

Ohio Northern University

TO: Members of University Council  
FROM: Sunny Zank, Chair *SZ/te*  
RE: Agenda for Meeting of November 4, 2008

The regular meeting of University Council will be held on Tuesday, November 4 at 5:30 pm in **Dicke Hall Forum**.

AGENDA

- I. Minutes of October 21, 2008 meeting.
- II. Reports from Constitutional Committees
  - a. Budget & Appropriations
  - b. Academic Affairs
  - c. Student Activities
  - d. Personnel

	<u>Liaison</u>	<u>Chair</u>
	Beaschler	Beaschler
	Lomax	Laird
	Roecker	Roecker
	Allison	Theisen
- III. Reports from Operational Committees
  - a. Athletics
  - b. Information Technology
  - c. Cultural & Special Events
  - d. International Affairs
  - e. Religious Affairs

	Lippert	Simmons
	Lippert	Gulbis
	Allison	Bell
	Lippert	Lippert
	LaSala	LaSala
- IV. Report from Planning Council - Dr. Baker
- V. Other Reports
  - a. Vice-Presidents; Deans
  - b. Student Senate
  - c. Health Services Advisory Committee

	Eagle	Eagle
		Ruble
- VI. Announcements
- VII. Questions for the President
- VIII. Unfinished Business
  - a. Motion from Academic Affairs Committee - Recommendation on Undergraduate Academic Calendar Beginning 2011-12 (Please see Attachments A and A1-A4 to this Agenda)
- IX. New Business
  - a. Motion from Personnel Committee - Recommendation to amend Faculty Handbook, Appendix 10.III Sabbatical Leave - Options Available to Applicants. (Please see Attachment I to Agenda)
  - b. Motion from Personnel Committee - Recommendation for addition to Faculty Handbook Sec. 2.16.4.B Compensation of Faculty Members. (Please see Attachment II to Agenda)
- X. Adjournment

To: Dr. MJ Zank, Chair – University Council  
 From: Prof. Laurie Laird, Chair – University Academic Affairs Committee  
 Date: October 30, 2008

On May 7, 2008, the Semester Transition Coordinating Committee finalized their Standards for the Semester Conversion. Section 1 of the Standards states – “the University Academic Affairs committee will propose a calendar to be approved by the University President utilizing the following framework:

- The result should be a single, unified 4-college (undergraduate) calendar.
- A semester should consist of [\*] nominal weeks of instruction and [\*] week(s) of examination, exclusive of breaks. The number of instructional days will range from a minimum of [\*] days to a maximum of [\*] days. (\* = to be set by Academic Affairs).
- The resultant calendar should be consistent with accreditation requirements of programs.
- Detailed consultation should be sought from all faculty parties.”

The University Academic Affairs (UAA) committee solicited comments from faculty at the May faculty meeting and via e-mail. Numerous colleagues provided input, both written and verbal on the subject. This fall, the UAA met three times to address the above charge from the Semester Transition Coordinating Committee. Additionally, UAA has met an additional time to address comments received from University Council on and after October 21, 2008. Based on input received from faculty and staff members and our discussions at UAA meetings, the UAA offers the following recommendation and clarifications for a semester calendar.

- The UAA recommends, exclusive of breaks, each semester should consist of fifteen (15) nominal weeks of instruction and five (5) days (Monday through Friday) of final examinations with an option for the College of Pharmacy to use the Saturday following the final examination period for examinations of modular classes in the P4 and P5 years. The number of instructional days in each semester will range from a minimum of 72 days to a maximum of 75 days.
- The UAA recommends a calendar for 2011-12 Fall and Spring semesters and Summer session, including start-end days, class recess days and breaks, as shown on Attachments A1, A2 and A3.
- The UAA recommends a weekly time schedule for classes for the Fall and Spring semesters as shown in Attachment A4. For the Summer sessions, the standard class length (not laboratories) will be one hundred (100) minutes in length.
- The UAA recommends that no classes or laboratories be offered during the Tuesday and Thursday 11:00 a.m. to 12:00 noon hours. Chapel should be placed on Thursdays at 11:00 a.m. with the Tuesday hour to be used for speakers or meetings.

#### Clarifications:

- The UAA recommends that weekly laboratories may be scheduled at any time within the weekly time schedule except at 11:00 a.m.-12:00 noon on Tuesday and Thursday or between 6:00-6:30 p.m. Monday through Friday.
- The UAA recommends that colleges and departments may schedule weekly classes or laboratories in the evenings on Monday, Tuesday, Wednesday, and Thursday. These classes or laboratories may meet either (1) once weekly between 6:30-9:15 p.m. or (2) twice weekly at either 6:30-7:45 p.m. or 8:00-9:15 p.m. (See Attachment A4).

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#### Rationale

The proposed Fall and Spring semester calendars contain the maximum number of instructional days (75) as preferred by the College of Engineering, College of Pharmacy, and several departments given accreditation considerations. The Fall Semester contains a two-day (M-Tu) recess during the 7<sup>th</sup> week of the semester for “recharging” and a three-day (W-Th-F) recess for the Thanksgiving holiday. The Spring semester begins on a Wednesday to accommodate recesses for Martin Luther King Jr. Day and an Easter recess (Th-F). The calendar also includes a week-long Spring recess. Preservation of the 11:00 a.m. to 12:00 noon hour on Tuesday allows time for faculty, staff and students to attend speakers or meetings without conflict.



# Undergraduate Fall Semester 2011-2012 Academic Calendar

[Print Form](#)

August ??	Last Day for payment of Fall Semester fees
August 22 8:00AM to 12:00Noon (Mon)	Late Registration for new, re-entry, and continuing students
August 22 (Mon)	Classes Begin 8:00AM
August 31 (Wed)	Last Day to ADD a class or Section
September 12 (Mon)	Beginning of 'W' period for Withdraws
October 3 and 4 (Mon and Tue)	Fall Recess
October 5 (Wed)	Classes Resume
October 19 (Wed)	Last Day to Withdraw 'W' from a class
November 4 (Fri)	Last day to remove 'I' (Incomplete) marks
November 7 to 18 (Mon to Fri)	Registration for Spring Semester
November 23 to 27 (Wed to Sun)	Thanksgiving Recess
November 28 (Mon)	Classes Resume
December 12 to 16 (Mon to Fri)	Final Exams
December 17 (Sat)	P4 P5 Module Finals (Optional)
December ??	Last Day for payment of Spring Semester fees



# Undergraduate Spring Semester 2011-2012

[Print Form](#)

## Academic Calendar

December ??	Last Day for payment of Spring Semester fees
January 11 8:00AM to 12:00Noon (Wed)	Late Registration for new, re-entry, and continuing students
January 11 (Wed)	Classes Begin 8:00AM
January 16 (Mon)	Martin Luther King Jr. Day (No Classes)
January 23 (Mon)	Last Day to ADD a class or Section
February 2 (Thu)	Beginning of 'W' period for Withdraws
March 5 to 11 (Mon to Sun)	Spring Recess
March 12 (Mon)	Classes Resume
March 28 (Wed)	Last Day to Withdraw 'W' from a class
April 5 and 6 (Thu and Fri)	Easter Recess
April 13 (Fri)	Last day to remove 'I' (Incomplete) marks
April 16 to 27 (Mon to Fri)	Registration for Fall Semester
April 28 (Sat)	Honors Day
May 7 to 11 (Mon to Fri)	Final Exams
May 12 (Sat)	P4 P5 Module Finals (Optional)
May 13 (Sunday)	Commencement



# Undergraduate Summer Session 2012

Print Form

## Academic Calendar

<b>First Summer Term</b>		
	May 29 (Tue)	Classes begin 8:00AM
	June 29 (Fri)	Last day of classes (Finals)
<b>Second Summer Term</b>		
	July 2 (Mon)	Classes Begin
	July 4 (Wed)	Classes Recess
	August 3 (Fri)	Last day of classes (Finals)



# Weekly Time Schedule

Print Form

	Monday	Tuesday	Wednesday	Thursday	Friday
7AM	<p><i>Use the TAB key to navigate the time slots.</i> When you enter a course into its first time slot in the week and subsequently press the TAB key, the course will automatically be entered into its corresponding time slots throughout the remainder of the week.</p>				
8AM	Slot 1 8:00-8:50am <input type="text"/>	Slot 10 8:00-9:15am <input type="text"/>	Slot 1 8:00-8:50am <input type="text"/>	Slot 10 8:00-9:15am <input type="text"/>	Slot 1 8:00-8:50am <input type="text"/>
9AM	Slot 2 9:00-9:50am <input type="text"/>	Slot 11 9:30-10:45am <input type="text"/>	Slot 2 9:00-9:50am <input type="text"/>	Slot 11 9:30-10:45am <input type="text"/>	Slot 2 9:00-9:50am <input type="text"/>
10AM	Slot 3 10:00-10:50am <input type="text"/>	<input type="text"/>	Slot 3 10:00-10:50am <input type="text"/>	<input type="text"/>	Slot 3 10:00-10:50am <input type="text"/>
11AM	Slot 4 11:00-11:50am <input type="text"/>	Professional Hour No Classes	Slot 4 11:00-11:50am <input type="text"/>	CHAPEL No Classes	Slot 4 11:00-11:50am <input type="text"/>
12PM	Slot 5 12:00-12:50pm <input type="text"/>	Slot 12 12:00-1:15pm <input type="text"/>	Slot 5 12:00-12:50pm <input type="text"/>	Slot 12 12:00-1:15pm <input type="text"/>	Slot 5 12:00-12:50pm <input type="text"/>
1PM	Slot 6 1:00-1:50pm <input type="text"/>	Slot 13 1:30-2:45pm <input type="text"/>	Slot 6 1:00-1:50pm <input type="text"/>	Slot 13 1:30-2:45pm <input type="text"/>	Slot 6 1:00-1:50pm <input type="text"/>
2PM	Slot 7 2:00-2:50pm <input type="text"/>	<input type="text"/>	Slot 7 2:00-2:50pm <input type="text"/>	<input type="text"/>	Slot 7 2:00-2:50pm <input type="text"/>
3PM	Slot 8 3:00-3:50pm <input type="text"/>	Slot 14 3:00-4:15pm <input type="text"/>	Slot 8 3:00-3:50pm <input type="text"/>	Slot 14 3:00-4:15pm <input type="text"/>	Slot 8 3:00-3:50pm <input type="text"/>
4PM	Slot 9 4:00-4:50pm <input type="text"/>	<input type="text"/>	Slot 9 4:00-4:50pm <input type="text"/>	<input type="text"/>	Slot 9 4:00-4:50pm <input type="text"/>
EVE	Slot 15 6:30-9:15pm <input type="text"/>	Slot 15 6:30-9:15pm <input type="text"/>	Slot 15 6:30-9:15pm <input type="text"/>	Slot 15 6:30-9:15pm <input type="text"/>	<input type="text"/>
	Monday	Tuesday	Wednesday	Thursday	Friday



**OHIO NORTHERN UNIVERSITY**  
ADA, OHIO 45810 ♦ Telephone (419) 772-2320  
Fax (419) 772-1888  
The Getty College of Arts and Sciences  
Department of Physics and Astronomy

To: Dr. Zank, Chair University Council  
From: Dr. Theisen, Chair Personnel Committee  
Re: Clarification of current policy of salary for sabbatical leave (Appendix 10.III)  
Date: 10-28-08

**Current Wording**

III. Options Available to Applicants  
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Option I: Sabbatical leave may be for three consecutive quarters with an annual salary of two-thirds of the annual full-time contract salary, two consecutive quarters with one-half salary, or one quarter with full salary.

**Proposed Wording**

III. Options Available to Applicants  
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Option I: In an academic year:

1. Faculty members who take sabbatical leave for 3 consecutive quarters shall be compensated at an annual salary of two-thirds of their annual full-time contract salary for that academic year.
2. Faculty members who take sabbatical leave for 2 consecutive quarters and have a normal teaching load for the third quarter shall be compensated at an annual salary of two-thirds of their annual full-time contract salary for that academic year.
3. Faculty members who take sabbatical leave for 1 quarter and have a normal teaching load for the other two quarters shall be compensated at their normal annual full-time contract salary for that academic year.

**Rationale**

The personnel committee recommends the proposed wording which reflects current practice and clearly states that the salary will be the same for a three quarter and a two quarter sabbatical.



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The Getty College of Arts and Sciences

Department of Physics and Astronomy

To: Dr. Zank, Chair University Council  
From: Dr. Theisen, Chair Personnel Committee  
Re: Addition to Summer Compensation Policy  
Date: 10-28-08

II. Summer Session Compensation (pg 38) 2.16 4B

B. Salaries calculated in accordance with 4.A. shall be modified to conform to the following:

- (1) The salary per credit hour shall not exceed the quotient of the faculty member's nine-month salary divided by 36.
- (2) For internship, externship, practica, or similar courses, the salary shall be 10% of the tuition generated (without consideration of remission) by enrolled students. (5/95) (05/02)
- (3) For independent study courses, the salary shall be 20% of the tuition generated (without consideration of remission) by enrolled students. (5/91) (05/02)
- (4) **\*Due to the particular nature of the off campus RN-BSN completion program, courses taught for the off campus RN-BSN completion program will be compensated at the current faculty part-time rate.**
- (5) **\*\*Faculty teaching in high school summer camp programs will be compensated at the camp stipend rate.**

Rationale:

\*4) The off campus RN-BSN completion program was designed and instituted to be revenue positive. Since students in this program pay a lower tuition rate than on campus students, faculty compensation needs to reflect this difference.

\*\*5) This codifies existing practice.