Ohio Northern University
MEMORANDUM

February 5, 2009

To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for February will be held Tuesday, February 10, 2009 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.
2. Invocation - Dr. Harold Putt
4. Unfinished business.
5. Approval of Winter Term Graduates - Ms. Andrea Richardson
6. Questions for the President
7. Report from University Council - Dr. Sunny Zank
8. Reports of Constitutional Committees
   a. Budget and Appropriations - Professor Ron Beaschler
   b. Academic Affairs - Professor Laurie Laird
   c. Student Activities - Dr. Andrew Roecker
   d. Personnel - Dr. William Theisen
9. 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
10. Other reports.
12. Announcements.

[Signature]

Dr. David R. Sawyers
Secretary
UNIVERSITY COUNCIL

Dr. Sunny Zank

Council approved a motion from the Personnel Committee for an addition to the Faculty Handbook Sec. 2.13.7 Teaching Overload (Attachment 1). Council also approved a Personnel Committee motion to amend Faculty Handbook Sec. 2.21.1.A. Annual Travel Allowance (Attachment 2).

CONSTITUTIONAL COMMITTEES

Budget and Appropriations

Prof. Ron Beuschler

Awaiting reports to be completed from Financial Affairs office, will be meeting February 4th to review current year budget projections.

Academic Affairs

Prof. Laurie Laird

The committee made a recommendation to University Council regarding an addition to the Faculty Handbook Section 3.27 “Awarding of Degrees”. The recommendation provides additional information regarding which catalog is in affect for a student’s major, minor, etc. The committee also discussed the intended purpose for the 11:00-12:00 Tuesday hour under the semester calendar.

Student Activities

Dr. Andrew Roecker

The committee met on January 29, 2009 and approved two student organizations, ONU Climbing Club and ONU Collegiate Entrepreneurial Organization.

Personnel

Dr. Bill Theisen

The committee forwarded a statement to University Council concerning faculty travel funds. The committee has reviewed sabbatical leave applications for the 2009-2010 academic year and has passed on recommendations to the administration. The committee is currently working on merit pay requests for next year and a clarification of the Faculty Handbook involving years in service counted towards promotion and tenure.

Committee on Athletics

Prof. Thomas Simmons

No report.

Cultural and Special Events

Dr. Laurie Bell

The committee will meet on Friday, February 13, 2009 in McIntosh room 205.

Information Technology

Mr. George Gulbis

No report.

Religious Affairs

Rev. Vern LaSala

The committee met January 26th to discuss the Semester Thursday protected hour. The committee conducted chapel staff interviews the week of February 2nd.

International Affairs

Dr. Anne Lippert

The committee will meet sometime late in March to review nominations for the Shuhaiabar scholarship.
Attachment 1

To: Dr. Zank, Chair University Council
From: Dr. Theisen, Chair Personnel Committee
Re: Teaching Overloads
Date: 01-21-09

Addition to Faculty Handbook - 2.13

2.13.7 Teaching Overloads
In general, full time faculty teaching a normal load (as outlined by 2.13.1) should be encouraged to engage in scholarship, research, professional activities, advising, committee work etc. Thus, full time faculty teaching overloads should be discouraged. It is recognized, however, that due to unforeseen circumstances departments will occasionally need to offer courses for which the only qualified person available is a full time faculty member who is already teaching a full load. Guidelines for full time faculty teaching overloads are as follows:
1. This policy applies to courses taught for the entire term.
2. Full time faculty should be limited to one course over-load per year.
3. The faculty signs a statement agreeing to teach the course.
4. The faculty statement is approved by the appropriate Chair, Dean, and the Academic VP.
5. The faculty member is given a course release in a subsequent term or is compensated at the faculty part-time rate.

Rationale:
The policy reflects current practice, but also clearly states that full time faculty who are already teaching a normal load should be encouraged to engage in scholarship, research, professional activities, advising, committee work etc. However, occasionally faculty are needed to teach course overloads and a standard mechanism should be in place to guide the process.

Notes:
1. In item 2.13.7.5, the words in a subsequent has replaced following as suggested by University Council.
2. In item 2.13.7.2, the word should was left in. The committee felt that items 4 and 5 gave the proper oversight to the process.
To: Dr. Zank, Chair University Council
From: Dr. Theisen, Chair Personnel Committee
Re: Travel Funds
Date: 01-07-09

Attachment 2

I. Increase of Travel funds for each full-time Faculty member (Faculty Handbook - 2.21.A)

   The personnel committee would like to make the following recommendations concerning travel funds for full-time faculty:

   - Increase the travel fund allotment $100 per year for the next four years to $1500 per year.
   - Increase the max to $4500.

Rationale:

   The increase in travel funds is in alignment with the desire of the university to raise its regional and national profile. The last increase in travel funds occurred in 1999 - 2000, almost ten years ago. Travel costs have increased substantially in this time. The yearly stipend of $1100 often will not even cover the cost of attending one National Conference. The increase in travel funds will encourage faculty to fully participate and be recognized at the national and international levels.

   The committee understands that the university may not be able to implement these increases immediately due to current economic circumstances. However, the committee hopes the recommendations will be a priority for the university in the future.