Minutes of the December 2 Meeting

I. President DiBiasio called the meeting to order at 11:00 AM.

II. Invocation was offered by Lisa Robeson.

III. Minutes from October 28, 2014 were approved.

IV. Unfinished Business: None.

V. Approval of Fall Term Graduates: Andrea Richardson requested approval of fall term graduates with the following updates: Abigail Marion Stapp (Bachelor of Arts has been approved; Peter James White has applied for graduation (Bachelor of Arts); Amanda Mercede Marco (Bachelor of Science) is not graduating this term. The original list was distributed via email on November 21, 2014 with updates distributed on December 1, 2014. Fall term graduates were approved.

VI. Honorary Degree Recommendations: Jon Smallalley requested approval of the following four recipients for honorary degrees: Albert Baillis, John J. Bishop, David E. Burke and Roger Young. (See Attachment 1 on the agenda for further details). The honorary degree recipients were approved.

VII. Report from University Council: Jeff Allison shared that University Council met before Thanksgiving break. Council is revising the university policy regarding intellectual material. Please read the policy. Council modified existing policies from other universities. John Lomax asked for clarification from Jeff regarding the policy, and Jeff suggested that everyone take time to review the proposed policy in the agenda for University Council from November 18, 2014. All Council meeting agendas and minutes can be found on the Academic Affairs website. Discussion of the policy can take place after everyone has had a chance to read it.

VIII. Reports from Constitutional Committees:

a. Budget and Appropriations: Bill Ballard stated that the committee is meeting this afternoon. No further report.

b. Academic Affairs: Firas Hassan expanded on Jeff Allison’s comments regarding the intellectual property policy. The committee has been working on the policy for the entire semester and is not finished yet. Please read the draft of the proposed policy and email Firas Hassan with comments. The policy outlines three involved parties: employees, students and the university (represented by the provost), defines intellectual property and proposes guidelines for an intellectual property procedure. Discussion followed. The President added that a student recently produced a product that could be copyrighted, which started this conversation. John Lomax added that general education artifacts are identified as a student’s intellectual property. That won’t change. Any materials produced for a course are the student’s intellectual property.

c. Student Affairs: Jenny Walton announced that the committee will meet next Monday, December 7, 2014.
d. **Personnel:** Bryan Boulanger shared that the committee has passed on recommendations for sabbatical requests for 2015-16.

IX. **Reports from Operational Committees:**

a. **Athletic Events:** No report.

b. **Cultural Events:** Becky Casey stated that the committee is continuing with programming and is meeting Wednesday, December 3, 2014 at 2 PM.

c. **International Affairs:** Brian Keas shared that they are in the process of getting students set up to study abroad next semester. He also reminded everyone of opportunities for faculty abroad. There are some new opportunities this year with our recent membership into the NAC&U. Applications are due in January. If interested, please talk to Brian Keas. Recent faculty members that have been abroad: Chris North taught in Costa Rica and Rob and Sarah Waters taught in Ghana.

d. **Religious Affairs:** Chaplain MacDonald announced that the committee met on November 14, 2014 and discussed the next steps for a vocational discernment process. They are also planning for the baccalaureate ceremony in the spring and are in the process of providing guidelines to outside organizations detailing actions that are not allowed on campus.

e. **Information Technology:** Jeff Rieman shared that they are updating the data usage policy and the guest user policy.

X. **Questions for the President:** President DiBiasio made comments on a few items before opening the floor to questions.

a. The search for a Vice President of Enrollment Management was successfully completed. Mr. William Eilola from Lake Superior State will be joining the university on April 1, 2015. He will be on campus intermittently prior to that date. The President commented that he is pleased with the relevant experience he brings and thanked the committee for their hard work and Dean Albrecht in particular for her leadership.

b. Ken Block will be retiring. The search for his replacement is starting with consultation from AGB Search. Vance Peterson is the representative from this firm and he has a long and successful career in university advancement. He will be on campus next week conducting pre-search activities. A search committee will be established by January and we hope to have someone hired by mid-May.

c. The President thanked everyone that helped gather student placement information. Post-graduation placement rates surpassed last year (94% in 2013; 95% in 2014). We received responses from an astounding 97% of the Class of 2014 - only 15 students did not respond.

d. The President thanked David MacDonald for the NAC&U grant and J.D. Yoder for receiving the $1.2 million engineering grant from the Kern Family
Foundation. This is the largest foundation grant in the history of the institution and may lead to other prospects in the future.

e. Preparation has begun for the Board meeting in January. That meeting will address honorary degree candidates, promotion and tenure and possible tuition and fee increases.

f. The financial forum prior to Thanksgiving break discussed multi-year budgeting. Materials are available on the p-drive (see the folder called “University Forum Presentations”). Email President DiBiasio or Bill Ballard with questions.

g. Lisa Robeson expressed concern about raising tuition and noted that some current students chose ONU over other schools because of the price reset. President DiBiasio said they are taking a careful and cautious look at fees and tuition and are discussing a small increase in tuition. The price reset brought ONU to a very favorable position with respect to price in the state.

h. A question was raised regarding the use of hiring search firms. President DiBiasio clarified that the firms help ONU to build a deep and broad applicant pool for these positions. It is a true partnership to attract the most qualified individuals.

XI. Questions for the Provost: Julie Hurtig skipped the tap dancing and made a few announcements before opening the floor to questions.

a. The University Council agenda from November 18, 2014 will be distributed via email to help everyone have easy access to the link on the Academic Affairs website.

b. The HLC report will be turned in on December 22, 2014. Please respond quickly to inquiries about placement data, etc. The self-study is currently in the hands of communication and marketing going through a number of revisions to ensure a polished document. A team should arrive on campus February 23 – February 25, 2015. The team consists of the following individuals: Dr. Marianne Inman (Chair of the team and President Emerita from Central Methodist University), Professor Ann Wood (Professor, Cooley Law School), Dr. William Mangan (VPAA from Bria Cliff University), and Dr. Sarah Westfall (VP for Student Development and Dean of Students, Kalamazoo College).

c. The Spring 2015 low enrollment report was distributed to deans. To help manage faculty workload, this report identifies courses that have six or fewer students. To improve faculty workload and efficiency, these sections are reviewed to identify which courses can be closed, which should move to an every other year offering schedule, and to identify the independent study courses. Note that independent study is not part of regular workload.

d. The General Education committee has completed assessment of several of the university learning outcomes. Last fall, we completed a review of effective written communication via the Taskstream portfolio artifacts. Due to VP Crago’s
illness, Dr. Hurtig did not organize a review in Spring 2014. However, in Fall 2014 we assessed the aesthetics artifacts in Taskstream. This information will be incorporated into the HLC self-study document, and we will share that report with the campus faculty and staff. Julie Hurtig thanked the small crew of individuals that were involved with these two assessments. Next term we will likely assess diversity. The committee is also implementing longitudinal studies on learning outcomes with the use of the CAAP tests. We have several years of written assessment via CAAP for freshman and senior students, and this year we started assessment of scientific and quantitative literacy with incoming freshmen. Finally, some faculty have suggested revising the university learning outcomes in the future to include more knowledge-based outcomes, and the committee is discussing those possibilities.

e. Some of our fall graduates are the first to graduate under the new general education system. To graduate, students must upload 20 artifacts into TaskStream that meet the learning outcomes. Up to this point, students have been relying on reports that are distributed via email from Dr. Hurtig to track their progress. Now, a second tool is available – DegreeWorks. For the ideal student, these two software programs match. Occasionally, artifacts may not have been uploaded to TaskStream. To resolve those issues, Julie Hurtig verifies every single student’s record in DegreeWorks in the term prior to graduation. To assist in this endeavor, please encourage students to petition for fulfillment of general education requirements in DegreeWorks prior to the conclusion of this semester. DegreeWorks notifies Julie and she will review each student’s record for general education approval. Alissa Agozzino inquired whether advisors could petition for the students. Of course advisors can (and you’re really nice to do so), but it truly is the student’s responsibility.

f. Promotion and tenure review and sabbatical recommendations are currently in Academic Affairs. These files will get passed to the President over Christmas Break and then to the Board in January.

g. If students are requesting transcripts, please make sure they know to select the option to hold transcripts until fall grades are posted. Fall grades will not post in Self-service Banner until January 6, 2015. This is a big change for the students. Previously, they could see grades immediately upon a faculty filing the course grade.

XII. Other Reports: None.

XIII. New Business: None.

XIV. Announcements:

   a. The Technological Studies program has been approved for reaccreditation from ATMAE for the next six years.

   b. The Society of Collegiate Journalists inducted eight new members.
c. The Symphony and Wind Orchestra will perform December 13th in the Freed Center.
d. The Holiday Spectacular will continue this weekend at the Lima Civic Center. Two other performances are coming up: University Singers on Monday, December 8th and Jazz Band on Tuesday, December 9th.

XV. **Adjournment**: The meeting adjourned at 11:43 PM.

Respectfully submitted by,

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Leslie A. Riley
Secretary