

**Kent State University
Tuscarawas Campus**

**Faculty Council Meeting
September 14, 2009
Approved Minutes**

Faculty Present

Ayers, Bears, Beltz, Carlton, Crume, Das, Davis Patterson, Fishel, Gerbig, Jewell, Kang, Keiller, Lappin, Lashley, Li, McMillen, Minnick, Montgomery, Newman, Nottingham, B. Osikiewicz, Pech, Porr, Powers, Ramey, Rajagopal, Thomas, Wang, Welch, Willey, 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 April meeting stand approved, pending corrections recommended by Lashley.

III. TREASURER'S REPORT

A. There is \$646.85 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 has met three times since her last report, twice with former Interim Executive Dean Andrews and once with the current Interim Executive Dean Wanda Thomas of the Trumbull Campus. We no longer have a Regional Campuses "home" in the Michael Schwartz Center. The first two meetings were devoted to a recap of AY 2008-2009, a presentation from Dave Dalton re: the eFolio system, and a short discussion with Provost Frank at which they shared some of our concerns re: Think Tank II proposals. They also elected new officers.

RCFAC officers for the current AY are:

- Chair, Dan Palmer, Trumbull
- Vice Chair, Brian Castellani, Ashtabula
- Secretary, Jay Wooten, Salem

B. At their most recent meeting (Sept. 4), RCFAC:

- began the planning of an orientation program for new faculty to be held in January

- learned that no decision has yet been made regarding how to handle the tabled summer grants or Faculty Professional Development Leaves from last year, or even if those programs will be reinstated
- learned that the Regional Campuses Reappointment, Tenure, and Promotion Committee will continue in its current form for at least another year; Lashley will be the Tusc. rep to that committee
- appointed Milagros Quesada as the regional campuses representative to the College of the Arts College Advisory Committee
- learned that Provost Frank has issued a Nov. 15 deadline for all units to have their handbooks completed. But given the many handbook issues that are currently in flux until the Think Tank II recommendations are finalized and implemented, Dean Thomas suggested that we complete only the handbook sections that are unaffected by Think Tank II.

C. In other news,

- committee preference forms for all full-time faculty were due to Lashley last Friday, and she will be constituting and charging the committees soon
- reappointment, tenure, and promotion dossiers from tenure-track faculty in their second year or beyond were due on Sept. 4. Most chose to submit their dossiers electronically. Senior faculty will be meeting this Friday (Sept. 18th) to consider the tenure and promotion dossiers. Reappointment dossiers will be considered at a separate meeting in late Sept. or early Oct.
- for new faculty, your first reappointment dossier will be due Dec. 1
- all new faculty have been assigned a mentor. If you haven't received a letter and don't know who your mentor is, please see Lashley ASAP.
- all continuing tenured faculty need to submit their Annual Workload Summary to Dean Andrews by tomorrow. Remember that use of the Faculty Information System is optional this year but will be required starting next year.
- Jim Kinsey asked me to pass along to all of you his thanks for your support in granting him emeritus status

V. **FACULTY SENATE REPORT**

A. At the **April 13th meeting** of the Faculty Senate, they:

- elected officers for AY 2009-2010:
Chair, Tom Janson (reelected)
Vice-Chair, Paul Farrell
Secretary, Erica Lilly
- approved a proposed reorganization of the College and Graduate School of Education, Health, and Human Services into four schools: Health Sciences; Foundations, Leadership, and Administration; Lifespan Development and Educational Sciences; and Teaching, Learning, and Curriculum Studies.
- heard a report from Chair Janson regarding the recommendations of Think Tank II

B. At the **May 11th meeting** of the Faculty Senate, they:

- approved the establishment of a Bachelor of Science in Public Health degree to be housed in the new College of Public Health
- approved a revision of the University tenure policy that would allow for the possibility that an initial appointment at the rank of associate professor or professor may carry with it tenure as well, given approval of ¾ of the unit's tenure committee

C. At the July 15th meeting of the Faculty Senate, they:

- discussed budget issues for the current AY, particularly the cuts in the Ohio College Opportunity Grants
- After some preliminary discussion of proposed revisions to the University tenure policy (outlined in the minutes of our April Faculty Council meeting), they voted to table further discussion and voting on these revisions until this fall.

D. At today's (Sept. 14th) meeting of the Faculty Senate, they will:

- elect a Faculty Senate representative to the Faculty Ethics Committee
- elect a Faculty Senate representative to the Ohio Faculty Council (a state-wide faculty senate representing all four-year public colleges and universities in Ohio; they serve as an advisory body to the Chancellor and the Board of Regents)
- discuss plans for the Faculty Senate Fall Retreat to be held this coming Friday, Sept. 18, at 11:00 a.m. in the Kent Student Center Ballroom Balcony.

VI. COMMITTEE REPORTS

STANDING COMMITTEE REPORTS

A. Academic Affairs

No report.

B. Faculty Affairs

No report.

C. Handbook Committee

Fuller noted that a second revision of the first twenty pages of the Handbook is awaiting review by members of the Handbook Committee. They are due to have a meeting on the next major issue – workload equivalency – and he'll be selecting a date soon.

D. Electronic Communications

No report.

E. Library

No report.

F. Student Affairs

- The Student Research Colloquium was successfully staged in April. There were six presenters and approximately forty people in attendance. The committee would like to thank all of the advisors who assisted their students through the research process and all of the committee members for their help.

AD HOC COMMITTEE REPORTS

A. Service Learning

Willey announced that the Service Learning pilot program is coming to a close and we are going to need to decide whether we want to institutionalize service learning as a program or let it go. The Service Learning Committee is going to be working on a strategic plan but they are also going to be working with Academic Affairs since Service Learning has been an AQIP initiative. The resulting plan will then be submitted to FAC for approval.

B. Artist Lecture Committee

No report.

C. Diversity Committee

No report.

VII. ADMINISTRATIVE REPORTS

A. DEAN'S REPORT

- Dean Andrews announced that fall enrollment as of this morning was at 2396. This represents a 16% increase over last fall's all-time high enrollment. Applications were up 24.5% and retention is up from 58.7% to 65.3%. This provides us with a great opportunity to leverage the budget situation for next fiscal year and the following year.
- Re: the H1N1 virus, the Dean has spoken with the Provost and the university's position is that there are keys to monitor: prevention, isolation, and a flexible attendance and make up policy. University policy is to keep the university open; however, the situation for regional campuses is complicated by the fact that we are in seven different communities that have six different health commissioners who have the authority to close individual campuses. In the event of a pandemic, we need to make certain we have a plan in place to work with the students who are enrolled in our classes. Flu shots are voluntary, but everyone is strongly encouraged to get them. If you are covered by Kent State insurance, there is no cost to you. Students will be charged \$12. 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.

- The Performing Arts Center is taking shape. The goal is to have a roof in place by winter so that interior work can begin. The general manager, Mike Morelli, has signed his letter of offer and will be joining us on October 5th. He will begin working through the process of booking the facility for fall 2010. We are also making some progress on fundraising. We have received some nice boosts from local foundations including the Tuscarawas County Community Foundation, the Rosenberry Foundation, and several private donors.
- Conversations with the Muskingum Watershed Conservancy District re: the Atwood Lodge and creation of an academic center in Carroll County that would operate the lodge are ongoing. We are working with the Congressman’s office to secure funding to launch this initiative.
- We have charged the New Program Development Task Force with recommending two new baccalaureate degrees to launch on the campus next fall.
- Searches currently planned include Accounting Technology, Biology, English, Engineering Tech (2), Geology, and Theatre. We will also be searching for a library director as Mike Kobulnicky will retire on June 30, 2010.

B. ASSISTANT DEAN’S REPORT

- Haldar reminded everyone that the final exam schedule has been placed in your mailboxes. If you haven’t received a copy, please let her know. University policy requires that the final exam or some form of activity must be accomplished during the time allotted for the exam.
- An increasing number of reporting forms are being made available online. Absence and grade change forms are now available.
- Haldar extended her thanks for faculty diligence in monitoring class rosters. Everyone is encouraged to continue monitoring their rosters.

VIII. UNFINISHED BUSINESS

No unfinished business.

IX. NEW BUSINESS

A. Powers made a motion re: the formation of an ad hoc committee to plan remembrance activities to commemorate the 40th anniversary of the May 4, 1970 shootings at Kent State. The motion was seconded by Keiller and unanimously approved.

B. Rajagopal explained the need for FAC to approve course and program revisions to

EERT 22004, Digital Systems in order to meet required compliance with TAG (Transfer and Assurance Guide). The Ohio Board of Regents (OBR) has instituted TAGS in order to guarantee to students that specific courses will transfer between Ohio's public institutions for higher education. The Associate of Applied Science in Electrical Electronic Related Technology(EERT) is of the TAG areas. If these changes are not approved, our program will not satisfy the OBR's TAG requirements, and we will not pass our upcoming review. The following changes should be implemented as soon as possible:

- 1.) EERT 22004 DIGITAL SYSTEMS --- Revise course outline
- 2.) Credit hours will be increased from 3 hours to 4 hrs as per OBR requirement
- 3.) CATALOG DESCRIPTION – added a few more chapters to reflect the increase in credit hours.
- 4.) COURSE OUTLINE --- Added a few more chapters to reflect the added credit hour and total contact hours (total contact hours change from 60 hours to 75 hours).

The increase of one credit hour to EERT 22004, Digital Systems changes the total credit hour requirement for EERT program from 68-69 credit hours to a total of 69 credit hours. These changes are important to comply with OBR requirements. Bears seconded Rajagopal's motion and the proposed changes were unanimously approved.

X. ANNOUNCEMENTS

- Kobulnicky announced that September 1st was the one-year anniversary of our status as a Federal Depository library. He encouraged the science faculty to look at the technical reports in the Office of Science and Technical Information, as it is an excellent source.
- Gritzan announced that we will be installing and testing a new public address system. He will try to provide advance notice as to when these tests will occur.
- Donley announced that the Early Alert System is available starting today.
- Andrews observed that there has been ongoing discussion re: how to recognize Distinguished Teaching Award recipients. He feels that it would be very nice if, each year for the entire academic year, we acknowledge in the lobby of Founders Hall who were the DTA finalists and winners for the previous year. This would include photos, their names, and other basic information about their involvement in campus life. We should celebrate our DTAs.
- Ramey extended her thanks to the Dean and to Liz for their hospitality at the Dean's annual reception.
- Keiller reminded everyone about the Brown Bag lunch series. If you would like to share your research, teaching, or other professional activities at a Brown Bag, please let him know.
- Powers announced that there are currently about seven members on the ad hoc committee to commemorate May 4th, and there is room for more if additional people are interested.

XI. ADJOURNMENT

Adjournment: 12:45 p.m.