introductory paragraph was changed to boldface type. Sue Montenery raised a concern about the removal of the definition for clinical hours, which had been included when the item was New Business. Julie Hurtig suggested that the Nursing Department create their own definition for clinicals, since the original definition listed 40 hours but nursing clinicals are 36 hours. This list is not complete, and definitions for co-op and internship will also need to be made in the future. Catherine Albrecht asked about the removal of the term “studio” from the definition of performance/activities, and Julie said that the Art Department had requested that it not be used. Ron Peterson motioned for the approval of the Credit Hour Definitions with two friendly amendments, and Jenny Walton seconded. Motion passed. (See Attachment C for voting record.)

IX. New Business

a. Academic Affairs: Common Syllabus Content Policy: The Academic Affairs Office brought this item to the attention of the Academic Affairs Committee so that it could be included on the Academic Affairs website for accreditation. Brian Myers asked how this policy would be enforced. Julie Hurtig explained that this will be done by random sampling by Academic Affairs as well as the HLC. Faculty members from random samplings in the past were emailed when their syllabi did not meet the Department of Education criteria and expectations for the course. A friendly amendment, suggested by Ron Peterson, was made to item 1 to include the term “credit hours.” Ron also asked if item 5 would lock professors in to their course calendars, or could they still be subject to change. Julie clarified that it was to show good faith effort for major assignments, and because important items like final exams need to be included on the syllabus. David Mikesell asked if this should prescribe the order of items in the syllabus, and Julie said no, but that it would help if the colleges had set formats. There was no further discussion of the policy.

X. Announcements: Ron Peterson announced that Dr. Carla (Bender) Kim, and ONU graduate and member of the Board of Trustees, will be presenting on her research on January 22nd at 7 p.m. in HPPEC 151.

XI. Adjournment at 6:29 p.m.

Respectfully submitted,

Jennifer Donley, Secretary
APPENDIX 14
DEPARTMENT CHAIR SELECTION, APPOINTMENT, AND EVALUATION PROCEDURES
(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 from 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 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.

APPOINTMENT

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

8. 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.

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. Any additional minimum requirements will be established by the department and approved by the dean and 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 less than one hour per week of 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.
# Voting Record 1/21/2014

**Voting Issue:** per agenda

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Voting Issue: per agenda Att. A</th>
<th>Voting Issue: per agenda Att. B</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Daniel DiBiasio</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Provost/VP David Crago</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>VP William Ballard</td>
<td>abst</td>
<td>abst</td>
</tr>
<tr>
<td>VP Ken Block</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>VP Larry Lesick</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>VP Adriane Thompson-Bradshaw</td>
<td>abst</td>
<td>abst</td>
</tr>
<tr>
<td>Dean Catherine Albrecht</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dean Eric Baumgartner</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Interim Dean Thomas Kier</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dean James Fenton</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dean Richard Bales</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Rev. David MacDonald</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Alisa Agozzino</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Jeffery Allison</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Mr. Eric Ambos</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Joanne Allison</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Denise D'Arca</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Prof. Jennifer Donley</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Kami Fox</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Firas Hassan</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. David Kisor</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Prof. Kelly Kobiela</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Lou Lobenhofner</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. David Mikesell</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Prof. Sue Montenery</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Michelle Musser</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Brian Myers</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Kristie Payment</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Ronald Peterson</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Susan Schertzer</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Sandy Schroeder</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Jenny Walton</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dr. Dexter Woods</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Academic Support Staff Rep</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Totals</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>