

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
October 12, 2009
Approved Minutes**

Faculty Present

Ayers, Bears, Brindley, Carlton, Crume, Das, Davis Patterson, Fox, Fishel, Gerbig, Graff, Hoffman, Jewell, Kang, Keiller, Lappin, Lashley, Li, McMillen, Minnick, Montgomery, Newman, B. Osikiewicz, Pech, Porr, Ramey, Thomas, Wang, Welch, Wisvari

Administrators Present

Andrews, Bichara, Donley, Gritzan, Haldar, Kobulnicky

I. CALL TO ORDER AND INTRODUCTIONS

The Tuscarawas Campus Faculty Council meeting was called to order at 12:10 p.m.

II. APPROVAL OF THE MINUTES

The minutes of the September meeting stand approved, pending corrections recommended by Davis Patterson.

III. TREASURER'S REPORT

A. There is \$746.50 in the Flower Fund. We are starting a new year and will begin collecting a new round of dues. Annual dues are \$10.00, and checks should be made payable to the Tuscarawas County University Foundation.

IV. CHAIR'S REPORT

- A. Lashley announced that RCFAC met on Friday, Oct. 9th. At this meeting, they
- learned that the proposal to establish a Regional Campuses College is currently at EPC, slated to be voted on at their next meeting (one week from today). If EPC approves the proposal, it will come before Faculty Senate at our November meeting. They suggested some possible clarifications to the proposal to make it clear that it refers to the issue of the Regional Campuses College only, not the entire Think Tank II proposal. (Lashley raised a concern brought to her by several liberal arts faculty that they are not mentioned in the proposal. The reason for this is that it is intended to house only programs that are unique to the regional campuses.)
 - learned that DL courses will continue to carry the same tuition rate as any other regional campus course, at least for now, until issues regarding which students and/or courses the fee increase would really apply to can be clarified.
 - learned that Tim Chandler has drafted a document regarding procedures for approving faculty to teach in dual credit courses (“seniors to

sophomores”). Lashley will soon have a copy of that document and will distribute it to everyone for your feedback.

- speaking of feedback, Lashley would very much appreciate the feedback of everyone who used folioweb during the recent RTP process—both reviewers and candidates. David Dalton would like to hear how things went so that improvements can be made to the system prior to its use becoming mandatory next fall.
- were updated regarding upcoming performance reviews of NTT faculty. For NTT faculty, your dossiers will be due on Jan. 19.
- were given an extension on the deadline for completing our handbook, from Nov. 15 to Dec. 11.

V. FACULTY SENATE REPORT

A. Faculty Senate met on September 14th. At this meeting, they

- discussed the conundrum of revising handbooks in light of pending changes to the tenure and promotion policies, and uncertainty regarding the implementation of the recommendations of Think Tank II, but were told by the Provost that we must complete the handbooks this semester anyway.
- had a long discussion about the advisability of removing Boyer language from the RTP policies.
- approved a proposal to drop the minimum credit hour requirement from 32 to 30 for graduation with a master’s degree.

B. At today’s meeting, the Faculty Senate will

- vote on a proposal to establish a Master of Public Health degree and a Ph.D. degree in Public Health
- vote on a proposal to revise University policy such that baccalaureate-seeking students who have Exploratory or generalist majors to declare a degree major before 45 credit hours have been earned (an effort to improve retention of students who are initially unsure what major they wish to pursue)
- discuss the proposed revision of the Liberal Education Requirements, including a proposed name change to Kent Core. These changes will not be voted on until at least the Nov. meeting.
- hear an update from Susan Roxburgh, Chair of the Professional Standards Committee, regarding progress in updating the tenure and promotion policies. (Thank you to the several faculty members who sent me their input and feedback regarding the proposed changes.)
- vote on a resolution that will be made, protesting the fact that the administration usurped the authority of Faculty Senate by 1) creating an ad hoc committee to draw up revisions to the current LER curriculum, 2) creating an ad hoc committee to consider changes to existing policy governing Faculty Professional Improvement Leaves, and 3) mandating revisions to the University tenure policy, all without appropriate input from Faculty Senate as a whole and/or the appropriate subcommittees of Senate, and therefore resolving that “Faculty Senate will recognize its own prerogative as well as that of the administration to consider matters of shared responsibility in a reasonable time frame.”

- vote on another resolution that an online SSI be implemented this semester, but ONLY for courses that are fully taught online. Minnick inquired when the Kent Core is going into place, and Lashley clarified that this will occur in fall 2011.

VI. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

Montgomery reported that the committee met last Monday but has no business to report.

B. Faculty Affairs/ Handbook Committee

Fuller explained that the committee has been dealing with some confusion re: the handbook templates issued by the provost. Having learned that the templates are advisory and not mandatory, the committee will be meeting again this Friday to tackle their last major issues.

D. Electronic Communications

Wang announced that she has been consulting with other faculty re: the charges and they will be meeting soon.

E. Library

Keiller announced that they are working on a review/revision of the collection. They are working to institute measures to protect expensive AV items that go missing. Mike has reallocated funds for S&P Net Advantage, which involves business databases that we did not have access to in the past. They are also working to draft a set of guidelines to ensure a smooth future transition of library directors as they prepare for Mike's impending retirement at the end of June 2010.

F. Student Affairs

- The committee met on October 6th to discuss the year's activities. The Student Research Colloquium is scheduled for Tuesday, April 20, 2010 at 7 p.m. Student applications have been sent out to faculty. They are also available at the library and in the Student Union. Applications are due Nov. 24th and can be given to Dr. Christopher Roman. Information re: the colloquium has been posted on fliers and on the electronic boards around the campus. The committee encourages faculty members to announce this opportunity to your students and to serve as mentors. Faculty reaching out to students is often the best way for a student research project to be born. They are focusing on honors students this year. Anyone who is registered for honors hours will be receiving a special invitation to participate.

AD HOC COMMITTEE REPORTS

A. Service Learning

Willey announced that the committee has met.

B. Artist Lecture Committee

No report.

C. Diversity Committee

No report.

D. May 4th Committee

Carlton announced that the committee has met twice. They are in the process of organizing events for next semester. They have secured a commitment from Tom Hensley and Jerry Lewis to discuss their research. There will be three or four events next semester.

VII. ADMINISTRATIVE REPORTS

A. DEAN'S REPORT

Dean Andrews announced that

- As they work to prepare the budget for the next fiscal year, they believe that they will follow a process similar to what has been done in the past. They will meet with the Provost sometime in early November prior to moving forward on all of our personnel actions.
- The architects are preparing to build the academic wing of the building. They are still optimistic about getting the house under roof by winter. The timeline for the facility will hopefully be hammered out by the end of this week. The revised schedule for completion of the facility should fall around August 2010. They will also need time to get the facility prepped, test systems, train personnel, etc. General Manager Mike Morelli began his duties on October 5th. If you get a chance, please stop by and introduce yourself to him. His office is now located in the office next to Pam Patacca, which is being used as swing space until the facility opens.
- We have submitted a proposal to the U.S. Dept. of Agriculture under their rural development program to establish an academic center at Atwood Lodge in Carroll County.
- We received a call from the Trumbull Campus several weeks ago. They have a group that is raising funds to establish a Humane Society and an animal center adjacent to the Trumbull Campus. They have asked us to consider expanding our Vet Tech program to Trumbull County. We are currently evaluating this request and checking with the AVMA re: accreditation issues, etc.
- The H1N1 issue is still out there. Estimates are that 35% of the population will be affected at some point. Lashley has put together an ad hoc committee of faculty to work with Lappin and Southerland, who are our team leaders re: this issue. We are working to consider our options should a significant number of students and/or faculty be affected by the virus.

- Re: searches for the academic year, historically we have presented them for faculty endorsement, recognizing that as the budget becomes clearer we may need to prioritize these searches according to the resources that we have available. Presently, we are planning for Accounting Technology, Biology, English , two Mechanical Engineering Technology, and Computer Technology (all replacement positions). We are also proposing two new additions to the budget: Geology and Theater. We have had a visit from the director of the Department of Dance at the Kent Campus, and she has advised us to consider using adjuncts to teach dance initially. They should be readily available and well qualified. Minnick raised concerns re: talking to tenure track candidates about promotion and tenure when the guidelines are still up in the air with the Think Tank. He proposed that those who are selected to chair search committees get together and arrive at a consensus re: the information provided to candidates during the interview process, in order to ensure fairness and consistency. Lashley indicated that anyone hired in the new year would be brought into the new system. People already in the pipeline would stay under the old system. The Dean requested an approval of the proposed searches. Li approved, seconded by Fuller. Approval by membership in attendance was unanimous.
- There will also be a Library Director search. We will be looking at hiring additional personnel for the PAC that we have previously discussed. We are going to need a Technical Director as well as a clerical specialist/box office position. These will come into play as soon as we know the final date when we can expect to take over the facility. They will not be full-year appointments for the next academic year. One important position that we are going to put in the budget for our campus is someone to take charge of student life and retention activities on the campus. Ramey inquired about the nature of the Library Director position, and Dean Andrews clarified that it is an administrative position with a faculty frame. Kobulnicky clarified that Trumbull recently conducted a Library Director search and we should be able to derive some guidelines from what they did with that position.

B. ASSISTANT DEAN'S REPORT

- Haldar reminded everyone that midterm grades begin this Thursday, October 15th, and run through the following Tuesday. Also on Tuesday, for semester-length courses only, the NF/SF grade can no longer be used. Students will receive the grade that they have earned. The withdrawal date for semester-long courses is November 9th.
- We are offering one in-person class in Medical Terminology at Carrollton Library this semester.
- The new Spring 2010 schedule is back from the printers and out. Registration starts today for seniors, followed by juniors next Monday, then sophomores and freshman. It will be open to everyone on November 9th. We will continue to offer additional courses at off campus sites, including Carrollton Library and Tusky Valley High School. Dean Andrews clarified that the reason the courses at the Carrollton Library are important is because we are trying to establish a foothold

for the academic center in the Carroll County region, and the library is very close to the Atwood Lodge.

- Haldar is asking for faculty availability to teach during Summer 2010. Blue sheets should be returned to her by next week.
- If you would like to be considered for teaching opportunities at another regional campus, you should have received a letter indicating that you need to let that campus know in writing.
- Re: online student evaluations, her office sends out anywhere from 270 to 300 SSIs every semester to those taking web courses, and the rate of return is less than 6%. She suggested that it would make more sense for these students to fill out online evaluations since they are taking the classes online.

VIII. UNFINISHED BUSINESS

No unfinished business.

IX. NEW BUSINESS

No new business.

X. ANNOUNCEMENTS

- Kobulnicky announced that the United Way campaign is still going on. If anyone needs a form, please see him. If you have already made a contribution, he extends his thanks.
- Re: H1N1, Lappin encouraged faculty to relax on attendance policies because more than ever, we really want students to stay home if they are sick. We are actively looking at how we will deliver class in the event of serious absences. If you see a high percentage of absences in your classes, please report them to Assistant Dean Haldar so that we can track rates of illness on our campus. The most important things you can do include washing your hands, covering your mouth when you cough, sneeze, etc. – whatever you can do to stay healthy. The H1N1 vaccine will come through the County Health Department or the New Philadelphia Health Department, and we have to listen and wait for them to have their clinics. If we were to get the vaccine here on campus, it would not be during the first wave. It would be during the second wave or later before they will come to individual places to administer the vaccine. She will let us know as soon as she knows where the clinics will be. In the meantime, watch the papers, listen to the radio – that's how the information will be disseminated. Monitor attendance and strongly encourage sick students to stay home. Dean Andrews indicated that they are monitoring rates of faculty illness as well. Lashley indicated that the faculty committee assigned to address this health concern will be meeting next Monday.
- The Education Club is selling carnations, so consider buying some for your sweetheart for Sweetest Day, which is on the 24th.

XI. ADJOURNMENT

Adjournment: 1:00 p.m.