

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
November 7, 2011
Unapproved Minutes**

Faculty Present

Auld, Beltz, Bichara, Brindley, Carlton, Chen, Engohang-Ndgong, Fenk, Fuller, Gaurau, Graff, Green, Hediger, Hoffman, Jewell, Kang, Lashley, McIntosh-Liptock, McMillen, Minnick, Nottingham, B. Osikiewicz, Ossler, Pech, Porr, Powers, Rajagopal, Ramey, Roman, Thomas, Van Fossen, Wang, Willey

Administrators Present

Andrews, Bailey, Banker, Donley, Gritzan, Haldar

I. CALL TO ORDER AND INTRODUCTIONS

The November faculty council meeting was called to order at 12:06.

II. APPROVAL OF THE MINUTES

The October minutes were accepted.

III. TREASURER'S REPORT

Nottingham reports that there has been no official change to the total of \$385.10 since last time, but sizeable deposits are in route to the account. Donations are still being accepted.

IV. CHAIR'S REPORT

Osikiewicz reports that RCFAC met on Friday, October 14, 2011. The following items were discussed:

- **HANDBOOKS:** The status of handbooks that have been submitted to the Provost's Office for approval was discussed. Lindsay reported that the review of all handbooks is on hold. However, Lindsay stated that each FC was still encouraged to continue to work and submit changes if they have not already submitted a revised handbook. Lindsay stated that she believed that the Provost's Office is waiting to see the outcome of the November 8th election before reviewing handbooks.
- **Digital Repository for minutes/handbooks:** We are still waiting on the creation of a RCFAC webpage that I reported would be created last year. Someone in the Provost's Office was assigned this task but has not even started the project. More details on this will be provided once they become available.

- Provost's Search Committee: Thomas Norton-Smith, regional campus representative on the Provost's Search Committee, joined us for a discussion about the qualities regional campus faculty would like to see in the new Provost. Norton-Smith mentioned that most details of the search are confidential, but informed us that the committee would start reviewing candidates on Oct 21st. A long discussion followed where each campus chair described the qualities that their campus faculty believed to be the most important qualities in a new Provost. Norton-Smith then asked if there were any negative qualities that would place a red flag on a candidate. A short discussion followed.
- Election of FaSBAC Representative: Each regional campus chair submitted names of faculty willing to serve on FaSBAC. Carey McDougall (Stark), Thomas Norton-Smith (Stark), Dan Fuller (Tuscarawas), and Min He (Trumbull) volunteered to serve as the regional representative on FaSBAC. A discussion of the candidates followed. As a member of FaSBAC, Thomas gave a brief description of the committee and how the committee operates. After some discussion, Carey McDougall was elected as the regional campus representative on FaSBAC.
- FolioWeb Discussion: Discussions of changes to FolioWeb were discussed. Several chairs mentioned their frustration with changes that were not communicated until the last minute that resulted in several hours of unnecessary work. It was suggested that maybe the Provost's Office could provide a list of changes to FolioWeb at the start of the academic year to guarantee that everyone is aware of the changes.
- Provost Advisory Boards: A list of representatives for RCTAB and RCPAB is currently being composed for the Provost. Each FC chair was asked to submit names of willing faculty and each campus dean has the opportunity to submit names as well.

IMPORTANT DATES:

- On Monday, November 28, the Provost's Search Committee will be on campus. This meeting will take the place of the November's Dialogue with the Dean. Attendance is strongly encouraged.
- First Year Tenure Track files are due in FolioWeb on November 30th.
- NTT reappointment files are due in January.
 - NTT faculty members who have completed at least nine (9) years of consecutive appointments upload materials to FolioWeb for a "Simplified" Performance Review by January 3, 2012.
 - NTT faculty members who have completed three or six years of consecutive employment upload files to FolioWeb for a Full Performance

Review by January 18, 2012.

- NTT promotion files are due in FolioWeb the second week of spring semester. Eligible faculty must notify their COLLEGE Dean of their decision to stand for promotion by December 12, 2011.

Powers asks if there was any discussion regarding external review letters in FolioWeb and the possibility of streamlining the process to use only one format. Oskiewicz replies there has been discussion about changes in the review system.

V. FACULTY SENATE REPORT

Lashley reports the following:

- Faculty Senate met on October 10. Since there was no new business on the agenda, the meeting was short, and most of it was devoted to a question-and-answer session with Provost Frank. Provost Frank stated that he supports all of the recommendations of the Lovejoy Commission (re: evaluation of teaching) and urged us to ratify them quickly without a lot of deliberation. Provost Frank also announced that he will put together a task force to work on issues of globalization at the University, and he also proposed the formation of a work group to be co-chaired by Faculty Senate and Academic Affairs to conduct a University-wide conversation on the tenure timeline. (Provost Frank would like to see a longer probationary period.)
- At today's meeting, Faculty Senate will begin deliberating the Lovejoy Commission's proposed changes to the Student Survey of Instruction form, including: moving to an online administration of the SSI, changing the format of the SSI to emphasize open-ended questions, the feasibility of a uniform SSI that will be applicable across all courses and all delivery systems, and the proposal that the numerical data from the SSIs be published online.
- In addition, a vote on a proposal to establish a Fashion Design major within the Bachelor of Fine Arts degree, and we will vote on a proposal to establish an Engineering Technology major within the Bachelor of Science degree (to be administered by the Regional College and only offered here at Tuscarawas). The major would consist of five concentrations: Computer Design, Animation, and Game Design; Electrical/Electronics; Green and Alternative Energy; Manufacturing/Mechanical/Systems; and 2 + 2 Integrated Engineering Technology. The first three concentrations were formerly housed in the College of Technology and have been offered since 2001. These changes would become effective in Fall 2012.

VI. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

Porr reports the following two items:

- Committee voted in favor of approving mandated changes to associates degrees through an e-mail vote with 9 voting for approval and one abstaining.
- A new topic will be discussed later in the day

B. Faculty Affairs

Minick reports the Faculty Affairs Committee held its second meeting this semester on Thursday, 3 November 2011. The committee discussed Charge #3, the procedures for a representative Faculty Council by reviewing and offering revisions to a first draft proposal by the committee chair. The committee also discussed a new charge about how to add the new NTT faculty ranks of Associate and Senior Lecturer to the Faculty Office Assignment Points Calculation. The committee has no proposals on either charge to present to the faculty at this time.

C. Electronic Communication

Wang reports the following:

- The committee successfully organized the Blackboard Learn workshop on Oct. 31, 2011. It was a good turnout and 19 faculty members joined the workshop and found it to be very useful. The whole session was recorded and will be available in the library soon. transition from “Blackboard Vista” to “Blackboard Learn” is happening from 2012 Fall. Faculties are encouraged to set up a test course and try it out. In addition, the course contents from “Vista” can be migrated to Blackboard Learn by filling out form online <http://www.kent.edu/is/edtech/elearning/faculty/course-migration.cfm>. Then a team from Kent will help to set up the courses. If faculty needs to use the Blackboard in 2012 Spring semester, the course(s) should be set up though Banner by Assistant Dean first. Jason Ruegsegger will provide assistance to our faculty as well.
- To encourage faculty use the faculty profile on the tusc. website, our committee is organizing another workshop on Nov21 (Monday) from 12:05-1:00pm. Please save the date. The location is A214 computer lab. Jason Ruegsegger will give a short presentation about how to add, edit information to the faculty profiles.

Chen asks if there is a deadline to migrate from Vista to Learn. Wang replies the deadline is next fall to switch from using the Vista program to Learn, but there is

no deadline to fill out form to petition a transfer of material from one system to the other.

D. Library

Green reports the library committee meeting met on Thursday, October 27, 2011 and discussed the following items:

- A new SmartBoard will be installed (in the coming months) in the space the periodicals used to occupy. It will be available for scheduled use by faculty; priority will be given to library classes.
- There is a plan in place to replace the old fire doors that occupy the doorway between the stacks and the common area with glass doors. This will likely occur in Summer 2012. This change will facilitate the separation of quiet, individual study space from areas designated for study groups and conversation.
- Faculty members are reminded that they have an allotment of \$500 per academic year (does not roll-over) for library materials – this is not limited to books, but can include DVDs, hands-on class materials, etc.
- The committee will meet again on Thursday, December 1, 2011 at 11:00 am.

E. Student Affairs

Powers reports the following:

- The Student Affairs Committee continues to make progress in regard to planning for the Student Research Colloquium to be held on Tuesday, April 17, 2012. As a result of faculty requests, the Committee agreed to extend the deadline for proposals to Monday, November 28, at 12:00 PM. A revised timeline was placed in faculty members' mailboxes, and the revised Colloquium proposal form may be found on the Research Colloquium Web site.
- Proposals may be submitted to Dr. M. Karen Powers, Chair of the Student Affairs Committee, at any time before noon on November 28. Faculty mentors and student researchers will be notified of acceptances by December 5.
- Potential mentors and students should contact any member of the Student Affairs Committee, as listed on the Student Research Colloquium proposal form and on the Web site, for additional information.

Ad Hoc Committees

A. Service-Learning

Willey reports the following items:

- November 10th is when certificate proofs and contracts are due.
- Community partner workshop will take place on November 18th from 9:00am to 1:00pm in ST 113/107.
- The next committee meeting will be held November 22nd at noon. The meeting will focus on setting goals for the upcoming year.
- Service-learning celebration will be held November 30th at noon.

B. Diversity

Oskiewicz reports that Davis-Patterson could not attend but did provide the following announcements to be read:

- Heritage week will be the first week of April 2012
- Taste of the world will be April 4th, 2012

C. Artist Lecture

Osikiewicz reports that Steve Marks, CEO of Main Street Gourmet, will give a presentation November, 9th at 7:00pm entitled "Confessions of a Muffin Man: A Walk Through the Entrepreneurial Jungle".

VII. UNFINISHED BUSINESS

There is no unfinished business.

VIII. NEW BUSINESS

Bichara announces that auditors will be on campus December 4th through the 6th. There are a number of scheduled meetings between auditors and faculty, but auditors reserve the right to monitor classrooms and interview students at will. Auditors will be most likely to visit classroom in related disciplines.

Ramey wishes to amend previous proposal to include Ohio Board of Regents mandated classes. Requirements include classes for composition, math, critical reasoning and options within the social and basic sciences, humanities, and fine arts. Students need to select six hours from these areas. Rather than specify single courses they wish to leave it open to all classes meeting Kent Core requirements within each classification. As campuses do not offer the same courses, this is the best method of meeting students' needs.

A vote is called on the above amendment and is passed unanimously.

IX. ADMINISTRATIVE REPORTS

A. Dean's Report

Dean Andrews reports the following:

- Administrators are currently in the process of developing budget for fiscal 2012/2013. In this process they have identified a number of new hire searches they wish to submit to the faculty council for support. Searches will focus on program enhancement, expanded offerings, and replacements. There will be four replacement searches. Fox in Computer Technology and Ramey in iTap will both retire by year's end leaving two openings to be filled. Carried replacement positions in mathematics and engineering tech will also need to be filled due to growth in fields. Two new hires will come in psychology and history. Tuscarawas campus now offers a baccalaureate in Psychology and additional faculty are needed to offer courses required for full degree. History is in the process of offering a full baccalaureate and will need another instructor to move forward.

Osikiewicz asks if replacement and new positions will be tenure track or non-tenure track. Dean Andrews replies that all replacement positions will be replaced as they currently stand. New psychology position is definitely tenure track, but further discussion is needed regarding history. Lee adds that this decision will be made later on this topic when enrollment numbers, interest among students, and input from the history department can be taken into consideration. Dean Andrews adds that an adjunct can fulfill the needed role until a more informed decision can be made.

A motion is made by Lashley to approve the searches for four replacements and two new hires. Fuller seconds the motion. The vote is carried unanimously.

- There will be a retreat on December 2nd to develop academic plan regarding additional baccalaureate offerings, timelines for the future, and progress in meeting "Clarison" goals.
- The campus is currently in the process of submitting paperwork to Ohio Board of Regents to officially offer degrees in disciplines in which all classes are already offered. In the future, the campus will submit paperwork for new baccalaureate degrees after analysis and needs assessment. Academic planning retreat will lay a roadmap for new degree development programs.
- Chancellor Petro is supportive of new associate degrees on regional campuses. Allied Health feels that PT and OT are areas we should consider for our campus.

- The dean requests we attempt to alter schedule to attend provost search committee meeting on November 28th.
- Atwood property discussion continues between Carroll county commissioners, Muskingum watershed conservancy district, and ourselves. It appears Carroll County Commissioners are trying to secure donations and we are negotiating to be exclusive provider of education at the lodge.
- Marquee is up and running and it is not a line item budget. The marquee was completely funded by donations from the community.
- Currently in the revise design stage of Tolloti center
- The dean reminds us that United Way continues to accept donations. We are falling behind in donations compared to last year. The community has supported us and it is important that we support the community.
- Due to family commitments the Dean will be off campus and Assistant Dean Haldar will be in charge of campus for the following week.

B. Assistant Dean's Report

Assistant Dean Haldar reports the following:

- Additional pledge forms for United Way can be attained easily in Haldar's office or delivered to mailbox upon request.
- Thanksgiving break begins on November 23rd at noon and resumes November 28th.
- Finals week will take place from December 12th to the 18th. According to university policy some activity must take place this week.
- Final grades should be entered by midnight, December 20th. Please remember that there are only 25 students per page and check your work so there are no missing grades. Missing grades can affect students' probation, dismissal, or Dean's List status.
- Spring semester starts January 9th.
- The University is obligated to provide services as long as we can maintain reasonable conditions on the campus. Decisions to cancel morning classes will be made by 5:45am, afternoon classes by 10:00am, and evening classes by 3:00pm. Decisions are communicated through text, university website, class

cancellation hotline, radio, and television.

- Qualtrics Software is now available to Kent State students, faculty, and staff. These software records respondent responses, build databases, and allows for statistical analysis. Data can then be exported to excel, PowerPoint, or SPSS. To access Qualtrics go to <http://kent.qualtrics.com>. Sign in with your Flashline password and username.

C. Other Administrative Reports

Donley reports:

- November 17th is fall information night. All faculty are welcome to participate in recruitment and retention efforts
- Midterm grades that are not input can affect financial aid and retention efforts. It can also mean that High School students become ineligible for athletics.
- There is a new student life website. If you are an advisor to a club then you are welcome to provide content concerning your club to this website.
- Currently working on a student success website that features tools and methods for student success. Any content submissions are welcome.

Banker has no report

Bailey has no report

Gritzan reminds us that tomorrow is Election Day and that campus will be busy. He advises to be mindful of the extra traffic and it is a good idea to park in the faculty parking lot to avoid traffic.

Auld adds that Mamma Mia is coming to the PAC soon and asks that we please work with students to allow them to work the show and not miss material. There are 8 to 12 hands short of a full crew now and ask for all the help they can get.

Engohang-Ndong asks for guidance in situations where material covered in class is too important to miss. Auld replies that it is the professor's discretion to alleviate the student from attendance.

Rajagopal asks Auld if it would be possible to provide the student with documentation of volunteering at the PAC to prevent abuse of the system. Auld responds its possible and they will work on it.

X. ANNOUNCEMENTS

There are no new announcements

XI. ADJOURNMENT

The meeting was adjourned at 12:57pm.