

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
February 13, 2012
Unapproved Minutes**

Faculty Present

Auld, Bears, Beltz, Brindley, Burkholder, Carlton, Crume, Davis-Patterson, Feng, Fenk, Fuller, Gerbig, Graff, Green, Halter, Harding, Hediger, Hoffman, Kang, Lashley, Li, Lovejoy Das, Minnick, Newman, Osikiewicz, Pech, Porr, Powers, Rajagopal, Ramey, Van Fossen, Wang, Willey

Administrators Present

Andrews, Banker, Bichara, Donley, Gritzan, Lappin

I. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 12:06pm.

II. APPROVAL OF THE MINUTES

The minutes for the November and December faculty meeting were accepted.

III. TREASURER'S REPORT

No report was given.

IV. CHAIR'S REPORT

Osikiewicz reports the following:

RCFAC has met three times since our November Faculty Council Meeting. The following are the highlights covered during those three meetings:

- At the November meeting, Dr Wanda Thomas stated that there is a committee looking into student advising and it may recommend removing faculty advisors and replacing them with general full-time advisors. The committee may also define a ratio for the number of students to advisor. The new Graduation Planning System (GPS) defines the student's academic plan. The ultimate goal is for GPS to indicate to the department or the campus the number of sections that the campus or the department will need to offer to meet the needs of the students.
- There is a committee looking into principles concerning DL courses. This may help when a faculty member at a regional campus wants to offer a DL course and the department does not agree to allow the faculty member to do

this. This committee is not close to finishing its work. There are more graduate programs that are looking at becoming entirely online. The University currently has no way to track entirely online students. Since we need to provide support for the entirely online student and prove that they are getting the same education as an on-ground student, the University is currently looking at how this can be done especially in the Banner system. The University need to inform OBR and Higher Learning Administration when 50% or more of the classes to obtain the degree can be taken online. Thomas stated that if we can identify the regional campus students then we might be able to give them priority in registration.

- Thomas reported that it appears that for Fall 2012 the DL tuition rate will be the same across all campuses. The Regional College is currently trying to secure that the DL courses offered in Regional College are at a lower rate. Since 98% of the Regional College DL offerings are at the Associate/Technical level, an increase in the rate on these courses could cause problems for these degree programs because students can take these courses for a lower price at a community college.
- Thomas mentioned that OBR has provided an opportunity for the regional campuses to list the Bachelor Degrees each campus believes they are offering. Thomas stated that she requested that each regional campus dean submit a list of the Bachelor degrees being offered at their campus. Thomas has submitted the paperwork necessary based on the information that each regional campus dean submitted. Thomas mentioned that the University is waiting to see if OBR approves this list before making the list known. If OBR approves the list, then each regional campus will not be required to complete the lengthy approval process in order to offer that degree program. If OBR approves, then the campus can offer that degree.
- Dean Andrew's last five year review report is now available in the library.
- NTT promotion committees just beginning their work on candidates' files. There will be ballots available on FolioWeb. Each college committee consists of 5 to 6 NTT faculty members. There are several NTT faculty that are known as floaters because some colleges did not have the required Associate Prof rank. Thomas believes that the end of March will begin the notification to candidates. Floaters will be in other colleges as well as their college.

Lovejoy Das asks if asks it is clear what NTT requirements are for promotion. Osikiewicz replies it is not clear because all promotion comes from the college and the local campus has no say in the matter.

V. FACULTY SENATE REPORT

At the Nov. 7 meeting, we:

--approved the establishment of a Fashion Design major within a Bachelor of Fine Arts degree

--approved the establishment of an Engineering Technology major within a Bachelor of Science degree. The major will comprise five concentrations: Electrical/Electronics; Green and Alternative Energy; Manufacturing/Mechanical Systems; 2+ 2 Integrated Engineering Technology; and Computer Design, Animation and Game Design. These changes become effective in Fall 2012.

--discussed in depth some of the recommendations of the Lovejoy Commission with regard to proposed changes in the Student Survey of Instruction, with most of the discussion focusing on the feasibility and desirability of switching to online administration of the SSI. No action was taken.

At the Dec. 12 meeting, we:

--approved a policy for awarding bachelor's degrees post-humously

--learned of a change to the administrative policy regarding final examinations, which has been revised to accommodate situations in which a regularly scheduled final exam is cancelled due to weather or other emergencies: the cancelled exam will be rescheduled for the next available weekday following the end of the regularly scheduled final exam week.

--heard a report from EPC regarding progress toward implementing the Experiential Learning Requirement

--discussed the recommendations of the Lovejoy Commission with regard to peer reviews of teaching. No action was taken.

At today's meeting, we will:

--hear an update regarding the implementation of the Experiential Learning Requirement. All courses whose numbers end with 92, 98, 99, and all courses with "student teaching" in the title will be designated as Experiential Learning courses.

--vote on a proposal to conduct a pilot study to test the recommendation of the Lovejoy Commission that SSIs be conducted online. If approved, the pilot study will involve only distance learning courses and courses in the College of Nursing. These courses have already been previously evaluated online, with very low response rates. The purpose of the pilot is to determine whether implementing consequences (a 4-day delay before a student can access the course grade) for not submitting an evaluation will significantly increase the online response rate.

VI. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

No report

B. Faculty Affairs

Minnick reports that he has sent around the draft proposal and will now entertain discussion. Quesada points out the current formulation of this proposal will leave the smaller departments with little to no representation and that all colleges should be represented. Minnick replies that they formulated the proposal by looking at other campuses published handbooks and altered them to devise a method that does not unnecessarily put disparate departments together to gain parity. Osikiewicz adds that members of small departments will have to constantly serve and members of large departments may be forced into a longer rotation than ideal if a system is used where all departments have equal representation. Minnick asserts that we have become too large to allow everybody to have a vote. Fenk asks if Quesada has an alternative plan. Quesada replies that she does, but will need a moment to find it. Fuller asks if Quesada thinks certain types of departments aren't close enough to coexist as a single entity in the FC. Quesada answers that in the past, even closely coexisting subject matters have had very different views on the proper procedure and campus regulation.

Lovejoy Das asks what the charges of the committee are. Osikiewicz replies that the charge was to investigate procedures for a representative faculty council. Lovejoy Das says having mass meetings has worked in the past. Quesada posits that a better method of a representative FT would be to have at least one person from each college and the others can be elected from a pool of all faculty. Auld posits that it is less beneficial to ask individuals of their willingness to serve and more beneficial to create a system that will work. The system will then become part of the responsibilities of employment. Osikiewicz adds that if the majority of people would like to keep it a completely representative FC then that is fine, but many people have expressed concern about the inefficiency in the current FC.

Wiley adds that her preference is for change and representation, but she is curious as to why the ratio of TT to NTT is skewed. She also states that junior and senior faculty as well as NTT constituencies should be represented, but she would like to see a fairer ratio. Minnick replies the committee's views on this topic are in the proposal and asks if anybody else has a view on this topic. Bichara states that all members of faculty should have access to FC meetings and that our traditional meeting style continues. He adds that an alternative is to move to more minutes and e-mails, but this might be technological overload. Osikiewicz replies that faculty meetings have become reports and very little faculty council business is accomplished. She asserts

we need more time or less interference from committee reports to accomplish FC business. Bichara reiterates it is good for everyone to have an opportunity to be heard and to hear others. Dean Andrews points out that he is the one who has charged the committee with investigating a more efficient FC system. He adds that the committee was only charged with investigating alternatives.

Fenk adds that not everyone has the ability to participate in the current system due to time constraints. Minnick adds he has investigated alternative times to meet and the only other option is Friday afternoon. Many people are not in favor of this time slot. Davis-Patterson says maybe committees can send reports to secretary in advance to be e-mailed to all faculty. Halter expresses concern that losing the monthly FC meetings might eliminate the last bastion of faculty interaction. Minnick replies the current changes are not designed to rid campus of the current FC meeting, only to alter it. Fenk adds that the intent of FC is to allow for full-time tenure track faculty to interact with the administration, and this is often done by the DAC. The changes are designed to address these shortcomings. Willey responds that it may not be policy to include NTTs, but it would be good practice. Bichara adds that NTTs are becoming more prevalent and they need to be included in decision-making processes. Harding asks if there was a timeline to bring this topic to a vote. Osikiewicz points out there is no vote scheduled for today, but if all members could contemplate whether we need to move to a representative system or keep an "all participate" system for next time. Minnick asks if he should table the handbook or continue working. Osikiewicz adds that there could be a special meeting to discuss this in the future. Osikiewicz closes this topic for discussion and moves to the topic of faculty searches.

Dean Andrews says there are six searches and there have been two additional searches added due to resignation. Due to hiring moratoriums the campus is behind in advertising these positions. In addition, the dean is concerned about eight new people appearing at once and fall enrollment numbers warranting hiring. The dean suggests a tiered approach to the searches, giving four searches primacy: mnis, nursing, psych, and engineering tech. Second tier searches are comtech, itap, math, and history. There is discussion of merging comtech and itap. If this search is not completed there will not be a full time employee in an academic program and this is problematic. If these searches are necessary they will be completed, but not before the end of the semester. Fenk points out the best candidates are looking in early spring. The dean agrees that the timing is not ideal; it would be beneficial to start the primary searches and just not fill the position if no candidate can be found. Hoffman asks if NTT will be considered a lecturer and asks about salary considerations. Osikiewicz points out that lecturer and assistant professor are equal according to NTT contracts. Hoffman points out that Comtech believes they can be successful with a search and already have viable candidates. Further, FTE is down and having

more computer tech faculty could help rectify this. The Dean adds that it is possible to just run searches for which we already have ads out; another is to have individual conversations and work out tier 1 and tier 2 searches with deferred tier 2 searches. Jobs with ads already out include Comtech, Itap, History, and Math.

Lovejoy Das asks if it is possible to find out why enrollment decreased. The dean replies there are three main reasons, smaller graduating classes, more students taking online courses from other campuses, and young males are getting jobs due to oil and gas industry. Lovejoy Das asks why we would run searches if young students are gravitating towards oil and gas and online courses are preferred. The Dean answers that there has not been a great deal of support for moving Kent Core classes to an online format and these require in-person training. Osikiewicz asks if running searches requires a vote. The dean replies that we have already lent agreement and now wishes for support in running the searches. Osikiewicz asks if it is possible to ask each department if a search is necessary. The dean replies that they already have been doing that. They are making decisions based on academic need and opportunity to defer. The dean asks for a vote to support hiring practices in the best interest of the campus. The vote is unanimously carried.

C. Electronic Communication

Wang reports that the electronic communication committee met to discuss faculty profiles and blackboard learn. She encourages faculty members to update their profile information and to choose proper photos.

The campus will transition to BlackBoard Learn will happen before Fall 2012. Jason Ruegsegger is the campus contact. Gerbig is using the system currently and can help with any questions. Ruegsegger can help with paperwork to add a Blackboard Learn site for the current semester. Dr. Haldar will then add the site to banner, making it available to students. Remember that not all classes will be migrated, only those specifically requested. Lastly, there will be a workshop March 5th in A110 with an eye towards more specific methods of operating within Learn.

D. Library

Banker reports the library will be renovated this summer, but library services will still be available.

E. Student Affairs

The Student Affairs Committee met from 12:05-12:50 on Monday, January 30, 2012. The primary topic for discussion was the creation of written criteria to evaluate proposals for the Student Research Colloquium, as well as publishing a written definition of *academic research* that encompasses all disciplines. The Committee is in the process of drafting those documents and

welcomes comments from all faculty. The final versions will be appended to next year's Colloquium proposal invitation.

The Committee also discussed the possibility of changing the Colloquium from spring semester to fall semester or, at least, moving the Colloquium to an earlier time in spring. The Committee decided that such a change is not feasible at this time, especially given the likelihood that faculty mentors and student researchers would be required to complete much of the work over the summer term. We agreed that adhering to the traditional date for Colloquium proposals—usually the week before Thanksgiving break—and the Colloquium—typically Honors Week (April)—are the best options at this time.

Also mentioned was the implementation of a system to record and publicize research collaborations among faculty and students beyond the Student Research Colloquium, including international endeavors. The Committee is interested in recognizing such work and requests that faculty inform them of such initiatives.

The Committee also addressed two other issues that are relevant to other campus committees: first, making committee assignments in late spring semester rather than in early fall; and, second, implementing a policy that would expect committee chairs to serve as co-chairs of the same committees in the following year.

Ad Hoc Committees

A. Service-Learning

Wiley reminds us that service-learning award nominations for community partners, professors, and students are due by March 5th. The service-learning celebration will be April 25th.

B. Diversity

Davis-Patterson reports the Diversity Committee met last week and plans for A Taste of the World are being finalized. It will take place April 4th. If anybody would like to volunteer please see Davis-Patterson or Quesada.

C. Artist Lecture

Davis Patterson reports that all plans are being finalized for the upcoming semester.

VII. UNFINISHED BUSINESS

There is no unfinished business

VIII. NEW BUSINESS

Due to lack of quorum new business is postponed until next meeting.

IX. ADMINISTRATIVE REPORTS

A. Dean's Report

Dean Andrews reports that there is a Dialogue with the Dean scheduled for later this month and many topics will be discussed due to lack of time at the current meeting. Dean Andrews adds the library and the A wing will be renovated this summer. Further, the Early Childhood Education lab on the lower level will be renovated with a grant from Rosenberry consisting of \$18,500 for equipment. NTT faculty Carlton, Graff, Chen, and Brindley all have undergone simplified reviews and all have been recommended for a 3-year renewable contract. Commencement is May 4th.

B. Assistant Dean's Report

There is no report.

C. Other Administrative Reports

There are no reports.

X. ANNOUNCEMENTS

There are no new announcements

XI. ADJOURNMENT

The meeting was adjourned at 1:08pm.