

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
October 11, 2010
Approved Minutes**

Faculty Present

Auld, Bears, Bichara, Carlton, Crume, Engohang-Ndong, Feng, Fenk, Fishel, Fox, Fuller, Gerbig, Gurau, Graff, Harding, Hoffman, Jewell, Kang, Keiller, Lashley, McMillen, MacQuarrie, Minnick, Newman, Nottingham, B. Osikiewicz, Pech, Porr, Powers, Rajagopal, Thomas, Wang, Willey

Administrators Present

Andrews, Banker, Donely, Gritzan, 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 September meeting stand approved, pending corrections recommended by B. Osikiewicz.

III. TREASURER'S REPORT

Keiller reported that the Flower Fund balance is \$665. 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 provided information from the RCFAC meeting on Friday, October 8, 2010. Highlights of that meeting:

- We submitted names of volunteers willing to serve on the Provost's Regional Campus Tenure and Promotion Advisory Boards. Thanks to Lovejoy Das, Steve Minnick, and Milagros Quesada for volunteering to have their names submitted for these boards. The Provost will review all the nominations and personally choose these committees.
- There was a discussion about the concerns of the course caps being raised in DL classes and traditional lecture based classes.
- There was also a discussion about the concerns of some campuses on the practice of hiring NTT faculty instead of TT faculty. At some other campuses, the number of NTT faculty outnumber the TT faculty.
- We discussed the RTP process and indicated strengths and weaknesses with FolioWeb. Sue Averill mentioned that sometime this academic year, probably

January, every faculty member and every administrator who uses FolioWeb will be receiving a survey asking for input. If you have complaints or recommendations on how to make it easier to use, please be sure to fill out the survey.

- The Faculty Information System (FIS) was also discussed. There was discussion about the drop down menus and the amount of time it takes to enter your CV information into the system.
- We discussed the RCFAC Handbook which is extremely out of date. We talked about the different sections that would need to be included in this handbook. We decided that Mission Statement, RCFAC organizations Structure, RCFAC responsibilities, and Handbook Revision procedures should be included. It was decided that we should seek input from our faculty councils to see what they would like to see in the handbook. If you have suggestions on what you would like to see in the RCFAC handbook, please send those to me.

Important dates to remember:

- Deadline for FPIL requests is October 15. Please contact Carla as soon as possible so that she can add a fpil link to folioweb in order for your colleagues to view your material. Also, remember to include your CV in FIS. Under the personal tab in FIS be sure to make your CV viewable in order for your colleagues see your materials.

V. FACULTY SENATE REPORT

Lashley reported that:

A. at their meeting on Sept. 13, the Faculty Senate:

- discussed a proposal to amend the Faculty Senate Charter and Bylaws to allow for a faculty representative to Faculty Senate from the newly-formed Regional College.
- approved a modification to the University residency requirement. The new policy requires at least 30 passed hours in residence for a baccalaureate degree (of which at least 9 passed hours must be upper-division coursework in the major) and at least 15 passed hours in residence for an associate degree.
- approved a modification of the requirement policy for the Destination Kent State: First-Year Experience course. The policy waives the requirement for all students (across all eight campuses) who are 21 or older at the time of first enrollment and for students who have 25 or more hours of transfer credit. Post-secondary and dual-enrollment hours are specifically excluded.
- approved a proposal by the Undergraduate Requirements Curriculum Committee (URCC) that lays out the format that will be used by academic units to submit a Kent CORE Learning Outcomes Assessment Plan to the URCC, as well as the rubric the URCC will use to evaluate these assessment plans.

- discussed a proposal to establish an Experiential Learning Requirement (ELR) for all baccalaureate-seeking students. Although most Senators support the concept, many concerns were raised regarding its implementation.

B. At today's (Oct. 11) meeting, the Faculty Senate will:

- vote on the proposal to allow for a Faculty Senate representative from the new Regional College.
- have a second discussion and then vote on the proposal to establish an Experiential Learning Requirement. The proposal recognizes five different general categories of Experiential Learning: Civic Engagement, Creative/Artistic Activities, Practical Experiences, Research, and Study Abroad/Elsewhere.

VII. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

Willey said that the committee will meet this week.

B. Faculty Affairs

Fenk reported that the committee and Dean Andrews met for several hours last week to further revise the Faculty Handbook, integrating revisions suggested by the Provost's Office. The revised draft of the handbook will be disseminated to faculty this week for their review and votes; ballots are due Wed., Oct. 20.

D. Electronic Communications

Wang reported that the entire committee (11 members) met with Shannon Bailey last week. The committee will encourage all faculty to develop web pages so that their identifying information (name, rank, dept, and e-mail address) is accessible to students. The page also provides space for your own faculty file. Additionally, the committee is building upon last year's Blackboard Vista presentation by offering Brown Bags on Vista training, beginning with one scheduled for Monday, Oct. 18, presented by Lori Bears. Bears said her presentation will cover tools for bringing technology into the classroom for web-assisted and online course delivery. Blackboard Vista keeps students connected and eases the workload for faculty, who can use it to post grades, syllabi, and weblinks. Bears is creating a Vista "class" for faculty for training during the Brown Bag. Bears said that students appreciate the access made possible via Blackboard Vista. Future training is being planned, too. Any requests for training? Please contact Wang.

E. Library

Powers provided the following reported from the Library Committee's meeting on September 29, 2010:

- Our two primary topics for discussion were e-books and the library environment or use of that space.
- We considered the following usability issues for e-books: local factors such as some students' lack of access to high-speed Internet, as well as some students' underdeveloped computer skills; licensing agreements that can be costly and change frequently; and the incompatibility of current academic e-books with e-readers.
- We also considered various strategies for inviting students into the library: removing part of the circulation desk to increase seating, particularly mobile seating; adding a larger study room, as well as improving the existing two with larger white boards and flat screen TVs; and adapting a book store model that would include coffee.
- Other issues we discussed were creating an identity for the Kent State at Tuscarawas library that hinges on building an Appalachian collection, distributing a survey to faculty to gather information about their views on e-books, and changing the library's hours.
- We plan to meet again on Tuesday, October 26.

F. Student Affairs

Engohang-Ndong reported that the committee will be meeting soon. B. Osikiewicz relayed that the committee chair informed her that Student Colloquium applications will be out by early next week.

AD HOC COMMITTEE REPORTS

A. Service Learning

Willey said S-L involved/interested faculty should have received:

- an invitation to the S-L Community Partner Workshop (Oct. 29 at the KSU Stark Campus).
- a form for requesting funding for S-L projects. The committee expects to make decisions about funding requests by early November.

Anyone who is interested but didn't receive these notices should contact Willey.

B. Mentoring

Keiller announced three upcoming Brown Bags presentations on preparing reappointment, tenure, and promotion (RTP) files on FolioWeb and FIS.

- Thursday, Oct. 21, 12:10 to 12:50, Room A220, Introduction to FolioWeb and FIS Part One, presented by Chris Fenk and Chris Roman
- Wednesday, Nov. 3, 2010, 12:05-12:55, Room ST119, 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

- Wednesday, November 10, 2010, 12:10-12:50, Room A101, Writing and your File: Narratives and other Documents, presented by Beth Osikiewicz and Nicole Willey

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 these training Brown Bags.

C. Artist Lecture Committee

Banker reported the Committee has not yet met.

D. Diversity Committee

Powers reported that the committee will meet on Thursday, October 14, to discuss a primary task this semester: the Strategic Vision charge to "cultivate a campus environment open to diversity through diversity education for the campus and surrounding community." She said that the committee plans to develop action steps in conjunction with our implementation of the University's "100 Commitments" initiative.

Carlton encouraged all to register online to participate in the "100 Commitments" and to list our campus. "100 Commitments" can help combat fear, hatred, and violence incited to drive political agendas; people fear things because they don't know them. Carlton read examples of ways to participate: see a movie, visit a local attraction, volunteer, visit website, start a dialog or public forum. He encouraged faculty to emphasize contributions by researchers / innovators of diverse cultures (e.g., sexual orientation, veteran status, and socioeconomic status, religious and spiritual identifications).

VIII. ADMINISTRATIVE REPORTS

A. DEAN'S REPORT

Dean Andrews reported that:

- Invitations to the Performing Arts Center (PAC) Building Dedication (Nov. 19) have been sent. The Dedication is a black-tie event. PAC ticket sales are going well. We're at 98% of the 5 million-dollar fundraising goal for the PAC capital campaign. The local community is very supportive of our campus.
- We've far exceeded the goal of raising 500k for endowed scholarships, as we've raised about 2.5 million.
- The State of Ohio will pay KSU only 11 of the 12-months subsidy for this year (i.e., no state payment in June 2011). Further, we're now funded based upon course completion. Community colleges are exempt from that stipulation because they serve "under-prepared students."
- The Dean implored faculty to assign grades to **all** students. NGR (No grade reported/entered) will be unfunded. NGR are clerical errors of an instructor's failure to enter a grade for a student. Every semester, entire sections are NGR, and it is not due only to adjunct faculty. F or SF are not funded either, but the Dean is not asking faculty to avoid entering F or SF, but instead to be sure that a grade is

entered for each student. Incompletes are ok, as a grade will be reported for that student later.

- The Tolloti Center's funding goal has been met. The campus was awarded 2.3 million dollars from the Economic Development Administration, bringing the secured funding total to the goal of 5.5 million dollars.
- External funding requests under review: a one-million-dollar grant for expansion of the wired initiative; half-million-dollar for S-L, early childhood technology, green certification for displaced workers, and conceptual chemistry.
- The Chancellor rejected the University's plan for bonds. The University Board of Trustees passed a resolution that the University President is negotiating with the Chancellor. Details include a 60/60 plan (60 new baccalaureates on regional campuses in the next 60 months) and a proposal that regional campuses will freeze tuition for the next two years.
- Staff searches: Clerical specialist for the PAC; computer technician (including increased computer support in classrooms); English, Comm. Tech (both carryovers from last year).
- The "great printer caper." The vendor is worried about its poor performance with us, and now promises a back-up printer in the event of equipment failure. Please recognize that printers in faculty workrooms are designed for **modest** faculty use. Please don't print out a book, as some faculty have done. Also, please don't overload the printer (e.g., multiple copies of a 15-page exam); instead, request copying from Reprographics. Seven million copies in the past three years has been an excessive workload that killed the copier. The Dean encouraged faculty to bring future printer problems to his attention.

B. ASSISTANT DEAN'S REPORT

Haldar reminded faculty that Midterm grades are due by Tuesday, Oct. 19 at midnight (deadlines vary for flexibly-scheduled classes). Final grades must be entered by Dec. 21. When grading, check multiple pages of your roster so that you don't miss students, resulting in NRG.

Haldar announced that the Spring schedule is out now, and features 12 new classes, including: Payroll Accounting; Intro to Entrepreneurship; Dance as an Art Form, Studio Jazz, 2 literature courses, All about Dinosaurs, Elementary Probability and Statistics, Intro to Public Health, Exploring Public Health (starts tomorrow on the Web), and Art of Acting. Also, all requirements for Early Education are now available.

Haldar requested that faculty submit completed "Availability for Summer Teaching" forms by Wed. Oct 13. The Summer schedule must be completed before Christmas, and the Fall Schedule must be "pretty much done" by that time as well. These earlier deadlines are driven by the Kent campus.

B. OTHER ADMINISTRATIVE REPORTS

None.

IX. UNFINISHED BUSINESS

No unfinished business.

X. NEW BUSINESS

Gritzan suggested that the campus's satellite dish, used long ago to broadcast continuing education and sporting events, is likely obsolete and should be removed. Continuing education now uses webinars and online delivery. Bichara said that the dish's technology is outdated (from the 1980s) and is difficult to maintain, but he recommended replacing it with smaller equipment from Dish Network in order to receive the Discovery channel and other content. Fenk asked whether we have access to cable news without the satellite. Gritzan replied that our cable feed from Time Warner provides access to CNN and others news channels. Banker pointed out that news channels can be accessed live via the Web. Gritzan said the existing dish would not be removed until sometime next year. Minnick suggested possibly modifying the dish to use it as a radio astronomy telescope.

XI. ANNOUNCEMENTS

None

XII. ADJOURNMENT

Adjournment: 1:01 p.m.