Ohio Northern University
MEMORANDUM

December 6, 2007

To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for December will be held Tuesday, December 11, 2007 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.

2. Invocation - Dr. Forrest Clingerman


4. Unfinished business.

5. Questions for the President

6. Report from University Council - Professor Terry Keiser

7. Reports of Constitutional Committees
   a. Budget and Appropriations - Dr. Nancy Woodley
   b. Academic Affairs - Professor Laurie Laird
   c. Student Activities - Dr. Andrew Roecker
   d. Personnel - Professor Indra Canagaratna

8. Reports of Operational Committees
   a. Committee on Athletics - Professor Thomas Simmons
   b. Cultural and Special Events - Dr. Laurie Bell
   c. International Affairs - Dr. Anne Lippert
   d. Religious Affairs - Chaplain Vernon LaSala
   e. Information Technology - Mr. George Gulbis

9. Other reports.


11. Announcements.


Dr. David R. Sawyers
Secretary

An open forum on the calendar issue will immediately follow the Faculty meeting.
To: Professor Terry Keiser  
Chair / University Council

From: Professor Indra Canagaratna  
Chair / Personnel Committee

Date: 24th October 2007

Re: Consolidation of Appendix 12 & Appendix 19.

Please note: Text in Bold = New Language  
Regular font = Current Language  
Strikethrough text = deletions

Appendix 12 (copy attached) - Delete contents and replace with:

Appendix 12

Improvement of Teaching Grants  
Procedures and Guidelines

Integrated with Appendix 19. Please see Appendix 19 (10/07)

APPENDIX 19  
UNDERGRADUATE FACULTY DEVELOPMENT GRANTS

Faculty Development Grants are given for projects undertaken during the academic year or during the summer months. Faculty stipends are granted for projects undertaken during the summer months, but support costs of projects undertaken during the regular academic year may be supported with these grant funds.

I. Grants per College

<table>
<thead>
<tr>
<th>College</th>
<th>Estimated Number</th>
<th>Stipend Up To</th>
<th>Estimated Support Costs Up To</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S</td>
<td>5-10</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>CBA</td>
<td>1-2</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>ENG</td>
<td>1-2</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>PHARM</td>
<td>2-3</td>
<td>$1000</td>
<td>$500</td>
</tr>
</tbody>
</table>
V. Dates of Application

Applications are due in the Office of Academic Affairs by the following dates. Note that the college level review should occur prior to submission to the Office of Academic Affairs.

1. October 1 for grants starting winter term or later.
2. February 1 for grants starting spring term or later.
3. April 1 for grants starting summer term or later.
4. July 1 for grants starting fall term or later.

VI. Applications should include:

A. A cover sheet with the applicant's name, college, department, date of application, and title for the project or activity.

B. A brief summary of the activity for which funds are requested, the period of time when activity will take place with a timetable, the rationale for funds requested, the amount of funds requested, and the anticipated outcomes of the project.

VII. Payment of Stipend and Costs

1. Costs are paid/reimbursed as actual bills are presented for copies, supplies, workshop fees, etc.

2. For those receiving summer stipends, the stipend is paid at the end of the first month of the period in which the project will be conducted as named in the application.

VIII. Final Reports

Final Reports are due two weeks from the close of the grant period named in the application and should be sent to the appropriate department chair (if any), the dean, and the Office of the Vice President for Academic Affairs.

Rationale: Clarification of Language.