Fowler receives Provost’s Award

Dr. Gerald Fowler, associate professor of educational leadership, received the 2016 Provost’s Award for Extraordinary Service on Aug. 24 for spearheading the creation of Shippensburg University’s first doctoral program and its residency program for teachers looking to advance to administrative positions.

Dr. Barbara Lyman, provost and executive vice president, presented Fowler with the award.

Fowler co-chaired the committee that developed the doctorate in educational leadership with Millersville University, and serves as co-director of the program, which launched in summer 2015.

He worked with the Pennsylvania Department of Education to create SU’s Leadership Residency Program, unique to the commonwealth, which provides teachers pursuing their superintendent’s letter of eligibility with the ability to complete their coursework in their home districts.

Fowler also was recognized for providing instructional support to several urban school districts in Pennsylvania trying to address issues that impact student learning, particularly among marginalized populations; developing a website that details the leadership services provided by SU’s educational leadership program; and creating an online portfolio framework for educational leadership faculty and students to monitor practicum, service projects and field hours.

2015-16 TIPS Teaching Excellence Awards

Lyman also presented the 2015-16 Teaching Innovation and Pedagogy Spotlight (TIPS) Teaching Excellence Awards, selected by the Center for Faculty

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Excellence in Scholarship and Teaching (CFEST) under the direction of the Campus Support Committee. The recipients were:

**College of Arts and Sciences — Dr. Laurie Cella**, associate professor of English, for ENG 420: Studies in Writing. CFEST cited Cella for enabling collaboration among students, faculty and the community and fostering learning outside the classroom by integrating oral history projects into the course.

**John L. Grove College of Business — Dr. Jerry Carbo**, associate professor of management, for MGT 342: Labor Relations. CFEST cited Carbo for his innovative collective bargaining simulations that require students to develop real-world skills and his use of critical thinking, writing and presentation competencies in the AACSB standards to evaluate student outcomes.

**College of Education and Human Services — Dr. Lynn Baynum**, associate professor of teacher education, for RDG 363: Reading and Writing in Grades One-Four, and **Dr. Sally Paulson**, professor of exercise science, for ESC 393: Group Exercise Instruction. CFEST cited Baynum for using digital tools to develop students’ content knowledge and literacy skills and fostering a collegial environment during course discussions and through project-based assignments. CFEST cited Paulson for her extensive use of field experiences, as students frequently go off-site and outside of the traditional classroom to learn about exercise techniques, leadership and the operation of technology in exercise tracking.

**Faculty not in a college — Dr. Christy Fic**, university archivist, for supporting HIS 358: American Environmental History. CFEST cited Fic for developing workshops that encouraged students’ critical thinking and incorporating field experiences that exposed students to the activities of a professional historian.

**2015-16 Assessment Awards**

Lyman recognized the Department of Communication/Journalism and the Department of History/Philosophy for their accomplishments in incorporating outcome assessments in their curricula. Communication/journalism was cited for the best use of assessment results, while history/philosophy was cited for having the most improved assessment process.

Accepting on behalf of their departments were Dr. Michael Drager, associate professor of communication/journalism, and Dr. Steven Burg, professor of history and department chair.

**Jones memorial is Sept. 9 in chapel**

A memorial service for Dr. Elnetta Jones, who spearheaded numerous programs during her 27-year career at Shippensburg University, will be held Friday, Sept. 9, at 1:30 p.m. in Old Main Chapel.

Jones, who died April 7 at age 81, retired in 1999 as dean of special education programs. She was instrumental in establishing the Division of Undeclared Majors in 1984. She also provided leadership for the ACT 101 Program and developed programs to retain students, such as the Martin Luther King Program and the Learning Assistance Center.

In recognition of her significant contributions, the Dr. Elnetta G. Jones Scholarship was established in 1989, benefiting entering freshmen enrolled in the Division of Undeclared Majors.

A native of South Carolina, Jones also was an SU alumnus, earning her master’s degree in business education in 1972. She received the Alumni Association’s Exceptional Service Award in 1998.

Jones served on the Council of Trustees for six years and the Shippensburg University Foundation Board of Directors for 14 years.

To RSVP for the memorial service, contact Scott Brown at ext. 3441 or sdbrown@ship.edu.

**Fact**

Fact is published by the Office of University Communications and Marketing for current and retired employees. The next issue is Sept. 12.

The deadline to submit material to SUnews@ship.edu is noon on Monday the week before publication.

Shippensburg University is an equal-opportunity educational institution.
Kudos

Dr. Wendy Becker, professor of management, presented her research on personnel selection in industrial-organizational psychology and forensic science to the National Academy of Sciences in Washington, D.C., in July.

Dr. Karin Bohleke, director of the Fashion Archives and Museum, published two articles on early photography in the recent (2015) issue of the Daguerreian Annual: “Identifying Stages of Grief in Nineteenth-Century Images” and “It Was Not Supposed to Turn Out This Way: Sewing and Fitting Errors as Indicators of Social Class.” At the Costume Society of America’s national symposium in Cleveland in May, she presented “The Sterb-Spiegel: A Fashionable Eighteenth-Century Dance of Death.”

Dr. Ben Meyer, assistant professor of exercise science, presented “Spatial Accuracy in Underhand and Overhand Throws” at the North American Society for the Psychology of Sport and Physical Activity conference in Montreal in June and “Effects of Pre-Release Range of Motion on Softball Pitching Velocities” at the American Society of Biomechanics conference in Raleigh, N.C., in August.


SU named ‘Readers’ Choice’ in magazine

Harrisburg Magazine readers named Shippensburg University their 2016 Readers’ Choice among Pennsylvania colleges and universities in the magazine’s annual “Simply the Best” issue, published in August.

This is the second year Harrisburg Magazine included the Pennsylvania College/University category in its regional survey. Voters could write in any college or university in Pennsylvania.

Admissions, financial aid posts filled

Megan Luft and Trina Snyder recently filled vacant posts within the Division of Enrollment Management, Technology and Library Services.

Luft is the new assistant dean of graduate admissions. She previously worked at Harrisburg University, where she served as a traditional admissions counselor, and Central Penn College, where she was an online enrollment counselor and later served as associate director of continuing education enrollment and senior enrollment counselor.

Luft holds a master’s degree in higher education administration and leadership from Capella University. She will complete her doctorate in higher education leadership from Capella next year.

“Megan stood out as the clear choice for our position as assistant dean of graduate admissions, possessing the qualities, skills and experiences we were seeking,” said Dr. Rick Ruth, division vice president.

Snyder is the new director of financial aid and scholarships. She has been at SU since 2004, when she was hired as an administrative assistant. She later was promoted to associate director of financial aid in 2006, then senior associate director of financial aid in 2008.

Snyder served as interim director of financial aid and scholarships in 2009 and again in 2015.

She holds a master’s degree in organizational development and leadership from SU.

“Trina has demonstrated her financial aid and technical expertise and experience, and successfully served in this role on an interim basis, including during the implementation of Banner,” Ruth said. “I am pleased that we could fill this vital position from within the university.”
Coming soon...

Sept. 1  Women's soccer hosts California, 3 p.m.
       Men's soccer hosts Shepherd, 6 p.m.

Sept. 2  Women's volleyball hosts Southern New Hampshire, 10 a.m.
       Women's volleyball hosts Concord, 8 p.m.
       Men's cross country hosts Galen Piper Alumni Open/XC Challenge, 8 p.m.
       Women's cross country hosts Galen Piper Alumni Open/XC Challenge, 8:45 p.m.

Sept. 3  Women's volleyball hosts Dominican (N.Y.), 2 p.m.
       Women's volleyball hosts Seton Hill, 7 p.m.

Sept. 6  University Curriculum Committee, 3:30 p.m., Lehman Library 106
       Women's soccer hosts Chestnut Hill, 4 p.m.

Sept. 9  Public meeting of the Council of Trustees, 10 a.m., Old Main Chapel
       Women's soccer hosts Edinboro, 1 p.m.
       Memorial service for Dr. Elnetta Jones, 1:30 p.m, Old Main Chapel
       Women's volleyball hosts Philadelphia, 3 p.m.
       Women's volleyball hosts UVA-Wise, 8 p.m.

Sept. 10 Field hockey hosts Mansfield, 11 a.m.
       Football hosts Gannon, 1 p.m.
       Men's soccer hosts Slippery Rock, 1:30 p.m.
       Women's volleyball hosts Virginia State, 2 p.m.
       Women's soccer hosts Slippery Rock, 4 p.m.
       Women's volleyball hosts Shepherd, 7 p.m.

For more details on university events, visit www.ship.edu/events.
For more details on athletic events, visit www.shipraiders.com.
FALL SEMESTER CALENDAR

**Mon Aug 1** Schedule adjustment begins for all returning students and new transfer students

**Mon Aug 1** Deadline to apply for Dec. and Jan. graduation

**Fri Aug 26** New student orientation

**Fri Aug 26** Academic Day

**Mon Aug 29** Regular class schedule begins

**Mon Sep 5** Labor Day, University closed

**Tue Sep 6** Drop and add period ends for full term (POT 1)

**Mon Sep 12** Deadline for Satisfactory/Unsatisfactory option

**Mon Sep 19** Deadline for major changes for high demand majors, excluding education major changes, which must be submitted by September 12th.

**Fri Oct 14** Fall break begins, 4 p.m.

**Fri Oct 14** EWGs due by 4 p.m.

**Wed Oct 19** Classes resume at 8 a.m.

*Scheduling dates are tentative*

**Mon Oct 17** UG scheduling for spring/winter begins

**Mon Oct 24** UG scheduling for spring/winter begins

**Mon Nov 7** Last day to withdraw with "W" for full term (POT 1).

**Mon Nov 14** UG scheduling ends

**Wed Nov 23** Thanksgiving break begins, 8 a.m.

**Mon Nov 28** Classes Resume, 8 a.m.

**Mon-Fri Dec 5-16** Schedule clean-up for spring

**Fri Dec 9** Day and evening classes end

**Mon-Fri Dec 12-16** Final exams

**Fri Dec 16** Graduate Commencement

**Sat Dec 17** Undergrad Commencement

**Tue Dec 20** Grades due by 3 p.m.

Also visit the Registrar’s Office page at [http://www.ship.edu/Registrar/Semester_Information_Fall/](http://www.ship.edu/Registrar/Semester_Information_Fall/) for more information on important dates and deadlines.

myShip PORTAL

The myShip portal provides access to a wide range of information and services. Services include course information and links, calendar links, and important messages. The portal may be reached at [https://my.ship.edu](https://my.ship.edu).

**Early Alert Program**

Visit [https://www.ship.edu/APS/Early_Alert/Early_Alert_Program/](https://www.ship.edu/APS/Early_Alert/Early_Alert_Program/) for information on the Early Alert Program.

Information and the online referral form for faculty and staff is available in the myShip portal on the Faculty and Employee tabs.

- Faculty>Resources>Advising Tool Kit
- Employees>Services & Policies>Special Information

**DEPARTMENT/PROGRAM UPDATES**

The following updates have been approved since the last Registrar’s Report was printed. Please reference the UCC proposal listed for specific details.

**New Programs:**

- 15-133 – BA in English – Literary Studies Conc.
- 15-175 – BA in History – Asian & Middle Eastern History Conc.
- 15-156 – Data Science Minor
- 15-195 – MED in Curriculum and Instruction – Middle Level Post Bac Certification Conc.
- 15-211 – Finance Certificate

**Program Revisions:**

- 15-069 – BSED in Middle Level Education – Math Option 1
- 15-088 – Women and Gender Studies Minor
• 15-133 – BA in English with Secondary Certification, BA in English with Writing Conc.
• 15-001 – MED in Special Education/Intellectual and Developmental Disabilities
• 15-146 – MED in Reading Specialist
• 15-157 – BS in Mathematics
• 15-158 – Mathematics Minor
• 15-205 - BSBA in Management – Management Conc.
• 15-207 - BSBA in Marketing
• 15-171 – MED in Educational Leadership
• 15-252 – EDD in Educational Leadership
• 15-257 – Gerontology Minor
• 15-274 – MA in Applied History
• 15-275 – BA in History – Public History Conc.
• 15-284 – Entrepreneurship Minor
• 15-223 – Letter of Completion to Certificate
  o African & Middle Eastern Studies (UG)
  o Asian Studies (UG)
  o Couple & Family Counseling (Post-master)
  o European Studies (UG)
  o Ethnic Studies (UG)
  o French (UG)
  o Graphic Design (UG)
  o Geographic Information Systems (UG)
  o German (UG)
  o Latin American Studies (UG)
  o Management Info. Systems (Post Bac)
  o Online Instruct, Learning, Techn. (Post Bac)
  o Spanish (UG)
  o Supply Chain and Logistics Mgmt. (Post Bac)
  o Translation French (UG)
  o Translation Spanish (UG)
  o Women’s & Gender Studies (UG)
• 15-287 – Advanced Supply Chain & Logistics Management Certificate
• 15-288 – BSBA in Supply Chain Management
• 15-289 – BSBA in Supply Chain Management – Logistics Management Concentration
• 15-291 – MS in College Student Personnel
• 15-294 – MED in Educational Leadership

Moratorium:
• 15-286 – Supply Chain Logistics Management Certificate

CLASS LISTS
Class lists are available through the myShip portal. Class lists should be accessed prior to the start of class. Class lists should be accessed again on September 7th, which is after schedule adjustment. Please refer to the detailed instructions distributed via e-mail to faculty regarding the reporting of discrepancies. **A final class list review must be done by September 13th**, as outlined in the detailed instructions that were distributed.

SCHEDULE ADJUSTMENT PERIOD
The drop and add periods extend to the **eighth** calendar day, excluding holidays to adjust their schedule. The deadline to drop or add a class for the full term (POT 1) for fall 2016 is **Tuesday, September 6th**.

To view a complete listing of all drop and add deadlines for various parts of term, visit [http://www.ship.edu/Registrar/Semester_Information_Fall/](http://www.ship.edu/Registrar/Semester_Information_Fall/).

REPEAT POLICY
Undergraduate Students:
• Students may avail themselves of the repeat/grade replacement option a total of six times, with the most recent grade of the course being used in the QPA calculation, regardless of whether grade is higher or lower.

  - A single course repeat for grade improvement will be limited to two times. The six repeats may include repeating six courses one time each, repeating three single courses two times each, or any combination which adds up to six instances where a single course is not repeated more than two times.

Graduate Students:
• Permission from the academic department must be obtained before a course may be repeated.

  - Graduate students are limited to a total of two repeats where the most recent grade of the course will be used in the QPA calculation, regardless of whether that grade is higher or lower.

  - A single course repeat for grade improvement is limited to one time.

Prior to any student athlete or any student with financial aid utilizing the repeat option, the student should ensure it will not jeopardize their status as a student athlete or their ability to receive financial aid.

In Banner, when a student repeats a course, the student’s QPA is recalculated at the point in which the course being repeated was initially taken. Previously, when a student repeated a course, the
student’s QPA was recalculated at the point in which the repeat course was taken.

FIRST DAY ATTENDANCE POLICY
The first day attendance policy allows faculty to remove students from a course if they do not attend the first class session and do not provide notice to the faculty or the department secretary. This also applies to the first class after a student adds a course during schedule adjustment. If students are dropped from a course this way, they may only reschedule it if it is open during schedule adjustment.

Even if students do not attend the first class, they are still responsible for officially dropping the class during schedule adjustment. Otherwise, they may remain scheduled for the class, which may result in fees being charged to them and a grade of “F” on their academic record.

If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

SCHEDULING INFORMATION
Spring 2017 scheduling information will be available around the beginning of October via the myShip portal. This information is real time. It will immediately reflect changes that are continually being submitted (e.g. faculty changes, room changes, time/day changes, etc.).

CHANGING/DECLARING A MAJOR
All submitted requests for and processing of changes in declarations of majors and minors can take place at any time except during scheduling, which includes the two weeks prior to scheduling through the initial scheduling appointment windows. For this semester, this period ends on Monday, October 3rd.

Students who wish to declare a major in a high demand program must submit their request during the first three weeks of the semester in order to be considered. The following programs are currently designated as high demand majors: Biology, Criminal Justice, Psychology and Communications/Journalism. The Education program is also a high demand major. However, changes are due the first two weeks of the semester.

EARLY WARNING GRADES
Early warning grades are due no later than 4 PM, on October 14th. Advisors may review these grades through the myShip portal to aid in their determination of measures that should be taken.

FINAL GRADES
Final grades are due no later than 3 PM, on December 20th. All grades should be submitted by this deadline. This will ensure students receive the appropriate correspondence regarding their academic standing (good standing, probationary status, or academic dismissal), financial aid eligibility is evaluated properly for applicable students, and review of our student athletes is complete and accurate.

If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

TEMPORARY GRADES
The grade of “I” (incomplete) is given if a student is unable to complete the requirements of a course due to serious illness, death in the family, or other personal emergency. If the work is not completed by the last day of classes before final exam week of the next full semester, the student will receive a grade of “F” for that course.

At the end of each semester, a listing of outstanding “I” or “Q” grades is sent to the faculty to correct. If the grade of “I” is not changed to a regular grade by the deadline listed on the attached memo, the grade will be changed to an “F” grade.

CLASS WITHDRAWAL POLICY
A student may withdraw from a class through the tenth week of the semester. After schedule adjustment, students may withdraw from classes with “W” grades via the myShip portal. Students may withdraw from all but their final course. To withdraw from their final course, undergraduate students must personally visit their academic dean's
office and graduate students must fill out the electronic form located at
http://www.ship.edu/Registrar/Withdrawal_Request_Form/.

The deadline to withdraw from a class or the university and receive a "W" grade for full term (POT 1) for fall 2016 is November 7th. Visit http://www.ship.edu/Registrar/Semester_Information_Fall/ for a complete listing of withdrawal deadlines for all parts of term.

DEGREE AUDIT EXCEPTION FORM
A Degree Audit Exception Form has been placed on myShip. Advisors, department offices, and deans’ offices may access this form by doing the following:

1. Log on to myShip.
2. Click on Faculty tab.
3. Click on Resources.
4. Click on Degree Audit Exception Form in the Advising Toolkit section.
5. Sign on to anchor.ship.edu.

The process for this form will be:

1. The request is initiated by the Advisor/Dept Chair/or Dean’s office.
2. The form is then reviewed and approved/denied by the Advisor, then the Department Chair, and then Dean/Associate Dean.
3. The Dean’s office will notify the student of the outcome.
4. The Dean’s office will forward the original to the Registrar’s office, and copies will be forwarded to the Department Chair/Advisor.
5. The Registrar’s office will process the request in Degree Works degree audit system.

FERPA
(FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)
Faculty has the educational right to access and view students’ academic information. This access comes with responsibilities to protect this information.

Directory information may be released, as long as the student has not indicated they do not want this information released. For those students who have requested their directory information not be released, you will receive a warning message that information about student is confidential when attempting to access information on Banner forms. You will see a message “Confidential information for (Student Name)” when accessing information via myShip portal.

Directory information includes name, home and local addresses and phone numbers, enrollment status, e-mail address, major, degree and honors. Any information other than directory information may not be released to anyone.

Grades are private information, and only the student is able to view this information. It is Shippensburg’s policy that we do not discuss a student’s record with anyone over the phone, including parents. If a parent wants information concerning a student, please refer the parent to the office of the Registrar.

Social security numbers are private information. You may not use this number or a portion of this number to post grades in public view. Graded papers should be given to students in class or left with staff to keep in the building office for pick up. Do not leave papers outside your office for students to go through.

Advisors have access to students’ transcripts and transfer evaluations. These are to be kept private as well. Whether the files are in your administrative office or your own private office, please keep these files from view when you are not working with the student.

We would also like to remind faculty and offices e-mailing more than one student at a time to make sure addresses are placed in the “Blind Copy” area so students are unable to view others’ addresses. Many students have elected not to have their e-mail address shared. Therefore, the best practice is to always put e-mail addresses in the “Blind Copy” area.

Be sure to look for the FERPA presentation available through the myShip portal. Once logged on, click on the Tools link from the Employee tab. The link to the presentation is part of the FERPA statement at the top of the page.

TRAINING VIDEOS
The Registrar’s Office has developed a series of student training videos to provide important information and step-by-step instructions on how to perform specific tasks. The videos have been posted on the portal and are available to students, faculty, and staff. Faculty and staff may refer students to these
videos or use them to provide guidance to students who require help performing these specific tasks.

The videos are located on the portal:

**Faculty/Staff**
- Log on to myShip
- Click on Employee
- Select Tools
- Scroll to the Registrar How to Videos section

**Students**
- Log on to myShip
- Click on Student
- Select My Academics
- Scroll to Registrar How to Videos section

The following videos were created:
- Degree Audit – Functions
- Degree Audit – Navigation
- Graduation – How to Apply
- Registration – Preparing for Registration
- Registration – Registering for Classes
- Registration – Withdrawing from Classes

In addition to the videos, there is also a reference document titled *About My Degree Audit* that provides an overview and step by step instructions on navigating and using the functions in degree audit.