

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
November 8, 2010**

Faculty Present

Betz, Bichara, Brindley, Carlton, Crume, Das, Engohang-Ndong, Feng, Fenk, Fuller, Gerbig, Greene, Halter, Jewell, Kang, Keiller, Lashley, Li, Liptok, McMillen, MacQuarrie, Minnick, Nottingham, B. Osikiewicz, Pech, Powers, Rajagopal, Ramey, Thomas, Wang, Willey

Administrators Present

Andrews, Banker, Donely, Haldar

I. CALL TO ORDER AND INTRODUCTIONS

The Tuscarawas Campus Faculty Council meeting was called to order at 12:05 p.m.

II. APPROVAL OF THE MINUTES

The minutes of the October meeting stand approved.

III. TREASURER'S REPORT

Keiller reported that the Flower Fund balance is \$715. Thanks to those who have already contributed their annual dues. For those who have not yet contributed, dues are \$10.00. Cash or checks, made payable to the Tuscarawas County University Foundation, are accepted.

IV. CHAIR'S REPORT

B. Osikiewicz reported that RCFAC will not meet again until Friday, November 12, 2010. Some of the items to be discussed are:

- **RC Representatives Reports** - A list of Regional Campus representatives to a range of University committees was distributed via email. We were asked to obtain informal reports from these individuals to share at the RCFAC meeting. If anyone has any information that they would like me to share with RCFAC, please let me know.
- **RCFAC Handbook** – The current handbook is obsolete, and a new one should be written. If you have an opinion on what items should be included in the new RCFAC handbook, please let me know.

Additionally, she reminded all of important dates to remember:

- Open Enrollment for Health Benefits ends today.
- First Year Tenure-Track Faculty: Deadline for submitting First Year Tenure-Track Reappointment materials via FolioWeb is Tuesday, November 30. Please do not wait until the last minute to prepare materials and upload into FolioWeb.

- Non-Tenure Track Faculty: Deadline for submitting Non-Tenure Track reappointment and Full Performance Review materials via FolioWeb is in mid-January 2011.
- Roseanne would like me to remind you that she needs your book orders. Due to the shortened amount of time between the end of fall semester and the beginning of spring semester, and the amount of time the University is closed for the Christmas holiday, it is very important that you turn in your book orders as soon as possible.

FACULTY SENATE REPORT

Lashley reported that:

A. At their meeting on Oct. 11, the Faculty Senate:

- modified the Faculty Senate Charter and By-Laws to allow for a representative from the new Regional College.
- voted down the proposal to establish an Experiential Learning Requirement for all baccalaureate-seeking students.

B. At today's meeting, the Faculty Senate will:

- hear a report from Vice President Greg Jarvie, Enrollment Management and Student Affairs, on the "Last Dollar Fund"
- hear a report from Professor Mary Lou Holly regarding KSU's participation (along with five other northern Ohio partner universities) in a National Science Foundation grant to enhance the climate for women and other under-represented groups in STEM disciplines. KSU's project is called "Enhancing the climate for scholarly and collegial community in the College of Arts and Sciences." Last spring a survey was sent out to all A & S tenured and tenure-track faculty to assess their perceptions of the college's climate. Today Prof. Holly will give us a report on the results of the survey and subsequent efforts to follow up on those results.
- hear a report from Vice President Alfreda Brown, Diversity, Equity, and Inclusion, regarding her office's progress in meeting diversity initiatives at KSU
- hear a report from Senator Ralph Lindeman, Senate's delegate to the Ohio Faculty Council, about a resolution by the Ohio Faculty Council endorsing House Bill 365, which would extend collective bargaining rights to part-time faculty and graduate assistants

Fuller shared that part-time faculty have requested that he "rally support" for House Bill 365.

VII. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

B. Osikiewicz read the following report, provided by Ayers: “Academic Affairs has met a couple of times this semester and are working on the strategic plan assignments and developing action plans. The areas that we are looking at and what we are doing are: Faculty who teach Kent core courses here at KSU Tusc will be receiving an email asking about your learning outcomes that you have identified for these Kent core courses and asking for you to share these with the AA committee as all courses need to have the learning outcomes. In addition, all KSU Tusc faculty will be receiving an email asking about your involvement in your current courses related to globalization/international education of your students. We are beginning to look at what textbooks or other kinds of technology you use to incorporate this information into the classroom.

B. Faculty Affairs

Fenk reported that:

- the recent vote on the Faculty Handbook was 35-0 in favor of accepting the revised Handbook. The document was forwarded to Dean Andrews on Oct. 21, and is awaiting his response.
- the committee has submitted additional action plans and will meet again to address other charges.

C. Electronic Communications

Wang reported that:

- the recent Blackboard Vista Brown Bag was successful. The committee will organize further training to address the many questions that arose at the Brown Bag. One topic for future training will be the gradebook function in Blackboard Vista.
- the committee encourages adoption of Common Spot for faculty web pages. Shannon Bailey is working with the Kent campus on setting this up, and he reports that the system is user-friendly.

Liptok asked whether the Brown Bag had been recorded. Wang replied that Keiller will be recording future Brown Bag presentations. Keiller clarified that, at Liptok’s request, he has been recording the FolioWeb Brown Bags, and they will be available for faculty to check out from the library. If anyone would like to have other Brown Bag presentations recorded, please e-mail such requests to Keiller.

D. Library

Powers provided the following report from the Library Committee’s meeting on October 26:

The Library Committee continued discussion of two major issues: E-books and the use of library space. We decided to survey students first to determine the feasibility of e-books, given that some of our students do not have ready access to computers and/or Internet. We plan to survey faculty, as well, to determine their views of electronic versus print materials. Both surveys are intended to provide information necessary for collection

development policy. We also continued to consider strategies to make our library space more inviting to students, including purchasing more comfortable and mobile furniture and making coffee available.

E. Student Affairs

Betz reported that the committee has disseminated applications for the Student Research Colloquium. She reminded faculty to encourage students to apply; the deadline is Nov. 23. Please be sure to follow the instructions on the form.

AD HOC COMMITTEE REPORTS

A. Service Learning

Willey reported that:

- the committee has submitted its action steps for the Strategic Vision.
- the committee is planning two S-L celebrations (rather than one as in past years), the first being on Dec. 1. Faculty should please proof the certificates, verifying that the community partner name and student names and hours, by Nov. 19.
- beginning Fall 11, new forms will be used for service-learning. These forms are contracts and Memoranda of Understanding (MOU) for all community partners, faculty, and students. Willey will present a Brown Bag on these contracts and MOU on Nov. 30
- Mariann Harding will serve as interim S-L coordinator Spring 11 during Willey's sabbatical.
- Willey reminded club advisors to please e-mail details about community service the club provides. Specifically, e-mail details about the numbers of students providing community service, and the number of hours of service provided as part of the club activity, so that Willey can report the information for the President's National Community Service Honor Roll.

A. Mentoring

Keiller reminded all of the third and final Brown Bag presentation on preparing reappointment, tenure, and promotion (RTP) files. Videotapes of all three presentations will be available for check out from the KSU Tuscarawas library. The presentations are:

- Introduction to FolioWeb and FIS, Part One, presented by Chris Fenk and Chris Roman.
- Preparing the CV for FolioWeb: Hyperlinks, presented by David Dalton, Ph.D., Associate Professor of Educational Psychology and Instructional Technology, Kent State University at Kent.
- Writing and your File: Narratives and other Documents, presented by Beth Osikiewicz and Nicole Willey

B. Osikiewicz added that all NTT reappointment files and all new faculty's first-year reappointment files (due in November) must be submitted on FolioWeb; she encouraged those faculty, in particular, to attend /view these Brown Bags.

B. Artist Lecture Committee

Banker reported that the committee met last week.

C. Diversity Committee

Powers provided the following report: The Diversity Committee met on October 14. Our primary topic for discussion was the 100 Commitments Initiative. We developed action steps to achieve the strategic vision outcome with which we have been charged. We also discussed new ideas such as designing a diversity brochure to include with admission materials, forming a new student organization focused on current issues and interdisciplinary perspectives, and proposing a diversity requirement for Destination Kent classes.

VIII. ADMINISTRATIVE REPORTS

A. DEAN'S REPORT

Dean Andrews reported that:

- KSU administration continues to monitor activities in Columbus regarding the state budget. Our campus is “running scenarios,” anticipating 10%, 20%, and 30% reductions in the state subsidy. The governor-elect’s agenda for higher education is unknown. One of his key campaign individuals said during a meeting in New Philadelphia that “everyone needs to share the pain.” In past years, higher education had received favored status in being spared budget reductions. The deadline for the governor’s budget is April 2011. Our goal is to protect every job on campus, meaning that we may need to delay offers in searches that are going on now. We may have the opportunity to increase tuition modestly, and are working toward increasing enrollment in Fall 2011, with the goal of offsetting reductions in the state subsidy.
- On Nov. 1, 2010, we filed a lawsuit against our insurance carrier regarding the collapse of the Performing Arts Center (PAC).
- PAC ticket sales are going “extremely well.” In building the budget, we factored in expectations that not every show will sell out. We’ve sold at least 50% of all seats for every show from November through April. Some good seats remain, so encourage family and friends to buy now.
- An additional show, the Tony-winning “Avenue Q,” has been added. Anyone who had already purchased a ticket package has first-choice on seats for newly-added shows. Anyone who purchased single-show tickets gets second choice before ticket sales are open to the general public.
- 98.5 % of fundraising goal for the PAC has been met.
- Nov. 19 is dedication; please get RSVPs in. Opening weekend is the weekend following Thanksgiving. Community open house is Dec. 5 from 1:00 to 4:00.
- Research and Sponsored Programs has requested that we “do earlier planning,” meaning that PIs should allow sufficient time for Research and Sponsored

programs to review and budget a proposal. “Sufficient time” means the proposal should reach their office at least five days before the due date.

- Everyone received the memo about snow emergency procedures. If the campus does not cancel classes, then please show up for class. Students become infuriated when they make the trip in only to find the instructor is not present. See the memo for details regarding timing of decisions about closing the campus.

B. ASSISTANT DEAN’S REPORT

Haldar reminded all that Nov. 15 is the deadline for notifying other campuses if you wish to be considered for summer teaching.

The Strategic Vision is “alive and well,” and Haldar and her staff are entering timelines and updates.

Commencement will be Friday, May 6. Plans are beginning already.

B. OTHER ADMINISTRATIVE REPORTS

Donley reported that:

- November 16 is Information Night, an opportunity for people from the community to learn about KSU at Tuscarawas
- Spring Awards will be held on April 15.
- If you’d like to have your event or activity promoted on campus, please e-mail the details to Donley or Becky Graff by Friday morning before the week you’d like to have your information announced / posted.

Banker – no report.

Bichara – no report.

IX. UNFINISHED BUSINESS

No unfinished business.

X. NEW BUSINESS

None.

XI. ANNOUNCEMENTS

None.

XII. ADJOURNMENT

Adjournment: 12:41 p.m.