

**Kent State University  
Tuscarawas Campus**

**Faculty Council Meeting  
September 12, 2011  
Unapproved Minutes**

**Faculty Present**

Auld, Bears, L. Brindley, Burkholder, Carlton, Chen, Crume, Davis- Patterson, Engohang-Ndong, Feng, Fenk, Fox, Fuller, Gerbig, Graff, Green, Hardy, Hediger, Hoffman, Jewell, Kang, Lashley, Li, Liptok, McMillen, Minnick, Nottingham, B. Osikiewicz, Ossler, Pech, Porr, Powers, Rajagopal, Ramey, Roman, Van Fossen, Wang, Willey

**Administrators Present**

Andrews, Banker, Bichara, Donley, Gritzan, Lappin

**I. CALL TO ORDER AND INTRODUCTIONS**

The Tuscarawas Campus Faculty Council Meeting was called to order at 12:05.

**II. APPROVAL OF THE MINUTES**

The minutes of the April meeting stand approved.

**III. TREASURER'S REPORT**

Nottingham reported that Dr. Keiller has ledger book and Flower Fund balance is unknown. However, dues are still being accepted. For those who have not yet contributed dues are \$10.00. Cash or checks, made payable to the Tuscarawas County University Foundation, are accepted. Dues may be placed in Nottingham's mailbox.

**IV. CHAIR'S REPORT**

B. Osikiewicz reports the following:

- RCFAC has meet twice since our last faculty council meeting. During the May meeting the election of RCFAC officers took place. RCFAC officers for 2011-2012 are:
  - Chair: Pam Lieske (Trumbull)
  - Vice-Chair: Tamra Courey (Ashtabula)
  - Secretary: Beth Osikiewicz
  
- On Sept 9<sup>th</sup>, RCFAC met again. Associate Provost Thomas talked about summer

enrollment on the regionals. When the purge for lack of payment took place, enrollment on the regionals fell significantly. Regional campuses are down on FTE and down in preponderant enrollment. Kent campus is up in both. This will require some financial readjusting of budgets on the regional campuses. It appears that more students are coming to regional campuses but taking less credit hours.

- Retention numbers on the regional campuses have decreased and are lower than at the Kent Campus. Retention committees are likely to be charged at each campus to deal with this issue.
- US Dept of Ed wants to make sure that the students that are receiving financial aid money will be gainfully employed when they graduate. This summer all institutions were informed that all certificates where students receive title four money will need to provide data annually. If you have a large number of students pursuing these certificates and not finding employment then the US Dept of Ed will no longer provide financial aid for these programs. Therefore, each campus was asked which certificate programs they wanted to keep and it was stressed that they needed to be able to provide the requested data.
- A review of basic data sheets is currently being performed. There are three new items that each sheet needs to list: learning outcomes for the course, the in-class activities that relate to these outcomes, and the out-of-class activities that relate to the learning outcomes. This is to ensure that the students are graduating with a certain set of skills.
- Each credit hour of lecture, labs, clinical, and practicum has been defined by the US Dept of Ed to have a required number of contact hours and a required number of hours outside of class.
- The Board of Regents has described the minimum number of hours in an Associate degree by categories (general ed, humanities, etc). A review of our Associate degree programs shows that very few are meeting this requirement. This matter is complicated by the fact that the maximum number of credit hours is 73 hours for an Associate Degree. Some of the current programs already have 71 or 72 credits, so adding a course to meet the requirements is not possible.
- The Provost has asked to revisit how program reviews are conducted. Currently, the Board of Regents requires an external review committee for a review of graduate programs only. The Provost wants to consider using external reviewers at the undergraduate level as well. Therefore, if a regional campus is offering the entire Baccalaureate degree then that regional campus will be looked at as a stand-alone entity. This means that regional campus would be required to

perform the same work that the unit is also doing. It was suggested that maybe we could combine the Regional Campuses together as a whole for the review.

- Starting Fall 2011 there is an additional \$10 per credit hour applied to all distance learning courses. This fee will be used to support the infrastructure needs, used towards the hiring of instructional designers to help faculty, and provide support to faculty when they are designing their courses.
- NTT faculty can now stand for promotion if they meet certain criteria. Guidelines will be sent soon to the regional campus deans. The reviews are conducted at the college level and two regional campus NTT faculty members are to be involved at each college.
- Volunteers are being sought for faculty willing to serve on the Regional Campuses Tenure Advisory Committee (RCTAB) or Regional Campuses Promotion Advisory Committee (RCPAB).
- Faculty are asked to submit any qualities or attributes that they believe the next Provost should possess to their faculty chair. These items will be discussed at RCFAC and forwarded to the regional campus representative (Thomas Norton-Smith) on the Provost's Search Committee.
- Wiley asks if new bachelor's programs will be subject to external review. Dean Andrews answers that they will not be unless they are deemed a stand-alone program and that there is ongoing debate on how to actually classify new programs.
- Mason has agreed to submit the minutes of our faculty council meetings within one week of the meeting. To help him meet this deadline, it is requested that any report you give during the meeting also be sent to Mason via email.
- Important dates to remember:
  - Deadline for Annual Workload Summary (Tenured faculty only) is September 15.
  - Deadline for submitting 2012 Summer and 2012-2013 Academic Year Research and Creative Activity appointments is October 3.
  - Deadline for Faculty Professional Improvement Leave applications is October 15.

## **V. FACULTY SENATE REPORT**

Lashley reports:

- Faculty Senate has met twice since my report to you last April.

MAY 9, 2011

- Most of the May 9, 2011 meeting was devoted to a progress report from David Dalton regarding the first full year of implementation of the electronic submission of RPT files. Last year over 7000 ballots were submitted for over 600 candidates! At the time of our May meeting, there was still a backlog of over 6000 pages of administrative reviews.
- When RPT candidates themselves were surveyed regarding their satisfaction with the folioweb system, “ease of use” was the lowest rated dimension. But, based on the narrative comments provided to elaborate on that item, David Dalton felt that most of the issues were actually complaints about the RPT process itself, not the electronic submission of files.
- Based on feedback from reviewers, certain components of folioweb have been streamlined. For instance, this year, the ballot confirmation process will involve a single list on which you can check off multiple candidates simultaneously.

At our July 18, 2011 meeting, we:

- Elected Tom Sosnowski of the Stark Campus to replace Ralph Lindeman as the KSU Faculty Senate representative to the Ohio Faculty Council, a group made up of representatives of all state universities in Ohio.
- Approved a catalog statement, criteria and curricular guidelines for the new Experiential Learning Requirement. These took effect this semester.
- Approved the revision of the name of the College of Technology to the College of Applied Engineering, Sustainability and Technology. This change becomes effective in the Fall of 2012.
- Approved the integration of the Graduate School of Management and the Graduate School of Education, Health and Human Services into the Division of Graduate Studies for such functions as processing of admissions applications, effective this semester.
- Discussed some proposed revisions to the Faculty Senate by-laws to update and simplify the descriptions of the membership of Faculty Senate and of the Educational Policies Council.

At today’s meeting (September 12, 2011), Faculty Senate will:

- Elect new members of the Committee on Administrative Officers. (The CAO represents the Faculty Senate and the faculty in general in implementing procedures by which the university selects or replaces the President, Provost or other academic administrative officers.)

- Discuss a policy by which courses will move from “active” status to “hold” status in the Banner course inventory if they have not been taught for five or more consecutive years; courses that remain on hold status for three consecutive years would then be inactivated.
- Vote on the proposed changes to the Faculty Senate bylaws to simplify descriptions of Faculty Senate and Educational Policies Council membership.

## **VI. COMMITTEE REPORTS**

### **STANDING COMMITTEE REPORTS**

#### **A. Academic Affairs**

No report

#### **B. Faculty Affairs**

No report

#### **C. Electronic Communication**

No report

#### **D. Library**

No report

#### **E. Student Affairs**

No report

### **Ad Hoc Committee**

#### **A. Service-Learning**

No report

#### **B. Diversity**

No report

#### **C. Artist Lecture**

No formal report. Carlton reminds that Constitution Day Program will be held on September 15<sup>th</sup> at 7pm. A lively evening is promised.

## **VII. UNFINISHED BUSINESS**

None

## **VIII. NEW BUSINESS**

Bichara proposes a faculty vote on creation of new Bachelor of Science degree in Engineering Technology within the regional college to move the current Bachelor of Science in Technology to it from the College of the Technology (COT) where the programs are now housed. New degree will consist of five different engineering Technology concentrations: 1. Manufacturing/mechanical/Systems 2. Electrical/electronics 3. Computer Design, Animation & game Design 4. integrated green and alternative energy. New program will not disrupt the philosophy of old program, but will add one more concentration and provide a link between the Engineering Technology Faculty now in the Regional College to the COT faculty after being moved to the regional college. B. Osikiewicz asks about requiring Tech Math II rather than Intuitive Calculus since it is more suitable for Engineering Tech students. Bichara asked that a request be made to the Math department, to allow the Tech Math II course in the Kent core for ET students.

Faculty votes unanimously in favor.

## **IX. ADMINISTRATIVE REPORTS**

### **A. Dean's Report**

Dean Andrews provided the following report:

- Fall enrollment of over 2,700 as of the morning of September 12. This represents a 3.7% decrease in enrollment when compared to the previous year. However, enrollment was up 17.99% last year and attendance records have been set 14 of the previous 17 years. The Dean points out it is hard to maintain these numbers.
- Budget created with revenue from 3% growth. Gritzan is reformulating budget to reflect accurate income from enrollment
- Kent State Tuscarawas has seen an increase in traditional students and a decrease in non-traditional students enrolled. Local businesses hiring at a greater rate and with attractive wages can be attributed for some of this change.
- Despite a decrease in preponderant enrollment and a significant increase in academic dismissals there is only a slight decrease in retention. We are seeing more and more students taking online courses and this needs to be thought about. The national average for retention in an open-enrollment university is 60% and we are only slightly below. Campus goal was 62%, but was not achieved.

- Negotiations with Lexington Insurance Group regarding the collapse of the fly tower continue. \$100,000 dollars in recompense have been attained, but still discussion over the full amount of the \$2+ million dollar claim. Previous offer from Lexington Insurance Group was \$.50 on the dollar. Mediation meeting scheduled for October.
- Tuscarawas continues to do due diligence regarding the Atwood property. Chartwell now entering discussions into donation of Atwood Lodge with KSU - Tuscarawas.
- Marquee on High Avenue contracts completed and work scheduled to commence in October. The dean reminds us that this is not a line item expense, but all funding has come in donations from the community.
- Work continues on the PAC punch list. 93 new windows being installed to correct a manufacturing error at no cost to this campus.
- Tolotti Incubator is in pre-design stage. Economic Development Administration from Washington D.C. will possibly donate \$350,000 for LEED development on new building.
- Dean Andrews points out he is on the Provost Search committee and will do best to help with process
- Dean Andrews thanks all those who appeared at his party.
- Auld asks why academic dismissal rates are up. Dean Andrews answers that we are looking more carefully at student progress. Donley adds that federal regulations for financial aid have become stricter and that Kent policy has been clarified regarding dismissal.

## **B. Other Administrative Reports**

Assistant Dean Haldar is representing Dean Andrews at an off-campus meeting and has no report.

Gritzan has no formal report but welcomes questions. Dean Andrews asks for an explanation regarding water problems in ST. Gritzan explains that a water reduction valve servicing the domestic watery supply failed. This failure has caused an increase in water pressure and has limited the use of water fountains and the autoclave. New part has been ordered and will be installed as soon as possible.

Donley reports Student Life now operates through Student Activity Council that every Wednesday and Thursday at noon there will be SAC Lunch Trivia. Faculty is

encouraged to build a team and play against the students. The final day for club or organization is Friday, September 16. Also, Parking Lot Pandemonium will be held September 22 from noon until 8pm. Faculty and staff are urged to volunteer. Opportunities include passing out ride bracelets, selling food or tickets, and getting dunked in the dunk tank. Be sure to use the Early Alert System to help bring to attention students who are struggling. There have already been 27 alerts. Lastly, all 2010-11 catalog students will be asked to produce a roadmap of courses that will aid them in graduating on time. This program is being referred to as GPS.

Banker has no report

Lappin reports there will be an AED clinic directly after the faculty meeting and that flu shots will be offered on October 17th.

#### **X. ANNOUNCEMENTS**

Wiley reminds people week 3 is the deadline to report what classes will be using service-learning.

#### **XI. ADJOURNMENT**

The meeting was adjourned at 12:54.